



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

TENDER PLK22/01

RETURNABLE DOCUMENTS

AND

TERMS OF REFERENCE

FOR

**PREVENTATIVE MAINTENANCE,
REPAIR AND OPERATION OF COAL
FIRE BOILERS FOR 24 MONTHS IN
THOHOYANDOU CORRECTIONAL
SERVICES**

YOU ARE HEREBY INVITED TO TENDER TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA

PLEASE TAKE NOTE:

BID NUMBER: PLK22/01

CLOSING TIME: 11:00

CLOSING DATE: 08/02/2022

TENDERS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION

The **Tax Clearance Certificate for Tender Purposes** from the Receiver of Revenue and the **Tender Form** must be completed and signed in the original that is in ink. Forms with photocopied signatures or other such reproduction of signatures may be rejected.

TENDER DOCUMENTS MAY BE POSTED TO

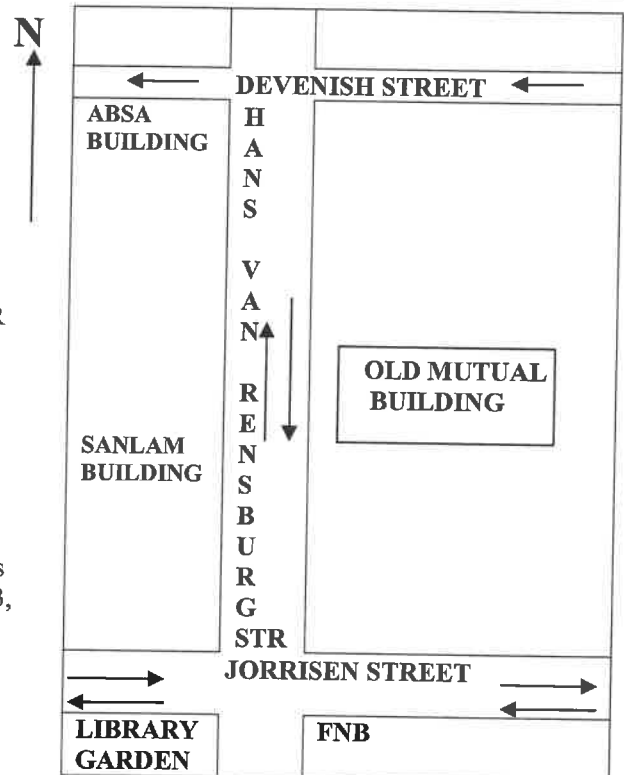
REGIONAL MANAGER
Department of Public Works
Private Bag X 9469
POLOKWANE
0700

ATTENTION: TENDER SECTION: ROOM 03, GROUND FLOOR

Tender documents that are posted must reach the Department of Public Works before the closing date of the tender.

OR

The tender documents may be deposited in the tender box which is identified as the tender box of the Department of Public Works which is located at 78 Hans van Rensburg Street, Old Mutual Building, Room 03, Ground Floor.



The tender box at the Regional Office: Department of Public Works: POLOKWANE is open (**Mondays to Fridays 07:30 – 12:15 / 13:00 – 16:00.**) However, if the tender is late, it will as a rule not be accepted for consideration.

Tenderers should ensure that tenders are delivered timeously to the correct address.

SUBMIT ALL TENDERS ON THE OFFICIAL FORMS - DO NOT RETYPE.

Tenders by telegram, facsimile or other similar apparatus will not be accepted for consideration.

SUBMIT EACH TENDER IN A SEPARATE SEALED ENVELOPE.

The Government Tender Bulletin is available on the Internet on the following web sites:

1. <http://www.treasury.gov.za>
2. <http://www.gov.za/tenders/>

PA-04 (EC): NOTICE AND INVITATION TO TENDER

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES TENDERS FOR:

Project title:	Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.		
Reference no:	7/1/1/2/17		

Tender no:	PLK22/01		
Advertising date:	14/01/2022	Closing date:	08/02/2022
Closing time:	11:00	Validity period:	12 Weeks (84 calendar days)

It is estimated that tenderers should have a CIDB contractor grading designation of **4ME** or **4ME*** or higher.

** Delete "or select tender value range select class of construction works" where only one class of construction works is applicable*

It is estimated that potentially emerging enterprises should have a CIDB contractor grading designation of **select tender value rangeselect class of construction worksPE** or **select tender value rangeselect class of construction worksPE*** or higher.

** Delete "or select tender value range select class of construction works PE" where only one class of construction works is applicable*

Only tenderers who are responsive to the following responsiveness criteria are eligible to submit tenders. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:

<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
<input checked="" type="checkbox"/>	All parts of tender documents submitted must be <u>fully completed in ink and signed where required</u> . Use of correction fluid is prohibited. Corrections to be crossed out and initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
<input checked="" type="checkbox"/>	Submission of (DPW-07 EC): Form of Offer and Acceptance.
<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
<input checked="" type="checkbox"/>	Submission of (PA-11): Declaration of Interest and Tenderer's Past Supply Chain Management Practices.
<input checked="" type="checkbox"/>	Submission of (PA-16): Preference points claim form in terms of the Preferential Procurement Regulations 2017.
<input checked="" type="checkbox"/>	Submission of (PA-29): Certificate of Independent Bid Determination.
<input checked="" type="checkbox"/>	Submission of (PA – 36 and Annexure/s C): Declaration Certificate for Local Production and Content for designated sectors.
<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).
<input checked="" type="checkbox"/>	Submission of (DPW-09EC): Particulars of Tenderer's Projects.
<input checked="" type="checkbox"/>	Submission of (DPW-21 EC): Record of Addenda to tender documents
<input type="checkbox"/>	Submission of (DPW-16 EC): Site Inspection Meeting Certificate
<input type="checkbox"/>	Submission of record of attending compulsory virtual bid clarification / site inspection meeting.

Tender no: PLK22/01

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

For Internal & External Use

Effective date: 20 September 2021

Page 1 of 5
Version: 2.3

<input checked="" type="checkbox"/>	The tenderer will be required to submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
<input type="checkbox"/>	The tenderer will be required to submit his fully priced and completed sectional summary- and final summary pages with the tender.
<input type="checkbox"/>	Submission of Proof of 30% Subcontracting participation and related documents in terms of the Preferential Procurement Regulations 2017.
<input checked="" type="checkbox"/>	Certified copy or copies of Electrical trade test certificate or Millwright certificate which are not older than 3 months before the closing date must be attached.
<input checked="" type="checkbox"/>	Certified copy or copies of Boiler Maker trade test certificate or Fitter and Turner certificate which are not older than 3 months before the closing date must be attached.
<input checked="" type="checkbox"/>	Certified copy or copies of Boiler Operator Supervisor Certificate which are not older than 3 months before the closing date must be attached.
<input checked="" type="checkbox"/>	Certified copy or copies of Boiler Operator Certificate which are not older than 3 months before the closing date must be attached.
<input type="checkbox"/>	

Tenderer must comply with the Pre-qualification criteria for Preferential Procurement listed below

<input checked="" type="checkbox"/>	A tenderer having stipulated minimum B-BBEE status level of contributor: <input checked="" type="checkbox"/> Level 1 or <input checked="" type="checkbox"/> Level 2 or <input type="checkbox"/> Level 3
<input checked="" type="checkbox"/>	An EME or QSE
<input type="checkbox"/>	A tenderer subcontracting a minimum of 30% to: <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are youth <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are women <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people with disabilities <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships <input type="checkbox"/> A co-operative which is at least 51% owned by black people <input type="checkbox"/> An EME or QSE which is at least 51% owned by black people who are Military veterans <input type="checkbox"/> An EME or QSE;

This bid will be evaluated according to the preferential procurement model in the PPPFA: *(Tick applicable preference point scoring system)*

<input checked="" type="checkbox"/> 80/20 Preference points scoring system	<input type="checkbox"/> 90/10 Preference points scoring system	<input type="checkbox"/> Either 80/20 or 90/10 Preference points scoring system
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In case where below/above R 50 000 000 is selected, the lowest acceptable tender will be used to determine the applicable preference point system. (To be used in instances where the estimate cannot be reasonably determined or when one is unsure as to what the market price may be).

Note: Functionality will be applied as a prequalification criterion. Such criteria are used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.

Minimum functionality score to qualify for further evaluation:	60
Functionality criteria:	Weighting factor:

<p>1. Work Force 1 Contractor to provide proof of work force to execute the project (Certified Copy or copies of Electrical Trade Test Certificate or Millwright trade test certificate which are not older than 3 months before closing date must be attached)</p> <p>Artisan (Electrician) or Millwright</p> <p>3 and above = 5 point 2 = 4 points 1 = 3 points</p>	15
<p>2. Work Force 2 Contractor to provide proof of work force to execute the project (Certified Copy or copies of Boiler maker Trade Test Certificate or Fitter and Turner trade test certificate which are not older than 3 months before the closing date must be attached)</p> <p>Artisan (Boiler Maker) or Fitter and Turner</p> <p>3 and above = 5 point 2 = 4 points 1 = 3 points</p>	15
<p>3. Work Force 3 Contractor to provide proof of work force to execute the project (Certified Copy or copies of Boiler Operator Certificate which are not older than 3 months before the closing date must be attached)</p> <p>Boiler Operating Certificate</p> <p>3 and above = 5 points 2 = 4 points 1 = 3 points</p> <p>4. Work Force 4 Contractor to provide proof of work force to execute the project (Certified Copy or copies of ID for employed workforce which are not older than 3 months before the closing date must be attached)</p> <p>General Labour</p> <p>3 and above = 5 points 2 = 4 points 1 = 3 points</p>	3. 15 and 4. 10
<p>5. Management Contractor to provide completion letter or certificate with reference for similar projects (Coal fired Boilers) R1 000 000.00 or higher under taken and completed successfully for the last 10 years.</p> <p>Completed Projects Similar (Coal Fired boiler)</p> <p>3 and above = 5 points 2 = 4 points 1 = 3 points</p>	25

Tender no: PLK22/01

<p>6. Utility Vehicle Contractor to provide evidence of utility vehicles from 1 ton registered under his/her name or company name (certified copies of vehicle certificate which are not older than 3 months on the closing date must be attached)</p> <p>Utility Vehicle 3 and above = 5 points 2 = 4 points 1 = 3 points</p>	10
<p>7. Financial Credibility Provide original stamped bank rating letter from banking institute to justify risk</p> <p>Credit rating of A = 5 points Credit rating of B = 4 points Credit rating of C = 3 points Credit rating of D = 2 points Credit rating of E = 1 point</p>	10
<p>Total</p>	100 Points

Collection of tender documents

- Bid documents are available for free download on e-Tender portal www.etenders.gov.za
- Alternatively; Bid documents may be collected during working hours at the following address **78 Hans Van Rensburg Street, Old Mutual Building, Polokwane 0700**. A non-refundable bid deposit of R 300 is payable (cash only) on collection of the bid documents.

Site inspection meeting

A pre-tender site inspection meeting will **be** held in respect of this tender.
Attendance of said pre- tender site inspection meeting is **not compulsory**

The particulars for said pre- tender site inspection meeting or virtual bid clarification / site inspection meeting. are:

Venue: Zoom Meeting
 Zoom Link: Meeting ID: 996 6046 8298
 Passcode: 995936
 Date: Thursday, 27 January 2022
 Starting time: 10:00am

Enquiries related to tender documents may be addressed to:


DPWI Project Manager:	Percy Makhubele	Telephone no:	015 291 6436
Cell no:	072 903 8099	Fax no:	015 297 4694
E-mail:	percy.makhubele@dpw.gov.za		

Deposit / return of tender documents

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.
 Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.
 All tenders must be completed in non-erasable ink and submitted on the official forms – (forms not to be re-typed).

<p>Tender documents may be posted to:</p> <p>The Director-General Department of Public Works and Infrastructure Private Bag X9469 Polokwane 0700</p> <p>Attention: Procurement section: Room 10</p>	<p>OR</p>	<p>Deposited in the tender box at:</p> <p>78 Hans Van Rensburg Street Old mutual Building Polokwane Room 10</p>
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Compiled by:

<p>Percy Makhubele</p>		<p>12/02/2022</p>
<p>Name of Project Manager</p>	<p>Signature</p>	<p>Date</p>

DPW-03 (EC): TENDER DATA

Project title:	<i>Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.</i>
Reference no:	<i>7/1/12/17</i>

Tender no:	<i>PLK22/01</i>	Closing date:	<i>08/02/2022</i>
Closing time:	<i>11:00</i>	Validity period:	<i>84 days</i>

Clause number:	
	<p>The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Construction Procurement as per Government Notice No. 423 published in Government Gazette No. 42622 of 8 August 2019 and as amended from time to time. (see www.cidb.org.za).</p> <p>The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.</p> <p>Each item of data given below is cross-referenced to the clause marked "C" in the above mentioned Standard Conditions of Tender.</p>
C.1.1	The employer is the Government of the Republic of South Africa in its Department of Public Works and Infrastructure.
C.1.2	<p>For this contract the three volume approach is adopted.</p> <p>This procurement document has been formatted and compiled under the headings as contained in the CIDB's "Standard for Uniformity in Construction Procurement."</p> <p>The three volume procurement document issued by the employer comprises the following:</p> <p>Volume 1: Tendering procedures T1.1 - Notice and invitation to tender (PA-04 EC) T1.2 - Tender data (DPW-03 EC)</p> <p>Volume 2: Returnable documents T2.1 - List of returnable documents (PA-09 EC) C1.1 - Form of offer and acceptance (DPW-07 EC) C2.2 - Bills of Quantities / Lump sum document (if a returnable document) T2.2 - Returnable schedules</p> <p>Volume 3: Contract Part C1: Agreement and contract data C1.2 - Contract data (DPW-04 EC or DPW-05 EC) C1.3 - Form of guarantee (DPW-10.1 EC / DPW-10.3EC or DPW-10.2 EC/DPW-10.4 EC)</p> <p>Part C2: Pricing data C2.1 - Pricing instructions (PG-02.2 EC or PG-02.1EC) C2.2 - Bills of Quantities / Lump sum document (if not a returnable document)</p> <p>Part C3: Scope of work C3 - Scope of work (PG-01.2 EC or PG-01.1EC)</p> <p>Part C4: Site information C4 - Site information (PG-03.2 EC or PG03.1EC)</p>

Tender no: *PLK22/01*



C.1.4	The Employer's agent is:					
	Name:	Percy Makhubele				
	Capacity:	Departmental Project Manager				
	Address:	77 Hans Van Rensburg, Polokwane 0700				
	Tel:	015 291 6436				
	Fax:	015 297 4694				
	E-mail:	percy.makhubele@dpw.gov.za				
C.2.1 C.3.11	<p>A. <u>ELIGIBILITY IN RESPECT OF CIDB REGISTRATION:</u></p> <p>The following tenderers who are registered with the CIDB, or are *capable of being so registered prior to the evaluation of submissions, are eligible to have their tenders evaluated (* tenderers who are capable of being so registered, or who have applied for registration but have not yet received confirmation of such registration, must provide, <u>with this tender</u>, acceptable documentary proof thereof):</p> <p>a) contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations, for a ME or ME** class of construction work; and</p> <p>b) contractors registered as potentially emerging enterprises with the CIDB who are registered in one contractor grading designation lower than that required in terms of a) above</p> <p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> every member of the joint venture is registered with the CIDB; the lead partner has a contractor grading designation in the ME or ME** class of construction work; and the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations for a ME or ME** class of construction work <p>** Delete "or select tender value range select class of construction works" where only one class of construction works is applicable</p> <p>A contract will be entered into with a tenderer who has in his employ management and supervisory staff satisfying the requirements of the scope of work for labour intensive competencies for supervisory and management staff. - Not applicable</p> <p>B. <u>INDICATE THE FUNCTIONALITY WEIGHTING APPLICABLE TO THIS BID:</u></p> <p>Note: Functionality will only be applied as a prequalification criterion. Such criteria are used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.</p> <table border="1"> <thead> <tr> <th>Functionality Criteria</th> <th>Weighting Factor</th> </tr> </thead> <tbody> <tr> <td> 1. Work Force 1 Contractor to provide proof of work force to execute the project (Certified Copy or copies of Electrical Trade Test Certificate or Millwright trade test certificate which are not older than 3 months before closing date must be attached) Artisan (Electrician) or Millwright 3 and above = 5 point 2 = 4 points 1 = 3 points </td> <td>15</td> </tr> </tbody> </table>		Functionality Criteria	Weighting Factor	1. Work Force 1 Contractor to provide proof of work force to execute the project (Certified Copy or copies of Electrical Trade Test Certificate or Millwright trade test certificate which are not older than 3 months before closing date must be attached) Artisan (Electrician) or Millwright 3 and above = 5 point 2 = 4 points 1 = 3 points	15
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<p>2. Work Force 2 Contractor to provide proof of work force to execute the project (Certified Copy or copies of Boiler maker Trade Test Certificate or Fitter and Turner trade test certificate which are not older than 3 months before the closing date must be attached)</p> <p>Artisan (Boiler Maker) or Fitter and Turner</p> <p>3 and above = 5 point 2 = 4 points 1 = 3 points</p>	<p>15</p>
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<p>5. Management Contractor to provide completion letter or certificate with reference for similar projects (Coal fired Boilers) R1 000 000.00 or higher under taken and completed successfully for the last 10 years.</p> <p>Completed Projects Similar (Coal Fired boiler)</p> <p>3 and above = 5 points 2 = 4 points 1 = 3 points</p>	<p>25</p>
<p>6. Utility Vehicle Contractor to provide evidence of utility vehicles from 1ton registered under his/her name or company name (certified copies of vehicle certificate which are not older than 3 months on the closing date must be attached)</p> <p>Utility Vehicle</p> <p>3 and above = 5 points 2 = 4 points 1 = 3 points</p>	<p>10</p>
<p>7. Financial Credibility Provide original stamped bank rating letter from banking institute to justify risk</p> <p>Credit rating of A = 5 points</p>	<p>10</p>



Credit rating of B	= 4 points	
Credit rating of C	= 3 points	
Credit rating of D	= 2 points	
Credit rating of E	= 1 points	
Total		100 Points

(Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

Minimum functionality score to qualify for further evaluation:	60
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(Total minimum qualifying score for functionality is 50 Percent).

C ELIGIBILITY IN RESPECT OF RISK TO EMPLOYER:

Provisions applicable to Evaluation Method 1 and 2:

Tender offers will be evaluated by an Evaluation Committee based on the technical and commercial risk criteria listed hereunder. Each criterion carries the same weight / importance and will be evaluated individually based on reports presented to the Evaluation Committee by the Professional Team appointed on the project. A tender offer will be declared non-responsive and removed from any further evaluation if any one criterion is found to present an unacceptable risk to the Employer.

In order for the evaluation reports to be prepared by the Professional Team, the Tenderer is obliged to provide comprehensive information on form DPW-09 (EC). Failure to complete the said form will cause the tender to be declared non-responsive and removed from any further consideration. The Employer reserves the right to request additional information over and above that which is provided by the Tenderer on said form. The information must be provided by the Tenderer within the stipulated time as determined by the Project Manager, failing which the tender offer will *mutatis mutandis* be declared non-responsive.

C.1. Technical risks:

C.1.1 Criterion 1: Quality of current and previous work

Quality of current and previous work performed by the Tenderer in the class of construction work stated above as per the evaluation report prepared by the Professional Team, based on its research and inspection of a representative sample of the Tenderer's current and previous work as reflected on form DPW-09 (EC), as well as, if necessary, of any additional work executed by the Tenderer, not reflected on form DPW-09 (EC).

C.1.2 Criterion 2: Contractual commitment

Adherence to contractual commitments, demonstrated by the Tenderer in the performance on current and previous work, evaluated in terms of:

- a) the level of progress on current projects in relation to the project programme or, if such is not available/applicable, to the contractual construction period in general;
- b) the degree to which previous projects have been completed within the contractual completion periods and/or extensions thereto; and
- c) general contract administration, i.e. compliance with contractual aspects such as laws and regulations, insurances, security, written contract instructions, subcontractors, time delay claims, etc as can generally be expected in standard/normal conditions of contract.

C.2 Commercial risks:

The level to which agreement with the Tenderer is reached in respect of the adjustment of rates which are considered to be imbalanced or unreasonable and to eliminate errors or discrepancies, without changing the tendered total price, over and above the correction of arithmetical errors as provided for in C.3.9.

C.2.7 For particulars regarding a pre-tender site inspection meeting, see Notice and Invitation to Tender T1.1

C.2.12 If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements. A tenderer may submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. Provided that the tenderer's main tender offer is according to specification and would under normal circumstances be recommended for acceptance, his alternative tender offer may also be considered for the purpose of the award of the contract.

Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of



	<p>the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.</p> <p>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.</p> <p>The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs of confirming the acceptability of the detailed design before it is constructed.</p> <p>Alternative tender offer permitted: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
C.2.13.2	The list of Returnable Documents identifies which of the documents a tenderer must complete when submitting a tender offer. The tenderer must submit his tender offer by completing the Returnable Documents, signing the "Offer" section in the "Form of Offer and Acceptance" and delivering the Returnable Documents back to the Department.
C.2.13.5	The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are as per Notice and Invitation to Tender T1.1.
C.2.13.6 C.3.5	A two-envelope procedure will not be followed.
C.2.15	The closing time for submission of tender offers is as per Notice and Invitation to Tender T1.1.
C.2.16	The tender offer validity period is as per Notice and Invitation to Tender T1.1.
C2.16.3	Omit the wording of the last sentence for those projects which are subject to CPAP
C.2.18	<p>The tenderer will be required to submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts):</p> <p><input checked="" type="checkbox"/> Together with his tender; or <input type="checkbox"/> Within fourteen (14) calendar days of the date on which he has been requested to do so prior to the award of the contract.</p>
C.2.19	Access shall be provided for inspections, tests and analysis as may be required by the Employer.
C.3.4.1 C.3.4.2	The location for opening of the tender offers, immediately after the closing time thereof shall be at: 78 Hans Van Rensburg Street Polokwane 0700
C.3.8	The words "responsive tender" and "acceptable tender" shall be construed to have the same meaning.
C.3.9.3	Omit the wording and replace with the following: "Notify the tenderer of all errors, omissions and/or rate imbalances that are identified in the tender offer and request the tenderer to, within a stipulated time, accept the total of prices as corrected in accordance with C.3.9.4."
C.3.9.4	Omit the wording of the first sentence and replace with the following: "In cases where tender offers contain errors, omissions and/or rate imbalances, these are to be corrected as follows:"
C.3.9.4	Add sub paragraph c) to C.3.9.4, as follows: "c) If the tenderer does not accept the corrected tender offer, or cannot reach consensus with the Employer on a corrected tender offer, the tender is to be classified as not acceptable/non responsive and removed from further contention."
C.3.11.1	The procedure for the evaluation of responsive tenders is Method 2: Financial Offer and Preference.
C.3.13	<p>Add the following to sub paragraph a), as follows:</p> <p>The tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) as a person prohibited from doing business with the public sector;</p>



C.3.17

Provide to the successful tenderer one copy of the signed contract document.

PA-09 (EC): LIST OF RETURNABLE DOCUMENTS

Project title:	<i>Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.</i>		
Tender / Quote no:	PLK22/01	Reference no:	7/1/1/2/17
Receipt Number:			

1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

Note: Failure to submit the applicable documents will result in the tender offer being disqualified from further consideration.

Tender document name	Number of pages issued	Returnable document
Form of Offer and Acceptance (DPW-07 EC)	4 Pages	Yes
Declaration of Interest and Tenderer's Past Supply Chain Management Practices (PA-11)	4 Pages	Yes
Resolution of Board of Directors (PA-15.1) <i>(if applicable)</i>	1 Page	Yes
Resolution of Board of Directors to enter into Consortia or JV's (PA-15.2) <i>(if applicable)</i>	2 Pages	Yes
Special Resolution of Consortia or JV's (PA-15.3) <i>(if applicable)</i>	3 Pages	Yes
Preference points claim form in terms of the Preferential Procurement Regulations 2017 (PA – 16)	5 Pages	Yes
Certificate of independent Bid Determination (PA - 29)	4 Pages	Yes
Declaration Certificate for Local Production and Content for designated sectors (PA – 36 and Annexure/s C)	7 Pages	Yes
Fully completed Declaration of Designated Groups for Preferential Procurement (PA 40)	2 Pages	Yes
Registration on National Treasury's Central Supplier Database (CSD).	-	Yes
Particulars of Tenderer's Projects (DPW-09 EC)	2 Pages	Yes
Site Inspection Meeting Certificate (DPW-16 EC) <i>(if applicable)</i> .	1 Page	Yes
Record of attending compulsory virtual bid clarification / site inspection meeting <i>(if applicable)</i> .	1 Page	Yes
Record of Addenda to tender documents (DPW-21 EC)	1 Page	Yes
Site Inspection Meeting Certificate (DPW-16 EC) <i>(if applicable)</i>	1 Page	Yes
Proof of 30% Subcontracting participation and related documents in terms of the Preferential Procurement Regulations 2017 <i>(if applicable)</i> .		

* In compliance with the requirements of the CIDB SFU Annexure G

Tender no: *PLK22/01*

2. ADDITIONAL RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

Note: Failure to submit the applicable documents will result in the Tenderer having to submit same upon request within a stipulated time and if not complied with, will result in the tender offer being disqualified from further consideration. [See also C.2.18 of the Standard Conditions of Tender]

Tender document name	Number of pages issued	Returnable document
Any <u>additional</u> information required to complete a risk assessment (<i>if applicable</i>)	-	Yes

3. RETURNABLE DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

Note: Failure to submit the applicable documents will result in the Tenderer having to submit same upon request within a stipulated time and if not complied with, will result in the tender offer being disqualified from further consideration. [See also C.2.18 of the Standard Conditions of Tender]

Tender document name	Number of pages issued	Returnable document
Schedule of proposed sub-contractors (DPW-15 EC) (<i>if applicable</i>)	1 Page	Yes
Particulars of Electrical Contractor (DPW-22 EC) (<i>if applicable</i>)	1 Page	Yes
Mechanical / Electrical / Security Work material and equipment schedules (<i>if applicable</i>)	Pages	Yes
Schedule for Imported Materials and Equipment (DPW-23 EC) (<i>if applicable</i>)	1 Page	Yes

4. OTHER DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

(Insert a tick in the "Returnable document" column to indicate which documents must be returned with the tender)

Note: Failure to submit the applicable documents will result in the tender offer being disqualified from further consideration.

Tender document name	Number of pages issued	Returnable document
Priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts)	51 Pages	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Fully priced and completed sectional summary- and final summary pages with the tender.	Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>insert document name</i>	Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>insert document name</i>	Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>insert document name</i>	Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No

Tender no: **PLK22/01**

5. ADDITIONAL INFORMATION THAT MAY BE REQUIRED FOR TENDER EVALUATION PURPOSES

Legal Status of Tendering Entity: If the Tendering Entity is:	Documentation to be submitted with the tender, or which may be required during the tender evaluation:
a. A close corporation, incorporated prior to 1 May 2011 under the Close Corporations Act, 1984 (Act 69 of 1984, as amended)	Copies of the Founding Statement – CK1
b. A profit company duly registered as a private company. [including a profit company that meets the criteria for a private company, whose Memorandum of Incorporation states that the company is a personal liability company in terms of Section 8(2)(c) of the Companies Act, 2008 (Act 71 of 2008, as amended)].	Copies of: i. Certificate of Incorporation – CM1; ii. Shareholding Certificates of all Shareholders of the company, plus a signed statement of the company's Auditor, certifying each Shareholder's ownership / shareholding percentage relative to the total; and/or iii. Memorandum of Incorporation in the case of a personal liability company.
c. A profit company duly registered as a private company in which any, or all, shares are held by one or more other close corporation(s) or company(ies) duly registered as profit or non-profit company(ies).	Copies of documents referred to in a. and/or b. above in respect of all such close corporation(s) and/or company(ies).
d. A profit company duly registered as a public company.	Copy of Certificate of Incorporation – CM1, and a signed statement of the company's Secretary or Auditor confirming that the company is a public company.
e. A non-profit company, incorporated in terms of Section 10 and Schedule 1 of the Companies Act, 2008 (Act 71 of 2008, as amended).	Copies of: i the Founding Statement – CK1; and ii the Memorandum of Incorporation setting out the object of the company, indicating the public benefit, cultural or social activity, or communal or group interest.
f. A natural person, sole proprietor or a Partnership	Copy(ies) of the Identity Document(s) of: i. such natural person/ sole proprietor, or each of the Partners to the Partnership.
g. A Trust	Deed of Trust duly indicating names of the Trustee(s) and Beneficiary (ies) as well as the purpose of the Trust and the mandate of the Trustees.

Signed by the Tenderer:

Name of representative	Signature	Date

DPW-07 (FM): FORM OF OFFER AND ACCEPTANCE

Tender no: PLK22/01

OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:
 Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all of the obligations and responsibilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX (All applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies) IS:

Rand (in words):	
Rand in figures:	R

The award of the tender may be subjected to price negotiation with the preferred tender(s). The negotiated and agreed price will be considered for acceptance as ***a firm and final offer***.

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the tender data, whereupon the Tenderer becomes the party named as the Service Provider in the conditions of contract identified in the contract data.

THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)

Company or Close Corporation: And: Whose Registration Number is: And: Whose Income Tax Reference Number is: CSD supplier number:	OR	Natural Person or Partnership: Whose Identity Number(s) is/are: Whose Income Tax Reference Number is/are: CSD supplier number:
---	----	---

AND WHO IS (if applicable):

Trading under the name and style of:

AND WHO IS:

Represented herein, and who is duly authorised to do so, by: Mr/Mrs/Ms: In his/her capacity as:	Note: A Resolution / Power of Attorney, signed by all the Directors / Member / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.
---	--

SIGNED FOR THE TENDERER:

Name of representative	Signature	Date

Tender no: PLK22/01

WITNESSED BY:

Name of witness	Signature	Date

This Offer is in respect of: (Please indicate with an "X" in the appropriate block)

- The official documents
- The official alternative
- Own alternative (only if documentation makes provision therefore)

(N.B.: Separate Offer and Acceptance forms are to be completed for the main and for each alternative offer)

SECURITY OFFERED:

The Service Provider will provide one of the following forms of security:

- (1) Cash deposit of 2.5% of the Contract Sum (excl. VAT) Yes No
- (2) Variable guarantee of 2.5% of the Contract Sum (excl. VAT) (DPW-10.5: FM) Yes No
- (3) Retention of 2.5% of the Contract Sum (excl. VAT) Yes No
- (4) 1.25% cash deposit and 1.25% retention of the Contract Sum (excl. VAT) Yes No

NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.

The Tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

.....

Other Contact Details of the Tenderer are:

Telephone No..... Cellular Phone No.

Fax No

Postal address

Banker Branch.....

Bank Account No. Branch Code

Registration No of Tenderer at Department of Labour

ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Tender no: PLK22/01

The terms of the contract, are contained in:

- Part 1 Agreements and contract data, (which includes this agreement)
- Part 2 Pricing data
- Part 3 Scope of work.
- Part 4 Site information

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if delivered by hand on the day of delivery, or if delivered by courier within two working days after submission by the Employer to the courier services for a door-to-door delivery to the tenderer, provided that the Employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now Service Provider) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of the schedule of deviation to this agreement if applicable), this agreement shall constitute a binding contract between the parties.

For the Employer:

Name of signatory	Signature	Date

Name of Organisation:	Department of Public Works
Address of Organisation:	

WITNESSED BY:

Name of witness	Signature	Date

Tender no: PLK22/01

Schedule of Deviations

1.1.1. Subject:
Detail:
1.1.2. Subject:
Detail:
1.1.3. Subject:
Detail:
1.1.4. Subject:
Detail:
1.1.5. Subject:
Detail:
1.1.6. Subject:
Detail:

By the duly authorised representatives signing this agreement, the Employer and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

PA-11: DECLARATION OF INTEREST AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Failure to complete this form in **full** and signed by the duly authorized person, as indicated on PA-15.1 or PA-15.3, shall render the tender non-responsive and will be removed from any and all further contention.

Project title:	<i>Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.</i>		
Bid no:	PLK22/01	Reference no:	7/1/1/2/17

The following particulars must be furnished. In the case of a joint venture, separate declarations in respect of each partner must be completed and submitted.

1. CIDB REGISTRATION NUMBER (if applicable)

2. Any legal person, including persons employed by the State¹; or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where:

- The bidder is employed by the state; and/or
- The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 3.1 Full Name of bidder or his or her representative:
- 3.2 Identity number:.....
- 3.3 Position occupied in the Company (director, trustees, shareholder² ect
- 3.4 Company Registration Number:
- 3.5 Tax Reference umber:.....
- 3.6 VAT Registration Number:

3.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹ "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

² "Shareholder" means –

- (a) a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercise control over the enterprise

3.7 Are you or any person connected with the bidder presently employed by the state? YES NO

3.7.1 If so, furnish the following particulars:

Name of person / director /trustees/shareholder/ member:.....

Name of state institution at which you or the person is connected to the bidder is employed

Position occupied in the state institution:.....

Any other particulars:

.....

3.8 Did you or your spouse, or any of the company's directors / trustees/shareholders / members or their spouses conduct business with the state in the previous twelve months? YES NO

3.8.1 If so, furnish particulars:.....

3.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES NO

3.9.1 If so, furnish particulars.

3.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the

evaluation and or adjudication of this bid? YES NO

3.10.1 If so, furnish particulars.

.....

3.11 Do you or any of the directors /trustees/shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES NO

3.11.1 If so, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

5. DECLARATION OF TENDERER / BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

5.1	<i>Is the tenderer / bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?</i> (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.2	If so, furnish particulars:		

5.3	<p><i>Is the tenderer / bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</i></p> <p>To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.4	<i>If so, furnish particulars:</i>		
5.5	<p><i>Was the tenderer / bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.6	<i>If so, furnish particulars:</i>		
5.7	<p><i>Was any contract between the tenderer / bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.8	<i>If so, furnish particulars:</i>		

6. CERTIFICATION

I the undersigned (full name) _____ certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name of Tenderer / bidder	Signature	Date	Position

This form has been aligned with SBD4 and SBD 8

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

_____ (Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

- The Enterprise submits a Bid / Tender to the Department of Public Works in respect of the following project:

_____ (Project description as per Bid / Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

- *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
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The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

2. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

_____ (code)



Postal Address: _____

 _____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
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The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

Note:

- * Delete which is not applicable.
- NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
- In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
- Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
- Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP



PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

RESOLVED that:

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ *(Bid / Tender Number as per Bid /Tender Document)*

PA-15.3: Special Resolution of Consortia or Joint Ventures

B. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (*Position in the Enterprise*)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

_____ (Postal code) _____

Postal Address: _____

_____ (Postal code) _____

Telephone number: _____

Fax number: _____

PA-15.3: Special Resolution of Consortia or Joint Ventures

	Name	Capacity	Signature
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The bidding enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).



PA16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 AND THE AMENDED B-BBEE CODES.

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

- 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. The value of this bid is estimated to **Not Exceed** R50 000 000 (all applicable taxes included) and therefore the... **80/20**.....system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	80
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.4. Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. An Exempted Micro Enterprise (EME) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.

1.6. Qualifying Small Enterprise (QSE) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.

- 1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 1.8 CERTIFICATES ISSUED BY IRBA AND ACCOUNTING OFFICER HAVE BEEN DISCONTINUED; HOWEVER VALID CERTIFICATES ALREADY ISSUED BEFORE 01 JANUARY 2017 MAY BE USED UNTIL THEY PHASE OUT COMPLETELY BY DECEMBER 2017

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** 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;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice under

P_{min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 6(2) and /or 7(2), of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.4 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.5 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or Sworn Affidavit for EME's and QSE's.

8 SUB-CONTRACTING (relates to 5.5)

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?%

(ii) the name of the sub-contractor?

(iii) the B-BBEE status level of the sub-contractor?

(iv) whether the sub-contractor is an EME/ a QSE YES / NO (delete which is not applicable)

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number

9.3 Company registration number

9.4 TYPE OF COMPANY/ FIRM
Partnership/Joint Venture / Consortium
One person business/sole propriety
Close corporation
Company
(Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate/ Sworn Affidavit, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) Disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

- 1.
- 2.

.....

SIGNATURE(S) OF BIDDER(S)

DATE:..... ADDRESS:.....

.....

PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

Project title:	Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.		
Bid no:	PLK22/01	Reference no:	7/1/1/2/17

INTRODUCTION

1. This PA-29 [Certificate of Independent Bid Determination] must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This form (PA-29) serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (PA-29) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

6. 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 consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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.

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.

Name of Bidder	Signature	Date	Position

³ 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.

PA-36: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.



PA36: Declaration Certificate for Local Production and Content for Designated Sectors.

(This form has been aligned with NT - SBD 6.2)

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Stoker	100%
Safety valves	100%
Water feed pumps	100%

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.



**LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)**

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer". Page 3 of 4



PA36: Declaration Certificate for Local Production and Content for Designated Sectors.

(This form has been aligned with NT - SBD 6.2)

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

Page 4 of 4

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1) Tender No.

(D2) Tender description:

(D3) Designated Products:

(D4) Tender Authority:

(D5) Tendering Entity name:

(D6) Tender Exchange Rate: EU GBP

Note: VAT to be excluded from all calculations

A. Exempted imported content

Calculation of imported content										Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted Imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value R											

This total must correspond with Annex C - C 21

B. Imported directly by the Tenderer

Calculation of imported content										Summary	
Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
(D32) Total Imported value by tenderer R											

C. Imported by a 3rd party and supplied to the Tenderer

Calculation of imported content										Summary	
Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D45) Total Imported value by 3rd party R											

D. Other foreign currency payments

Calculation of foreign currency payments					Summary of payments	
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments	
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)	
(D52) Total of foreign currency payments declared by tenderer and/or 3rd party						

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above R

This total must correspond with Annex C - C 23

Signature of tenderer from Annex B _____
Date: _____

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	<input type="text" value="PLK22/01"/>	Note: VAT to be excluded from all calculations
(E2)	Tender description:	Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.	
(E3)	Designated products:	<input type="text"/>	
(E4)	Tender Authority:	<input type="text"/>	
(E5)	Tendering Entity name:	<input type="text"/>	

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			R <input type="text"/>

(E10)	Manpower costs	(Tenderer's manpower cost)	R <input type="text"/>
(E11)	Factory overheads	(Rental, depreciation & amortisation, utility costs, consumables etc.)	R <input type="text"/>
(E12)	Administration overheads and mark-up	(Marketing, insurance, financing, interest etc.)	R <input type="text"/>
(E13) Total local content			R <input type="text"/>

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender no: PLK22/01

Name of Tenderer

EME¹ QSE² Non EME/QSE (tick applicable box)

1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No

Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number State date of South African citizenship obtained (not applicable to persons born in South Africa)

¹ EME: Exempted Micro Enterprise

² QSE: Qualifying Small Business Enterprise



PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender no: PLK22/01

2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature
	Date

DPW-09 (EC): PARTICULARS OF TENDERER'S PROJECTS

Project title:	<i>Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.</i>		
Tender / quotation no:	PLK22/01	Closing date:	08/02/2022
Advertising date:	14/01/2022	Validity period:	84 days

1. PARTICULARS OF THE TENDERER'S CURRENT AND PREVIOUS COMMITMENTS

1.1. Current projects

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Current percentage progress
1						
2						
3						
4						
5						
6						
7						
8						

1.2. Completed projects

Projects completed in the previous 5 (five) years	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum	Contractual commencement date	Contractual completion date	Date of Certificate of Practical Completion
1						
2						
3						
4						
5						
6						
7						
8						
9						

Name of Tenderer	Signature	Date



DPW-15 (EC): SCHEDULE OF PROPOSED SUBCONTRACTORS

Project title:	<i>Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.</i>		
Tender no:	PLK22/01	Reference no:	7/1/1/2/17

We notify you that it is our intention to employ the following Subcontractors for work in this contract.

We confirm that all subcontractors who are contracted to construct a house are registered as home builders with the National Home Builders Registration Council.

	Name and address of proposed Subcontractor	Nature and extent of work	Previous experience with Subcontractor
1			
2			
3			
4			
5			

Name of representative	Signature	Capacity	Date

Name of organisation:	
------------------------------	--



DPW-16 (EC): SITE INSPECTION MEETING CERTIFICATE

Project title:	<i>Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.</i>		
Tender no:	<i>PLK22/01</i>	Reference no:	<i>7/1/1/2/17</i>
Closing date:	<i>08/02/2022</i>		

This is to certify that I, _____ representing
 _____ in the company of
 _____ visited the site on: *N/A*

I have made myself familiar with all local conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the site inspection meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	Date

DPW-21 (EC): Record of addenda to tender documents

DPW-21 (EC): RECORD OF ADDENDA TO TENDER DOCUMENTS

Project title:	<i>Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.</i>		
Tender no:	<i>PLK22/01</i>	Reference no:	<i>7/1/1/2/17</i>

1. I / We confirm that the following communications received from the Department of Public Works and Infrastructure before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

Name of Tenderer	Signature	Date

2. I / We confirm that no communications were received from the Department of Public Works and Infrastructure before the submission of this tender offer, amending the tender documents.

Name of Tenderer	Signature	Date



DPW-21 (EC): Record of addenda to tender documents



DPW-22 (EC): PARTICULARS OF ELECTRICAL CONTRACTOR

Project title:	<i>Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.</i>		
Tender no:	PLK22/01	Reference no:	7/1/1/2/17

Name of Electrical Contractor:	
Address:	
Electrical Contractor registration number at the Electrical Contracting Board of S.A.:	

Name of Tenderer	Signature	Date



DPW-23 (EC): SCHEDULE FOR IMPORTED MATERIALS AND EQUIPMENT

Project title:	<i>Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.</i>		
Tender no:	PLK22/01	Reference no:	7/1/1/2/17

This schedule should be completed by the tenderer. *(Attach additional pages if more space is required)*

Item	Material / Equipment	Rand (R) (Excluding VAT)
1.		R
2.		R
3.		R
4.		R
5.		R
6.		R

The Contractor shall list imported items, materials and/or equipment which shall be excluded from the Contract Price Adjustment Provisions (if applicable) and shall be adjusted in terms of currency fluctuations only. Copies of the supplier's quotations for the items, materials or equipment (provided that such costs shall not be higher than the relevant contract rate as listed above) should be lodged with the Principal Agent / Engineer of the Department of Public Works within 60 (sixty) days from the date of acceptance of the tender. No adjustment of the local VAT amount, nor the contractor's profit, discount, mark-up, handling costs, etc. shall be allowed.

These net amounts will be adjusted as follows:

FORMULA:

The net amount to be added to or deducted from the contract sum:

$$A = V \left(\frac{Z}{Y} - 1 \right)$$

A = the amount (R) of adjustment

V = the net amount (supplier's quotation) (R) of the imported item

Y = exchange rate at the closing date of tender submission

Z = exchange rate on the date of payment.

Name of Tenderer	Signature	Date



DPW-04 (FM): CONTRACT DATA: FACILITIES MANAGEMENT

CONTRACT DATA FOR *Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.*

Tender no: **PLK 22/01**

Spaces requiring information must be filled in, shown as 'not applicable' or deleted and not left blank. Where choices are offered, the non-applicable items are to be deleted. Where insufficient space is provided the information should be annexed hereto and cross referenced to the applicable clause of the Contract Data. Key cross reference clauses are indicated on the left hand side of the document.

PART 1: DATA PROVIDED BY THE EMPLOYER	
CLAUSE	Compulsory Data
1.1.10	The Employer is the Government of the Republic of South Africa, in its Department of Public Works.
36	<p>The Employer chooses the following address where it will receives notices:</p> <p>Physical Address: 77 Hans Van Rensburg Polokwane 0700</p> <p>Postal address: Private Bag X4056 Polokwane 0700</p> <p>Tel: 015 291 6436 Fax: 015 297 4694</p>
1.1.6	The Contract Period is 24 months (total of 30 days from Commencement Date + the Service Period + Transitional Period)
1.1.19	The Service Manager is Percy Makhubele
1.1.22	The Service Period is 24 months
1.1.24	The Transitional Period is N/A
7.	A security of 2.5% of the Contract Sum is required from the Service Provider.
12.2	The Service Period shall commence on N/A (insert not applicable if this option is not to be selected)
22.11	The penalty per day shall be five (5) cents per hundred Rand of the agreed cost of the relevant Identified Project.

Tender no: PLK 22/01

26.2.4	<p>The Contract Price is to be adjusted using CPAP indices: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Where CPAP is to be used: N/A</p> <p>Where CPAP is applicable, the contract value will be adjusted in accordance with the JBCC Contract Price Adjustment Provisions (CPAP) as set out in the CPAP Indices Application Manual as prepared by the JBCC series 2000, code 2118, dated May 2005 and any amendments thereto, subject to:</p> <ol style="list-style-type: none"> (1) Glass etc. measured in specialist section Metalwork, will be adjusted in terms of the index for that work group unless specifically stated otherwise in the bills of quantities. (2) All electrical installations in buildings and power distribution systems shall be adjusted in terms of the index for Work Group 160 Electrical Installation. In case of uninterruptible power supplies, elevators, escalators and hoist, generating sets, motor-alternator sets and intercommunication systems shall be in accordance with Work Group 170 (3) With reference to Work Group 190 a proportion of the value related preliminaries pro rata to the amount of work excluded from adjustment, shall be excluded from Contract Price Adjustment Provisions, if Option A has been selected for the adjustment of preliminaries (4) Further to clause 3.4.4 of the CPAP Indices Application Manual, the listing of additional items for exclusion by tenderers, will not be permitted (5) Where V results in a negative amount after application of the formula in clause 8.3 of the CPAP Indices Application Manual the factor of 0,55 shall be substituted by 1,45 <p>Alternative Indices: Not Applicable</p>
--------	--

PART 2: DATA TO BE PROVIDED BY THE SERVICE PROVIDER	
1.1.20	<p>The Service Provider is</p> <hr/> <hr/> <p><i>(insert name and registration number if applicable)</i></p>
36.	<p>The Service Provider chooses the following address where it will receive notices:</p> <p>Physical address:</p> <hr/> <hr/> <hr/> <p>Postal Address:</p> <hr/> <hr/> <hr/> <p>Tel: _____ Fax: _____</p>

Tender no: PLK 22/01

7.	<p>The security to be provided by the Service Provider will be one of the following, as indicated:</p> <p>(1) 2.5% cash deposit Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(2) 2.5% variable guarantee Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(3) retention of 2.5% of the Contract Sum (excluding VAT) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(4) 1.25% cash deposit and a retention of 1.25% of the Contract Sum (excluding VAT) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.</p>
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DPW-10.5 (FM): VARIABLE GUARANTEE – WORKS OF FACILITIES MANAGEMENT

Director-General
Department of Public Works at National Level
Government of the Republic of South Africa

To: **Departmental of Public Works**
Private Bag X 4056
Polokwane
0700

Sir,

VARIABLE GUARANTEE FOR THE EXECUTION OF A CONTRACT IN TERMS OF THE DPW FACILITIES MANAGEMENT CONTRACT 2005

1. With reference to the contract between _____
_____ (hereinafter referred to as the "**Service Provider**") and the Government of the Republic of South Africa in its Department of Public Works (hereinafter referred to as the "**Employer**"), Contract/Tender No: **PLK22/01**, WCS No: **N/A**, for the **Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services**. (hereinafter referred to as the "Contract" for the sum of R _____, (_____).
I/we, _____
in my/our capacity as _____ and hereby representing _____ (hereinafter referred to as the "**Guarantor**") holds at the **Employer's** disposal the sum of R _____, (_____) being 2.5% of the Contract Sum (excl. VAT), for the due fulfillment of the Contract.
2. I/We advise that the **Guarantor's** liability in terms of this guarantee shall be reduced as follows:
 - (a) Annually in equal portions, subject to (b) below;
 - (b) The last annual portion shall be reduced to 5% thereof on expiry of the Service Period;
 - (c) This guarantee shall expire on the date of the Certificate of Completion.
3. The **Guarantor** hereby renounces the benefits of the exceptions *non numeratae pecunia; non causa debiti; excussionis et divisionis*; and all other exceptions which could be pleaded against the enforcement of this guarantee, with the meaning and effect whereof I/we declare myself/ourselves to be conversant, and undertake to pay the **Employer** the amount guaranteed, during the period when the claim was received by the **Guarantor**, on receipt of a written demand from the **Employer**, to do so and which demand the **Employer**, may make if (in the **Employer's** opinion and sole discretion) the Service Provider:
 - (a) fails or neglects to comply with the terms and/or conditions of the Contract; or
 - (b) if the **Service Provider's** estate is sequestrated, liquidated or surrendered in terms of the insolvency laws of in force within the Republic of South Africa.
4. Subject to the above, but without in any way detracting from the **Employer's** rights to adopt any of the procedures provided for in the Contract, the said demand can be made by the **Employer**, at any stage prior to the expiry of this guarantee.
5. The amount paid by the **Guarantor** in terms of this guarantee may be retained by the **Employer** on condition that upon issue of the Completion Certificate, the **Employer** shall account to the **Guarantor** showing how this amount has been expended and refund any balance due to the **Guarantor**.

- 6. The **Employer** shall have the absolute right to arrange his affairs with the Service Provider in any manner which the **Employer** deems fit and the **Guarantor** shall not have the right to claim his release on account of any conduct alleged to be prejudicial to the **Guarantor**. Without derogating from the foregoing, any compromise, extension of the contract period, indulgence, release or variation of the **Service Provider's** obligation shall not affect the validity of this guarantee.
- 7. This undertaking is neither negotiable nor transferable, and
 - (a) must be surrendered to the **Guarantor** at the time when the **Employer** accounts to the **Guarantor** in terms of clause 5 above, or
 - (b) shall lapse in accordance with clause 2 (c) above; and
 - (c) shall not be interpreted as extending the **Guarantor's** liability to anything more than payment of the amount guaranteed.

SIGNED AT _____ ON THIS _____ DAY OF _____ 200__

AS WITNESS

- 1. _____
- 2. _____

By and on behalf of

(insert the name and physical address of the guarantor)

NAME: _____

CAPACITY: _____
(duly authorized thereto by resolution attached marked Annexure A)

DATE: _____

- A. No alterations and/or additions of the wording of this form will be accepted.
- B. The physical address of the guarantor must be clearly indicated and will be regarded as the guarantor's *domicilium citandi et executandi*, for all purposes arising from this guarantee.
- C. This GUARANTEE must be returned to: _____



public works

Department of
Public Works
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

BIDDER NUMBER: PLK22/01

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS

TENDER

FOR A TWENTY FOUR MONTHS (24) MONTHS CONTRACT

FOR

**PREVENTATIVE MAINTENANCE, REPAIR AND OPERATION OF BOILERS FOR 24
MONTHS IN THOHOYANDOU CORRECTIONAL SERVICES**

OFFICE OF THE REGIONAL MANAGER

DEPARTMENT OF PUBLIC WORKS

PRIVATE BAG X9469

POLOKWANE

0700



PG-01.3 (FM: PDM) SCOPE OF WORKS – (FM: PDM (2015) 1st EDITION:

Project title:	<i>Preventative Maintenance, Repair and Operation of coal fire Boilers for 24 Months in Thohoyandou Correctional Services.</i>		
Tender no:	PLK22/01	Reference no:	7/1/1/2/17

C3. Scope of Works

CONTENTS

C3.1 STANDARD SPECIFICATIONS

- SANS 0400 - The applications of the building regulations
- SANS 0142 - Code of practice for the wiring of premises
- SANS 0140 - Identification colour marking
- SANS 044 - Parts I to IV: Welding
- SANS 460 - Copper tubes for domestic plumbing
- SANS 0103 - The measurement and rating of environmental noise with respect to annoyance and speech communications.
- SANS Specifications listed on page 3 of the DPW specification OWG 371

C3.2 PROJECT SPECIFICATIONS

CONTENTS	DESCRIPTION	PAGES
C3.2.1	Scope	
C3.2.2	Official order for repairs	
C3.2.3	Emergency repairs	
C3.2.4	Job Cards	
C3.2.5	Suppliers invoices	
C3.2.6	Material of equal quality	
C3.2.7	Redundant material	
C3.2.8	Response time	
C3.2.9	Transport cost	
C3.2.10	Servicing	
C3.2.11	Circuit breakers	
C3.2.12	Isolators/disconnectors	
C3.2.13	Earth Leakage Units	
C3.2.14	Wiring channel/power skirting	
C3.2.15	Padlocks	
C3.2.16	Cables	
C3.2.17	Copper earth conductors	
C3.2.18	Paint Work	
C3.2.19	Corrosion Protection (Coastal Areas)	
C3.2.20	Scheduled Maintenance	

3.2.1 SCOPE – MAINTENANCE AND REPAIR

This tender involves the preventative maintenance, servicing and repair of Kitchen Equipment situated in Military, Police and Correctional Service bases, and state buildings and structures falling under the control of the Department or other departments hereafter referred to as "user" departments. Areas / buildings pertaining to this tender are described in (PG – 03.3 – FM: PDM) site information

This specification comprises all aspects regarding the replacement, fixing and maintaining of building refrigeration infrastructure.



It is a specific condition of this Contract that all new work or additions of any nature whatsoever are excluded. Where it is necessary to replace any plant or equipment, the Department reserves the right to ask for quotations and to accept the lowest such quotation.

All portable refrigeration equipment other than that which is listed within this tender, do not form part of this Contract. The contractor shall under no circumstances undertake work of any nature, related to or in connection with such equipment:

Where necessary, replacements may be done with modern equivalents if the original equipment is no longer supported, that is, in cases where the particular item fails. Changes in order to bring the existing installation in line with SANS regulations with latest amendments will be included in this Contract with the approval of the Department's Representative.

The Contractor shall supply all expendable material such as oil, grease and cleaning material necessary for the proper execution of maintenance and repair work where such items have not been allowed for within the **Pricing Data**. No claims for consumables shall be accepted. All minor and incidental repairs such as the replacement of nuts, bolts, washers, and self-tapping screws, pop rivets etc. shall form part of the service.

At premises all kitchen equipment is in operation, and if the services cannot be done during normal working hours, arrangement must be made for performing the services on Saturdays or after hours, which shall form part of the Contract at no extra cost.

Electrical repair work required within Distribution Boards serving kitchen equipment, must be executed under the direct supervision of an Accredited Person who is registered in terms of Regulation 9 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993). A certified copy of the Certificate of Registration has to be submitted with the tender.

- **No person may do electrical installation work as an electrical contractor unless that person is registered as an electrical contractor. Occupational Health and Safety Act Electrical installation regulation 6(1), and provided that such person;**
 - (a) **Has a fixed address and a telephone; and**
 - (b) **Employs a registered person in a full time capacity, or is himself or herself a registered person.**
- **A registered person shall exercise control over all electrical work. Occupational Health and Safety Act Electrical installation regulation 5(4).**

All work carried out and all equipment and material supplied in terms of this procedure shall comply with the original equipment manufacturer's specifications and operation and maintenance instructions.

C3.2.2 OFFICIAL ORDER FOR REPAIRS

An official order for repairs shall be issued to the Contractor.

Instructions for repairs may only be issued to Contractors by Departmental Representative. For each repair the complaint number issued for that repair as well as details regarding the defects shall be given to the Contractor in writing.

If the Contractor has facsimile facilities, the order form shall be faxed to him. The Contractor shall not proceed with any work without the official order form.



Special arrangements are applicable for emergency repairs which are stipulated in paragraph 3.2.3. No payments shall be made for work executed without the necessary written authority.

Payments can be delayed if order numbers and complaint numbers do not appear on invoices submitted for payment.

C3.2.3 EMERGENCY REPAIRS

Emergency repairs after hours may be executed without receipt of an official complaint number, and only on the instruction of an official of this Department.

The Contractor shall, however, ensure that the official of the Client department signs the job card.

The Contractor shall also ensure that he obtains the official complaint number from the Department on the following working day. No payment shall be made without a complaint number, duly completed and signed job card.

Only breakdowns which affect public health, loss of life/buildings and sensitive equipment shall be treated as emergency repairs.

Breakdowns involving personal comfort shall not be considered as emergency repairs unless authorized as such by the Regional Manager of the Department of Public Works.

C3.2.4 JOB CARDS / "E" FORMS FOR REPAIRS

Job cards shall be completed in all respects for each and every service / repair undertaken. Job cards shall be in accordance with the example included in this document and duplicating or printing thereof shall be for the Contractor's own cost.

Job cards shall be completed legibly in ink after completion of each service / repair, and all unused lines shall be scratched through. In addition to the original completed job card submitted with the invoice, the contractor shall submit a copy of the fully completed job card to the client Department for audit purposes and for verification.

Contractors are to ensure that all relevant information required on the Job Card is completed in full for which the work was done.

Incomplete and incorrect job cards shall be returned to the contractor with his invoice.

(Job Card Document for duplication by contractor is included under "Part C3 Scope of Works 'Other Technical specifications that are required'")

C3.2.5 SUBMISSION OF SUPPLIER'S INVOICES

Contractors shall submit copies of supplier's tax invoices in respect of new parts, components and material purchased for any repairs, attached to all accounts where non-scheduled repairs were executed. Descriptions like "1x compressor" or "1x wire" is not acceptable and shall lead to the delay of payments.

The full description that is essential to order such an item from a supplier, i.e. make, model, serial number, size, capacity, etc. shall be listed on the account.

Note:

Should the contractor's price for material /new parts /components be abnormally high, the Department reserves the right to obtain written quotations for such material /new parts /components from other independent suppliers and adjust the contractor's price accordingly.

A separate invoice for each installation shall be submitted for repairs executed.

C3.2.6 MATERIAL OF EQUAL QUALITY

New parts, components and material used shall be of equal or similar specification and shall match the existing item that is being replaced. Only genuine parts are acceptable to the



Department and the use of pirate parts shall not be allowed. The Contractor shall submit to the Department any supplier's or factory guarantee of repaired or replaced components together with his invoice and ensure that such guarantees are not jeopardized in any way.

The serial numbers of original and new components such as motors, compressors etc., shall be entered on job cards and invoices submitted for payment.

Note:

No invoices for ex-stock spare parts or material is acceptable. If ex-stock parts or material was used, the serial number as well as the correct description must be furnished. Copies of the original invoices must be furnished and those rates will apply if non-schedule rates apply.

C3.2.7 REDUNDANT MATERIAL, RUBBISH AND WASTE

All redundant materials and parts shall remain the property of the Government and shall be left on site and stored in a room designated for such purpose by the Caretaker or person in charge of the plant or building. Material left on site shall be listed on the job card as a receipt. A copy of the job card shall be left with the Caretaker or person in charge for audit purposes.

The original job card shall be attached to the invoice. Failure to comply with this requirement shall lead to payments not being effected within the prescribed period of 30 days.

All redundant materials or parts shall be labeled with the complaint number for the repair work.

After an inspection (within 60 days) by the Departmental Representative of all material and parts, such that are declared obsolete/ unserviceable/ of no value to the Department of Public Works, the Contractor shall remove and dispose of such material and parts.

The material and parts shall then become the property of the Contractor and the removal and disposing thereof shall be for the Contractor's account.

All rubbish and waste shall be removed from the site by the Contractor.

No mark-up or handling fees on sub-contractor's invoices shall be accepted.

C3.2.8 Response Time

The Contractor shall respond to all normal calls within 48 hours (2 days) and complete repairs as set out in the contract conditions as this is service delivery driven.

Should this not be possible it is the responsibility of the contractor to obtain an extension of time. The written request shall state clearly all the reasons for the extension and the actual extension required in regard to the repair.

Permission for any extension shall be granted in writing.

For emergency services the response time shall within 4 hours.

Response time is applicable to all scheduled, non-scheduled and emergency services.

C3.2.9 Transport cost

Transport cost for schedule items can only be claimed if distance traveled is more than 10 km radius from the Thohyandou Post office.

Transport cost will be calculated according to the distance travelled outside the 10 km radius to the site/building where the work is to be executed.

Where more than one service has to be done on the same day in the same area, transport



cost will be calculated on actual distance travelled outside the 10 km radius as ...
example below.

From Thohyandou Post Office to property A- 135Km: from property A to property B-7Km:
from property B to property C-5Km: from property C to Post Office -140Km = Total distance
travel that can be claimed 287 Km

The Contractor shall make the necessary arrangements to have the required parts, material
or equipment available to execute repair work, therefore no claims for delivery costs or
transport costs to collect parts, material or equipment shall be accepted.

C3.2.10 SERVICING

**As per attached scheduled service and maintenance programme under site
information.**

C3.2.11 CIRCUIT BREAKERS

C3.2.11.1 Replace circuit breaker

The unit of measurement shall be the number of circuit breaker units replaced. The tendered
rate shall include full compensation for the removal of the existing circuit breaker and for the
supply, connecting and installation of the specified circuit breaker to manufacturer's
instructions.

C3.2.12 ISOLATORS/DISCONNECTORS

Replace isolator/disconnectors.

The unit of measurement shall be the number of isolators/disconnectors units replaced. The
tendered rate shall include full compensation for the removal of the existing
isolator/disconnectors and for the supply, connecting and installation of the specified circuit
breaker to manufacturer's instructions.

C3.2.13 EARTH LEAKAGE UNITS

Replace earth leakage unit.

The unit of measurement shall be the number of earth leakage units replaced. The tendered
rate shall include full compensation for the removal of the existing earth leakage unit and for
the supply, connecting and installation of the specified earth leakage unit to manufacturer's
instructions.

C3.2.14 WIRING (ELECTRICAL CONDUCTORS)

Replace wiring (electrical conductors).

The unit of measurement shall be the linear meter of wiring (electrical conductors) replaced.
The tender rate shall include full compensation for the supply and installation of the specified
type of wiring (electrical conductors), including the terminating to the necessary accessories.

C3.2.15 PADLOCKS

Replace padlock.

The unit of measurement shall be the number of 50mm padlocks installed. The tendered
rate shall include full compensation for the ordering, supply, engraving and installation of



the padlocks, locking devices and seals. The locks shall be 'Keyed Alike' as per DPW requirements.

The tendered rate shall include full compensation for a set of ten (10) duplicate keys in total.

C3.2.16 **CABLES**

Replace cable.

The unit of measurement shall be the linear length of low-voltage cable supplied and installed. The tendered rate shall include full compensation for the supply and delivery of the specified cable to the site. The tendered rate shall further include full compensation for the handling, inspecting, laying, cutting and testing the cable. Cables shall be measured linearly over all lengths installed.

The tendered rate shall further include full compensation for providing the cable glands and shrouds, the cost of handling, fitting and cutting the cable.

C3.2.17 **COPPER EARTH CONDUCTORS**

Supply and install bare copper earth conductor.

The unit of measurement shall be the length in meter of bare copper earth conductor supplied and installed. The tendered rate shall include full compensation for procuring, furnishing and laying the specified earth continuity conductor.

C3.2.18 **PAINT WORK**

The unit of measurement shall be the Square Meters of units painted. The tendered rate shall include full compensation for the painting of walls and ceilings with two coats of approved internal paint for cold and freezer room application.

The tendered rate shall further include full compensation for Scraping down, filling of cracks and application of approved undercoat in preparation for final top coat finish in accordance to manufactures specification and SANS 10401 regulations.

The unit of measurement shall be the Lineal Meters of units painted. The tendered rate shall include full compensation for the painting of door architraves with two coats of approved internal paint for cold and freezer room application.

The tendered rate shall further include full compensation for Scraping down and application of approved undercoat in preparation for final top coat finish in accordance to manufactures specification and SANS 10401 regulations.

C3.2.19 **CORROSION PROTECTION**

The unit of measurement shall be Litres of units applied. The tendered rate shall include full compensation for the scrubbing down, jet wash of the existing condenser coils and for the supply and application of the specified items to manufacturer's instructions.

BILL OF QUANTITIES

BID NUMBER: PLK 22/01

**REPUBLIC OF SOUTH AFRICA
DEPARTMENT OF PUBLIC WORKS**



BID

FOR

THOHOYANDOU CORRECTIONAL SERVICE

**PREVENTATIVE MAINTENANCE, REPAIRS AND OPERATION OF COAL
FIRED BOILERS**

AND

ALL STEAM RELATED GENERATION COMPONENTS

FOR

THE PERIOD OF 24 MONTHS

*OFFICE OF THE REGIONAL MANAGER
DEPARTMENT OF PUBLIC WORKS
PRIVATE BAG X 9469
POLOKWANE
0700*

INDEX

PAGES

1.	SPECIAL CONDITIONS OF TENDER	3 -18
2.	TECHNICAL DETAIL: COAL FIRED BOILER NO 1 AND 2	19
3.	SCHEDULE 1- CONSUMABLE AND BOILER INSPECTION	20
4.	SCHEDULE 2-FOR ANNUAL INSPECTION	23
5.	SCHEDULE 3-FOR 3 YEARLY INSPECTION	25
6.	SCHEDULE 4- FOR THE REPLACEMENT PARTS OF COAL FIRED BOILER AND ALL STEAM RELATED GENERATION COMPONENTS	29
7.	SCHEDULE 5- BOILER OPERATION, LABOUR AND NONE SCHEDULE MATERIALS	45
8.	SUMMARY PAGE	46
9.	ANNEXURE A- CHECKLIST	47
10.	ANNEXURE B- CHECKLIST	50
11.	JOB CARD	51

SPECIAL CONDITIONS OF CONTRACT

1. VALUE-ADDED TAX

All prices, rates, tariffs etc. in this tender document shall exclude Value-Added Tax (VAT).

2. PRICES

All prices for items in this document shall include for additional costs, if any, that may occur as a result of these of Contract as well as for the supply of all scaffolding and normal plant and everything necessary for the proper execution of the work.

3. THE BID

The pages of this BID are numbered consecutively. The BIDDER shall, before submitting his BID, check the numbers of the pages and should any be missing or duplicated, or the reproduction be indistinct, or if any doubt exists as to the full intent or meaning of any description, or this BID contains any obvious errors, the BIDDER shall obtain a directive in writing from the Department.

The text of this BID and other document as prepared by the Department shall be adhered to and no alteration, erasure, omission or addition thereto by the BIDDER shall be accepted.

4. DOCUMENTS

Should there be any contradiction between these, the Conditions of Contract (PA 10 FM) and the Conditions of the BID PA 10 FM, the contradiction must be brought to the attention of the relevant official who will make a ruling, and such ruling will be final.

The following documents shall be read in conjunction with this BID.

- a) State Tender Board General Conditions and Procedures (ST 36).
- b) Occupational Health and Safety Act, Act no 85 of 1993.
- c) Municipal by-laws and any special requirements of the Local Authority.
- d) The specification document.

The BIDDER shall study these documents and acquaint himself/herself with the contents thereof as no claims in this regard shall be accepted.

The above mentioned documents are available from the office of the Regional Manager, Polokwane regional office for information.

5. PROVISIONAL QUANTITIES

All quantities in this BID document are provisional and inserted in order to obtain

competitive tenders. The Department reserves the right to increase or decrease quantities and exclude installations during the progress of the contract and such increases or decreases shall not alter the rates for any item.

6. RATES

Each item to be serviced as listed in this tender document must be priced. "No cost", "R0.00", "Free", "N/A" or unfair and unreasonable tariffs for servicing shall not be accepted and may lead to disqualification of the BID. The Department reserves the right to make such adjustments to individual tariffs in these schedules as necessary to eliminate errors, discrepancies or what they consider to be unreasonable or unbalanced rates.

This is not a lump sum contract.

7. CONTRACT PERIOD, RENEWAL AND TARIFF ADJUSTMENT

This BID shall be valid for a period of 24 months commencing from the date of the letter of acceptance of the tender.

Note:-

The contract tariffs shall remain fixed for 24 calendar months including escalation, and no further adjustments will be allowed except that for an increase in VAT will apply.

Any extension of this contract will only be approved if required by the Regional Bid Committee.

8. ACCESS TO PREMISES

The Contractor undertakes to:

- a) Arrange with the occupants of buildings regarding access to the premises in order to execute the required service.
- b) Take adequate precautions to prevent damage to buildings, to fittings and furnishing inside the premises and elsewhere on the site.
- c) Accept liability and to indemnify the Department against any claims whatsoever arising from his conduct and/or the conduct of his employees.
- d) Safeguard all his employees in accordance with the regulations of the Unemployment Insurance Act 1966, (Act no 30 of 1966) and any amendments thereof.
- e) Comply with all by-laws and requirements of the Local Authority.
- b) Carry out maintenance, servicing and repairs during normal working hours

9. ACCESS CARDS TO SECURITY AREAS

Should the work fall within a security area, the Contractor shall obtain, either from the Correctional Services Client Department access cards for his personnel and employees who work within such an area.

The Contractor shall comply with any regulations or instructions issued from time to time, concerning the safety of persons and property, by the Department of Correctional Service etc.

10. **SECURITY CHECK ON PERSONNEL**

The Department of Correctional Services may require the Contractor to have his /her personnel or a certain number of them security classified/vetted. In the event of the Department requesting the removal of a person or persons from the site for security reasons, the Contractor shall do so forth with and the Contractor shall thereafter ensure that such person or persons are denied access to the site and/or to any documents or information relating to the work.

11. **TRAINED STAFF**

The Contractor shall use competent trained staff directly employed and supervised by him and shall take all the necessary steps to maintain the installations and keep it in perfect working condition. The Department reserves the right to inspect the Bidder's premises for plant, equipment and general good management before the bid is awarded.

Note:

A Statement of Experience gained and on what type of equipment shall be submitted with the tender.

12. **REDUNDANT MATERIAL, RUBBISH AND WASTE**

All rubbish and waste shall be removed from the site by the Contractor.

13. **ASSOCIATED ELECTRICAL WORK (N/A)**

Note:

All such work shall be carried out by, or under the supervision of a qualified person, and comply with the Occupational Health and Safety Act (Act No 85 of 1993)

13.1 **SCOPE OF CONTRACT**

This contract for preventative maintenance, repairs and operation to **Coal Fired boiler** is for POLOKWANE REGIONAL OFFICE JURISDICTION, and the location of the property is the boiler house at Thohoyandou correctional service, for a period of 24 months as specified.

The Contractor shall submit to the project manager a **program with fixed calendar dates when equipment will be serviced** within 14 days after the contract has been awarded, to enable the **project manager** to arrange for inspections. Any deviations from this program shall be brought to the attention of the project manager by facsimile at least 7 days prior to the due.

The Contractor shall supply, at his own cost, all consumable material such as oil,

grease, waste, hacksaw blades, welding rods and material for all other forms of welding, insulation tape, cleaning materials and chemicals etc. necessary for the proper execution of repairs, maintenance and servicing. **No claims for consumables shall be accepted.** Where repairs are required to specialize items of equipment the Contractor shall arrange for such work to be carried out by specialists approved by the Department. Should the Contractor wish to make use of sub-contractors, he/she shall apply to the Department for written approval before making use of their services. **No mark-up or handling fees on sub-contractor's invoices shall be accepted.**

14. **PREVENTATIVE MAINTENANCE SERVICE SCHEDULES (ANNEXURE A)**

Servicing shall be carried out strictly as stated on the service schedules and the Contractor shall after each service submit the service sheet, completed job card and invoice must be handed in to the Registry section at DPW Polokwane regional office.

The Contractor shall make his own arrangements for printing and duplicating of service schedules and job cards.

The service schedule shall be counter signed by the officer in charge (**Head of Facilities**) of the building in which the equipment is situated and he shall endorse the schedule to the effect that the equipment is, in his opinion, operating satisfactorily.

15. **OFFICIAL ORDER FOR REPAIRS**

- a) An official order for repairs shall be issued to the Contractor.
- b) Instructions for repairs may only be issued to Contractors by officials of the Department (DPW) who are the appointed persons responsible to issue the instruction. For each repair the complaint number issued for that repair as well as details regarding the defects shall be given to the Contractor in writing.

Any instruction given by the Client and attended to by the contractor will not be honored by DPW but by the Client Department.

- c) No payments shall be made for work executed without the necessary written authority, such as official order number and signed job cards.
- e) Payments can be delayed if order numbers and complaint numbers do not appear on invoices submitted for payment and incorrect calculations.

16. **EXECUTION OF REPAIRS**

In the event of repairs having to be carried out urgently during the course of a programmed service, details of such repairs shall be reported immediately to the Head of the Facilities Management for further instructions and/or authority to proceed.

No work may be carried out without prior instruction from the Head of the Facilities Management.

The Contractor shall respond to all *normal* breakdown calls within 2 (two) hours of receipt of the call. Should this not be possible it is the responsibility of the Contractor to obtain an extension of time? The written request shall clearly state all the reasons for the extension request. Permission for extension shall be in writing.

For emergency services the response time shall be 1 (one) hours from the receipt of the call night or day. Only breakdowns which affect public health could cause an environmental disaster, or the operation and safety of sensitive equipment, shall be treated as emergency repairs.

In the event of the contractor not responding in the required time, the Department reserves the right to call on any other contractor to carry out the service. Any additional cost incurred shall be for the account of the successful bidder.

17. **JOB CARDS FOR REPAIRS**

Job cards shall be completed in all respects for each and every repair undertaken. Job cards shall be in accordance with the example included in this document and duplicating or printing thereof shall be for the Contractor's own cost.

Job cards shall be completed in duplicate, legibly in ink after completion of each repair and all unused lines shall be ruled through. The job card must be submitted with the invoice, the contractor shall submit a copy of the fully completed job card and completion letter to the User Department for audit purposes and for verification of the deletion of the unused lines. Incomplete and incorrect job cards shall be returned to the contractor with his invoice.

18. **ACCOUNTS FOR SERVICING AND REPAIRS**

Accounts for servicing shall be accompanied by a Service Schedule.
Accounts for repairs executed, shall be accompanied by a job card.
The contractor shall cross-reference all prices and tariffs on invoices with the applicable prices and tariffs in the tender document.

Note:

Any over payments discovered at a later stage shall be rectified and the Department shall recover the overpayment.

The appointed bidder shall structure his quote and invoice to include the item numbers as per the

Tender Document Annexure A and B

19. **PAYMENT TO CONTRACTORS**

Accounts can be submitted weekly or monthly. Payments of accounts complying with all the requirements shall be **made within 30 days electronically into the contractors banking account after receipt thereof.**

20. **PROFIT ON MATERIAL (NON SCHEDULE ITEMS)**

Percentage mark-up of 17% is allowed on non-scheduled material, equipment and requirements only and not on labour, transport and sub-contractor's services. The percentage mark-up shall then be calculated on the price excluding VAT. **Supplier invoice is required on all non schedule items.**

21. TRANSPORT COST

The Contractor shall make the necessary arrangements to have the required material or equipment available to execute the scheduled repairs, therefore no claims for delivery cost or transport cost to collect material or equipment for scheduled repairs shall be accepted.

TECHNICAL SPECIFICATION

STEAM GENERATING INSTALLATION

OPERATION AND MAINTENANCE TO INSTALLATIONS, SYSTEMS AND EQUIPMENT:

FA17.01 GENERAL

Monthly operation and maintenance responsibilities for each installation at the various facilities including all units and components as specified shall commence with access to the particular installation(s). A difference shall be made in payment for the operation and maintenance prior to and after practical completion of repair work.

Operation and maintenance responsibilities of the completed installation shall commence upon the issue of a **certificate of practical completion**.

This part of the Contract shall include:

- (a) Preventative maintenance;
- (b) Corrective maintenance,
- (c) Breakdown maintenance, and
- (d) Operation of boilers.

As defined in Additional Specification SA: General Maintenance, for the specified installations described under FA 01 of this specification as well as FA 17.05 for operation specifications.

The operation and maintenance work to be performed and executed shall be done strictly in accordance with Additional Specification SA: General Maintenance, and as specified in Particular Specification PFA and this specification.

The said operation and maintenance work shall be executed in accordance with the relevant codes of practice, statutory regulations, standards, regulations, municipal laws and by-laws and the manufacturers' specifications and codes of practice.

The operation and *maintenance schedules and frequency* of operation and maintenance shall be developed under the **maintenance control plan** to be instituted by the Contractor, as specified in **Additional Specification SA: General Maintenance**.

All new equipment, components and materials supplied and installed under the maintenance contract shall be furnished with a prescribed manufacturer's guarantee.

The operation and maintenance work and items on each installation are to be categorized for each maintenance activity under the following headings:

- (a) Coal-fired boilers
- (b) Combustion equipment
- (c) Coal handling equipment
- (d) Ash handling equipment
- (e) Grit collection and draught equipment
- (f) Water treatment and feed-water tanks
- (g) Electrical installation and controls.

The Contractor shall be remunerated monthly, based on his performance, for operating and maintaining the complete installation(s) in a perfect functional condition.

FA 17.02 PREVENTATIVE MAINTENANCE

This maintenance of the installations, systems and equipment shall be done in accordance with **Additional Specification SA: General Maintenance and the Particular Specification** related to this work.

The maintenance work to be performed and executed shall include, but not be limited to the items listed in tables FA 17.02/1, FA 17.02/2, FA 17.02/3, FA 17.02/4, FA 17.02/5 and FA 17.02/6 below under the respective headings.

These actions and findings shall be logged and reported on the relevant approved schedules and reports for each installation forming part of this Contract.

TABLE FA 17.02/1: ACTIONS AND MAINTENANCE

ITEM	MAINTENANCE DESCRIPTION	ACTION RESPONSIBILITY	ACTION
1	Measure CO ₂ content of exhaust with CO ₂ analyzer.	Boiler house supervisor	Check/Record
2	Blow-down gauge glasses.	Boiler house supervisor	Check/Record
3	Test level controls for correct functioning.	Boiler house supervisor	Check/Record
4	Inspect boiler valves for leakages.	Boiler house supervisor	Check/Record
5	Inspect boiler feed-water pumps for leakages, correct functioning and bearing noises.	Boiler house supervisor	Check/Record
6	Clean exterior of boiler and keep boiler plant room clean.	Boiler house supervisor	Clean/Record
7	Check stoker grate tension and report to Contractor if need to be adjusted. Contractor to adjust tension in accordance with manufacturer's specification, if reported.	Boiler house supervisor and Contractor	Check/Record Adjust

8	Check stoker grate links and rods for any damages. All damages to be reported to Contractor who shall replace any damaged links or/and rods.	Boiler house supervisor and Contractor	Check/Record Repair
9	Complete log book actions as specified in FA 06, FA 12, FA 13, FA 14 and FA 15.	Boiler house supervisor	Check/Record
10	Test safety valves as described by the boiler manufacturer.	Contractor	Test/Record
11	Check the furnace draught gauge for correct operation in accordance with the manufacturer's specification.	Contractor	Check/Record
12	Inspect stoker brickwork and refractories and if found to be damaged it must be repaired.	Contractor	Check/Record
13	Lubricate all required lubrication points, including soot blowers, stoker drive shaft bearings, guillotine door and check stoker drive oil level.	Boiler house supervisor and Contractor	Check/Service/Record
14	Visual inspection of all boiler house equipment and installations for any pending defects, faults, etc.	Boiler house supervisor and Contractor	Check/Record
15	Inspect and test all control functions and readjust if necessary.	Contractor	Test/Record/Adjust
16	Clean out all strainers.	Contractor	Check/Service/Record
17	Inspect and test soot blowers for correct operation.	Contractor	Check/Record
18	Inspect all V-Belts and replace if necessary.	Contractor	Check/Record Replace
19	Inspect all brickwork and refractories and repair and/or replace where necessary.	Contractor	Check/Record/Repair
20	Inspect all seals and joints for leakages and replace if necessary.	Contractor	Check/Record Replace
21	All grease nipples to be greased with specified grease in accordance with equipment manufacturer's specification.	Contractor	Check/Service/Record
22	Test and analyse water quality, adjust and repair water treatment equipment if necessary and where specified, supply and deliver chemicals and salts.	Contractor and chemical supplier	Test/Record Adjust/Repair

23	Sample and analyse coal quality.	Boiler house supervisor, coal supplier and Contractor	Check/Record Test
24	Check ash removal implementation and report.	Boiler house supervisor, ash removal company and Contractor	Check/Record
25	Test and record boiler efficiency.	Boiler house supervisor and Contractor	Test/Record
26	Check coal conveying equipment for correct functioning and check for any visual faults or defects and repair if necessary.	Contractor	Check/Record/Repair
27	Inspect service, repair and replace where required all electrical equipment and installations.	Contractor	Test/Record Adjust/Repair
28	Inspect, service all steam and condensate piping and equipment.	Contractor	Test/Record Adjust/Repair
29	Lubricate ID and FD damper control units.	Contractor	Check/ Record Service
30	Replace ID and FD fan bearing grease.	Contractor	Check/ Record Service
31	Brush and clean fire tubes and clean flue, back plate, combustion chamber and remove all grit and soot deposits. Inspect and repair where necessary.	Contractor	Check/Record Service/Repair
32	Check boiler water side for scale deposits and clean and descale.	Contractor	Check/Record Service/Repair
33	Replace stoker gear box and drive oils.	Contractor	Check/Record Service/Repair
34	Check, inspect, service all coal conveying equipment and repair where necessary.	Contractor	Check/Record Service/Repair
35	Check, inspect service and repair if necessary grit collectors and chimney stacks.	Contractor	Check/Record Service/Repair
36	Inspect, repair and replace where necessary all lagging and cladding.	Contractor	Check/Record Service/Repair
37	Inspect stoker chassis, repair and replace as required.	Contractor	Check/Record Service/Repair
38	Fully test, inspect, service, adjust, repair and replace as required ID and FD dampers.	Contractor	Check/Record Service/Repair

39	Inspect, descale, clean out, repair and replace as required feed-water tanks.	Contractor	Check/Record Service/Repair
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TABLE FA 17.02/2: ANNUAL ACTIONS AND MAINTENANCE

ITEM	MAINTENANCE DESCRIPTION	ACTION RESPONSIBILITY	ACTION
1	All as listed under table above	Boiler house supervisor and Contractor	Check/Record Adjust/Repair
2	Annual survey by Occupational, Health and Safety Inspector.	Contractor, Department and Inspector	Inspect/Test Service/Repair
3	Inspect and repaint all equipment and building elements where required.	Contractor	Inspect/Test Service/Repair
4	Inspect, clean, repair blow-down sump.	Contractor	Inspect/Test Service/Repair
5	Remove, strip, service, repair, adjust and repair level controls, alarms and safety equipment.	Contractor	Inspect/Test Service/Repair

FA 17.03 CORRECTIVE MAINTENANCE

Corrective maintenance of the installations, systems and equipment shall be done in accordance with Additional Specification SA: General Maintenance and the Particular Specification related to this work.

Contractor shall inspect and check all equipment, materials, systems and installations for any pending breakdowns, maladjustments or anomalies of equipment.

Contractor shall report and take actions to correct such defects.

7.04 BREAKDOWN MAINTENANCE

Breakdown maintenance of the installations, systems and equipment shall be done in accordance with Additional Specification SA: General Maintenance.

All A breakdown problems experienced shall be acted upon within the time limitations allowed in the General Maintenance specifications.

All breakdown maintenance shall be done in accordance with the relevant specifications, standards, regulations and codes.

The Contractor shall have access to the necessary spares, equipment and tools for any

possible breakdowns.

FA 17.05 OPERATIONS OF BOILERS

It is required in terms of this contract that the contractor, in addition to the functions described above, take over the running and operation of the complete boiler house/(s) at the prison site including the removal and disposal of ash.

Occupational Health and Safety Act

It is required that the boilers be operated at all times strictly in accordance with the regulations and requirements of the Occupational Health and Safety Act (as amended). This covers i.e. the following:

- (1) The boiler operators shall be qualified to operate the boilers in terms of the Act.
- (2) The minimum number of operators required in terms of the regulations shall be adhered to at all times.
- (3) A comprehensive log book shall be kept of all operations carried out on the boilers.
- (4) All statutory tests and requirements shall be met and recorded.
- (5) As the boilers are equipped with the new Europac control panels, it is essential that all boiler operators' must provide a boiler certificate from **accredited institution**. It is paramount that they have the right qualification to operate this type of equipment. (No other certificate will be taken into consideration)

Steam Quality and Availability

required that steam be produced and be available immediately upstream of all pressure reducing valves and steam using appliances that operate at boiler pressure at a pressure of 700 kPa gauge at all times. This may require that at times two of the three boilers per boiler house operate simultaneously in order to satisfy the steam draw-off requirements of the various appliances. It is estimated that the steam draw-off will amount to approximately 96 tones per day.

The current prison regime requires that steam be available for cooking purposes, laundry operation and domestic hot water production at least between the hours of 22h00 to 06h00 and 06h00 to 14h00 daily (times may vary). After that the banking will however be done in accordance with the manufacturer's specifications at all times.

Change-over of Boilers

It will be required that the boilers in use be changed in accordance with the manufacturer's specifications in order that the steaming load be spread evenly between the boilers in each boiler house and to provide adequate time for routine maintenance, cleaning and repair (as may be required from time to time).

Maintenance and repair of the boilers shall be carried out as specified elsewhere in this document.

Coal Supply

The coal supply will be the responsibility of the client. The contractor must make sure that the right quality has been delivered. In case there is any deviation from required standard of material it is the responsibility of the contractor to advise the client within a reasonable time period.

Ash Removal

The contractor will be required to arrange for the regular removal of ash from the site. A suitable temporary ash storage space will be not provided by the User Client, but this may not be allowed to become over full resulting in ash being dispersed over the prison premises.

Chemicals and Water Treatment

For this particular installation the contractor shall be responsible for providing the required quality and quantity of chemicals and salts to operate and maintain the coal-fired boilers for a period of his contract. The Contractor shall ensure that the boiler feed water supply to the boiler conforms to the following by providing the required water treatment:

Total dissolved solids	350 mg/litre (max)
Total alkalinity	350 to 700
Caustic alkalinity	350 mg/litre (max)
	150 mg/litre (min)
Phosphate residual	30 to 60 mg/litre
Sulphate residual	30 to 50 mg/litre
Calcium hardness	Zero

pH 10,5 to 11,4 mpling and analysing of feed water shall form part of the Contractor's preventative maintenance responsibilities. Monthly reports will be provided to the Technical Maintenance Manager stating test results and subsequent actions.

The chemicals and water treatment system shall comply in all respects with the specification FA 14 and the boiler manufacturer's requirements.

TECHNICAL SPECIFICATION

FB STEAM DISTRIBUTION INSTALLATIONS

FB 13 MAINTENANCE TO INSTALLATIONS, SYSTEMS AND EQUIPMENT

FB 13.01 GENERAL

Monthly maintenance responsibilities for each installation including all units and components as specified shall commence with access to the site. A difference shall be made in payment for the maintenance prior to and after practical completion of repair work. Maintenance responsibilities of the completed installation shall commence upon the issue of a **certificate of practical completion** for repair work, and shall continue for the remainder of the 24-month contract period.

This part of the Contract shall include:

- (a) Routine preventative maintenance;
- (b) Corrective maintenance, and
- (c) Breakdown maintenance,

As defined in **Additional Specification SA: General Maintenance**, for the specified installations described under FB 01 of this specification.

The maintenance work to be performed and executed shall be done strictly in accordance

with **Additional Specification SA: General Maintenance**, and as specified in Particular Specification PFB and this specification.

The said maintenance work shall be executed in accordance with the relevant codes of practice, statutory regulations, standards, regulations, municipal laws and by-laws and the manufacturers' specifications and codes of practice.

The *maintenance schedules* and *frequency* shall be developed under the **maintenance control plan** to be instituted by the Contractor, as specified in **Additional Specification SA: General Maintenance**.

All new equipment, components and materials supplied and installed under the maintenance contract shall be furnished with a prescribed manufactures guarantee.

The maintenance work and items are to be categorized by the Contractor for each maintenance activity under the following headings:

- (a) Steam piping installation
- (b) Condensate piping installation
- (c) Supports and bracketing
- (d) Lagging and cladding
- (e) Steam ancillary equipment
- (f) Condensate ancillary equipment
- (g) Condensate pumping systems
- (h) Electrical controls, panels and wiring.

The Contractor shall be remunerated monthly, based on his performance, for maintaining the complete installation in a perfect functional condition.

FB 13.02 ROUTINE PREVENTATIVE MAINTENANCE

The routine maintenance of the installations, systems and equipment shall be done in accordance with Additional Specification SA: General Maintenance and the Particular Specification related to this work.

The routine maintenance work to be performed and executed shall include, but not be limited to the items listed in tables FB 13.02/1, FB 13.02/2, FB 13.02/3 and FB 13.02/4 below under the respective headings. These actions and findings shall be logged and reported on the relevant approved schedules and reports

TABLE FB 13.02/1: ACTIONS AND MAINTENANCE

ITEM	MAINTENANCE DESCRIPTION	ACTION RESPONSIBILITY	ACTION
1	Inspect all steam and condensate installations for any visible defects, leaks, damages or/and pending faults.	Contractor	Check/Record
2	Check and record all pressure gauge readings and readjust equipment if necessary.	Contractor	Adjust/Check/Record

3	Check operation of condensate pumps and controls for correct functioning.	Contractor	Check/Record
4	Check steam trap arrangements for correct operation.	Contractor	Check/Record
5	Report any faults, defects, leaks, damages, etc, to Engineer.	User Client	Check/Record/ Report
6	Blow down all dirt pockets and record.	Contractor	Service/Record
7	Clean out all strainers and record.	Contractor	Service/Record
8	Check all valve gland seals and packings for leaks and replace and repair if necessary.	Contractor	Check/Service/ Repair/Record
9	Check, inspect and repair if necessary all expansion joints for leaks and damages.	Contractor	Check/Repair/ Record
10	Check sight glasses and repair, clean and replace where necessary.	Contractor	Check/Service/ Repair/Record
11	Check all safety devices for correct operation and repair and replace where necessary.	Contractor	Check/Service/ Repair/Record
12	Check and test all electrical control functions and operations. Repair and report any faults and defects.	Contractor	Check/Service/ Repair/Record
13	Complete logbook and report.	Contractor	Report
14	Service, repair, clean, replace seals, gaskets, reset and/or replace worn parts as directed by the manufacturer of all steam traps.	Contractor	Check/Service/ Repair/Report
15	Service, repair, replace glasses and gaskets where necessary and clean all sight glasses.	Contractor	Check/Service, Repair, Report
16	Repair lagging and cladding where necessary.	Contractor	Check/Repair/Re port
17	Repair all steam leaks.	Contractor	Check/Repair/Re port
18	Clean out and repair all condensate tanks.	Contractor	Check/Service/ Report
19	Test, inspect and repair all condensate pumps.	Contractor	Check/Service/ Repair/Report
20	Lubricate all lubrication points in accordance with the manufacturer's specification.	Contractor	Check/Service/ Report

21	Complete logbook and report.	Contractor	Report
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TABLE FB 13.02/2: ANNUAL ACTIONS AND MAINTENANCE

ITEM	MAINTENANCE DESCRIPTION	ACTION RESPONSIBILITY	ACTION
1	All as listed under table above	User Client / Contractor	Check/Record/ Adjust/Repair
2	Annual survey by inspector	Contractor, Department and Inspector (AIA)	Inspect / Test / Service / Repair
3	Inspect and repaint all equipment where required.	Contractor	Inspect / Test / Service / Repair
4	Remove, strip, service, repair, adjust and replace where necessary all pressure control and safety valve equipment.	Contractor	Service / Repair / Adjust / Report
5	Complete logbook and report.	Contractor	Report

FB 13.03 CORRECTIVE MAINTENANCE

Corrective maintenance of the installations, systems and equipment shall be done in accordance with Additional Specification SA: General Maintenance and the Particular Specification related to this work.

Contractor shall inspect and check all equipment, materials, systems and installation for any pending breakdowns, maladjustments or anomalies of equipment.

Contractor shall report and take actions to correct such defects.

FB 13.04 BREAKDOWN MAINTENANCE

Breakdown maintenance of the installations, systems and equipment shall be done in accordance with Additional Specifications SA: General Maintenance.

Breakdown problems experienced shall be acted upon within the time limitations allowed in the General Maintenance specifications.

Breakdown maintenance shall be done in accordance with the relevant specifications, standards, regulations and codes.

Contractor shall have access to the necessary spares, equipment and tools for any possible breakdowns.

DRAWING UP OF SERVICE LEVEL AGREEMENT (SLA)

The successful bidder will be subjected to the drawing up of service level agreement between the client Department, DPW and the bidder as follows:

Invitation to attend and participate:

In the drawing up of a service level agreement between the departments of public works, our client departments and the new service provider (contractors).
the purpose:

To sensitize the service providers on the procedures required by all our clients to enable them:

- To enter the premises.
- Implementation of day register/for recording purposes.
- To contact the relevant/right person.
- To execute the required service.
- And to exit the premises with all the relevant documents.
- To ensure that the job cards are understood and filed in properly.
- To interphase the pilot project for the call center.
- To introduce the new service providers.
- To establish the protocol on site behavior, clear identification and OHSA
- The do's and don'ts'.
- How to deal with services not completed or not completed properly.
- The closing of calls/services rendered successfully.

The outcome

to forge a healthy relationship with every stakeholder from the beginning
which will result in a win-win situation for all the concerned parties?

And

to establish a benchmark whereby service delivery can be measured.

And

To avoid the non complaint by either parties this could result into no service delivery.

TECHNICAL DETAILD: COAL- FIRED BOILER NO: 1

1	Manufacturer	John Thompson
2	Model no	TU 180
3	Boiler no	74737
4	Registration certificate no	WCT-CT-CTN-1184
5	Boiler type	Horizontal coal -fired multi-tubular wetback with chain grate stoker
6	Design code	EN 12953: 2002
7	Factory no	10/16/021
8	Manufacturing date/ year	2016
9	Maximum continuous rating	8000 kg/hr. from and @ 100° C
10	Design pressure rating	1100kpa
11	Authorized working gauge pressure	1000kpa
12	Normal operation pressure	980kpa
13	Safety blow-off pressure	1070kpa
14	Test pressure	1396kpa
15	FD fan model no	S291/5
16	Chain grade stoker	JOHN Thomson Triumph MK4
17	FD fan power capacity	11KW
18	Stoker pulling motor capacity	0.33KW
19	ID fan power capacity	22KW
20	Feed pump	Model MCH 14A x Southern pump
21	Feed pump power capacity	11KW
22	Grit collector	Rota Cell
23	Chimney stack type	Free standing with side entry 1100mm
24	Boiler control panel	Standard John Thomson boiler control panel mounted on the side of the boiler
25	Level control	Single and dual switch float operated level switches(Mobrey)

TECHNICAL DETAILD: COAL- FIRED BOILER NO: 2

1	Manufacturer	John Thompson
2	Model no	TU 180
3	Boiler no	74736
4	Registration certificate no	Not Available
5	Boiler type	Horizontal coal -fired multi-tubular wetback with chain grate stoker
6	Design code	EN 12953: 2002
7	Factory no	
8	Manufacturing date/ year	2016
9	Maximum continuous rating	8000 kg/hr. from and @ 100° C
10	Design pressure rating	1100kpa
11	Authorized working gauge pressure	1000kpa
12	Normal operation pressure	980kpa
13	Safety blow-off pressure	1070kpa
14	Test pressure	1396kpa
15	FD fan model no	S291/5
16	Chain grade stoker	JOHN Thomson Triumph MK4
17	FD fan power capacity	11KW
18	Stoker pulling motor capacity	0.33KW
19	ID fan power capacity	22KW
20	Feed pump	Model MCH 14A x Southern pump
21	Feed pump power capacity	11KW
22	Grit collector	Rota Cell
23	Chimney stack type	Free standing with side entry 1100mm
24	Boiler control panel	Standard John Thomson boiler control panel mounted on the side of the boiler
25	Level control	Single and dual switch float operated level switches(Mobrey)

SCHEDULE NO 1: THOHOYANDOU CORRECTIONAL SERVICE CONSUMABLE AND BOILER INSPECTON

item	Schedule for repairs	qty	Year 1 Rate per item	Qty	(rate x qty) Amount A	Year 2 Rate per item	Qty	(rate x qty) Amount B	TOTAL A+B
	DESCRIPTION SCHEDULE NO 1 CONSUMABLE AND BOILER INSPECTION								
1	Water treatment equipment (N.B:Water test report every month)								
1.1	Water softener								
	Inspect, test, service, clean and recommission water softener equipment. Including analyses feed water and recharge salt container with salt	24		12			12		
1.2	Chemical dosing equipment								
	Inspect, test, service, clean and decommission chemical dosing equipment , including replacement of chemical solenoid dosing pump, analyse feed water and fill with the correct chemicals	24		12			12		
2	Ash Removal total 116 ton per month MUST BE REMOVED PER WEEK	104		52			52		
	SUB TOTAL								

SCHEDULE NO 2: THOHOYANDOU CORRECTIONAL SERVICE FOR ANNUAL INSPECTON

item	Schedule for repairs	qty	Year 1 Rate per item	Qty	(rate x qty) Amount A	Year 2 Rate per item	Qty	(rate x qty) Amount B	TOTAL A+B
Boiler services and Annual Statutory Inspection for 2 x John Thompson 6000kg coal fire boiler model 481. Every fire-tube steam generator to be subjected to an internal and external inspection every 12 months and a witnessed hydraulic test and a crack detection of critical welds every 36 months, by an approved inspection authority for in service inspection appointed by the user in writing. The boiler certificate of continuity to be issued									
1	Remove Coal hopper, Stoker and open front and rear smoke box doors	4		2			2		
2	Clean out and descale boiler.(Water Side)	4		2			2		
3	Clean out all dust, slag, ash, grit and foreign matter (Boiler fire-side)	4		2			2		
4	Clean out all dust, slag, ash, grit and foreign matter (Boiler Tubes - 297)	4		2			2		
5	Clean out all dust, slag, ash, grit and foreign matter (Smoke Boxes)	4		2			2		
6	Clean out all dust, slag, ash, grit and foreign matter (Stoker & Coal Hopper)	4		2			2		
7	Clean out all dust, slag, ash, grit and foreign matter (Grit Collector & Chimney)	4		2			2		
8	Inspect Stoker - rods, links, rollers, dampers, carbofrax blocks	4		2			2		
9	Inspect Boiler water side and integral pipework	4		2			2		
10	Inspect condition of all refractory work & brick work	4		2			2		
11	Replace stoker and coal hopper	4		2			2		
SUB TOTAL									

item	Schedule for repairs	qty	Year 1 Rate per item	Qty	(rate x qty) Amount A	Year 2 Rate per item	Qty	(rate x qty) Amount A	Year 2 Rate per item	Qty	(rate x qty) Amount A	TOTAL A+B
12	Replace all smoke box covers and door joint seals with new	4		2			2			2		
13	Replace all manhole ,hand hole, mud hole cover seals & gaskets with new	4		2			2			2		
14	Check for full operation of feed water pumps	4		2			2			2		
15	Check the full operation of the blow down valves	4		2			2			2		
16	Check the full operations of main stop valve	4		2			2			2		
17	Check the full operation of feed water and non-return valves	4		2			2			2		
18	Check all safety valves for full operation	4		2			2			2		
19	Check the full operations of ID and FD fans	4		2			2			2		
20	Check the full operation screw conveyor and gearbox	4		2			2			2		
21	Check the full operation of control panel and drives	4		2			2			2		
22	Check the chimney stakes (CO2 test with report)	4		2			2			2		
23	Upon conclusion of test the boiler shall be placed back on range and steamers. All boiler controls shall be tested and any leaks be repaired. Certificate and report must be issued by an AIA	4		2			2			2		
SUB TOTAL												

SCHEDULE 3 THOHOYANDOU CORRECTIONAL SERVICE FOR PREPARATION AND REPAIR OF BOILERS FOR 36 ?? MONTHS
STATUTORY INSPECTON AS PER OHSA ACT

6 TON BOILER

Item no	DISCRIPTION	qty	rate	total
	DECOMMISSION AND ISOLATE BOILER STATUTORY INSPECTION Every steam generator to be subjected to an internal and external inspection and a hydraulic test to a pressure of 1,25 times the design pressure by an approved inspection authority for in-service inspection appointed by the user in writing, at intervals at exceeding 36 months			
1	STRIPPING OF THE BOILER			
1.1	STRIPPING AND CLEANING OF THE BOILER			
1	Remove all lagging and cladding from boiler	2		
2	Remove all man-hole, hand-hole and mud-hole cover seals and joint rings	2		
3	Clean and repaint Boiler shell (500c BLACK HIGH HEAT) (Remove all external corrosion on the shell prepare for repainting	2		
	BOILER SHELL WATER SIDE			
1	Clean out and descale boiler (Acid chemical wash and neutralization)	2		
2	Inspection of boiler water side and integral pipe work	2		
1.3	Boiler shell gas side			
1	Clear and clean out all dust ,slag, ash, grit ,and foreign matter	2		
2	Brush and clean out all fire tubes(297)	2		
3	Inspect boiler gas side	2		
1.4	Remove Stoker from shell			
1	Dismantle coal feeder and coal gate and remove Stoker from boiler shell.	2		
2	Remove and break down all refractories and brickwork	2		
3	Inspect and identify burnt or and damaged chain grate links and rods:	2		
4	Inspect stoker chassis for straightness, alignment and possible damages.	2		
5	Inspect under grate dampers, guide vanes and ensure that they are clean of any dust, slag and foreign matter	2		

6	Inspect main worm wheel for any defects:	2
7	Inspect, service, overhaul stoker drive and gearbox	2
8	Inspect sprockets and service	2
9	Inspect shafts, rear roller and machine and service:	2
10	Inspect and grease bearings	2
11	Replace links on chain grate mat	
	11.1 Drive links	2
	11.2 Side links	2
	11.3 Common links	2
	11.4 Rods, washers and split pins	2
12	Replace complete stoker matt (1.465m x 0.5m)	2
13	Replace guide vanes	2
14	Replace front dampers	2
15	Replace rear dampers	2
16	Replace stainless steel wearing strips.	2
17	Replace new carbon-flax blocks	2
18	Replace new Sealing rope	2
19	Replace new Side seals front	2
20	Replace new Side seals rear	2
21	Replace guillotine door support cables	2
	1.5 Fans and damper controls	
1	Dismantle, strip down FD and ID fans damper control equipment during the statutory inspections	2
2	Inspect and balance fan impeller blades for correct curvature and clearance adjustment:	2
3	Replace new ID fan V-belts	2
4	Replace new FD and ID fan bearings	2
5	Inspect fan casings.	2
6	for free movement, linkage adjust- ments, control movements and settings and repair :	2
7	Adjust FD damper cam and sprockets according to manufacturer's specification ensuring that chain links are securely fixed and tensioned.	2

	8	Adjust ID damper linkages in accordance with manufacturer's specification and ensure that locknuts are in position	2	
	9	Test fans and pulling motors, motor windings for balance phases, insulation test and check wiring	2	
	10	Lubricate all required lubrication points as directed by the manufacturer.	2	
	11	Inspect fan mountings and replace bolts and nuts	2	
	12	Reassemble and refit fans, damper controls and dampers	2	
1.6		Boiler valves and mounting		
		150mm crown valve,		
		150mm non return valve		
		100mm double safety valve		
		50mm feed check valve		
		50mm blow down valve		
		50mm angle valve		
	1	Dismantle, remove and strip down all boiler valves	2	
	2	Descale and clean all boiler valves and mountings.	2	
	3	Inspection of all boiler valves and mountings.	2	
	4	Recondition all boiler valves by the approved engineering works	2	
	5	Hydraulic testing, setting, adjustment and reassembling.	2	
	6	Certificate of boiler valves in accordance with manufactures specification.	2	
	7	Replacement of boiler mountings.	2	

	8	Test and adjust all safety valves.	2	
		Refitting, installing, testing and adjustment of all boiler valves and mountings.		
1.7		Soot blower		
	1	Dismantle, remove and strip down soot blower.	2	
	2	Clean all soot blower components.	2	
	3	Inspection of soot blower by certified manufacture.	2	
	4	Replace soot blower with new (as per report)	2	
	5	Testing, inspection and certification of soot blowers.	2	
	6	Lubrication of soot blower.	2	
	7	Refitting, installing, testing and adjustment of all soot blowers	2	
1.8		Feed water pumps		
	1	Isolate, strip, dismantle, descale and clean out feed water-pumps.	2	
	2	Recondition of feed water-pumps	2	
	3	Reinstall pressure gauge on discharge including T-piece capillary tube and fittings	2	
	4	Clean out pump strainers.	2	
	5	Inspect repair and refit pump mountings also refit , install and test feed water	2	
1.9		Water level equipment and control		
		.		
	1	Dismantle ,strip ,descale , inspect and clean dual and single switch vertical air break float operated controls(Mobreys type)	2	
	2	Dismantle, strip, descale, inspect and clean water level gauge and gasket .refit to boiler.	2	
	3	Replace glass gauge cocks	2	

4	Dual and single level controls to be overhauled, inspected, tested adjusted and refitted.	2	
5	Overhaul dual vertical air break float switch.	2	
6	Overhaul single vertical air break float switch.	2	
7	Overhaul complete dual and single float level control unit.	2	
8	Test and recondition blow down valve and valve control	2	
9	Test alarm level and operation	2	
			SUB TOTAL

SCHEDULE FOR SCHEDULE 4: REPAIRS AND MAINTENANCE SCHEDULE FOR COAL FIRED BOILERS

DEPARTMENTS.

- Note:-** 1 The description of the service required entails the following: The repairs of the units as per the attached
2. Prices for servicing include checking of equipment and topping of gas or oil when its low as stipulated in annexure B and C must, include , labour, transport, consumables, minor and incidental repairs and all other overheads.
3. Prices are to be multiplied by quantities and calculated in totals and all totals be carried over to the summary page.

Description of property

4. Department of Correctional Service.
5. The list below indicates the complexes which require regular services.

NOTE: VERY IMPORTANT FOR THE BOILER INSPECTION

The specification is for the preparation of the steam boiler on site at your Correctional Center FOR 12 monthly external and internal examination by the inspector as required in terms of the Machinery and Occupational Safety act No 85 1993 as amended (Oct:2009)

For either 12 months boiler inspection a **CERTIFICATE OF CONTINUITY** will be required from accredited boiler inspector A/A

SCHEDULE 4: THE REPLACEMENT PARTS FOR THE COAL FIRED BOILER AND ALL STEAM RELATED GENERATION COMPONENTS

Item No	Schedule for repairs	*Qty	Item Price Year 1	Estimated Replacement Of	Amount A R C	Item Price Year 2	Estimated replacement of	Amount B R C	TOTAL AMOUNT A+B R C
1	FD fan John Thomson	Supply and installed(labour)							
1.1	Motor 5.5 KW	01		01			01		
1.2	Pulley	01		01			01		
1.3	Impeller + balancing With certificate	01		01			01		
1.4	Bearings	01		01			01		
1.6	FD fan blades	01		01			01		
2	ID fan Mitchel Cotts	Supply and installed(labour)							
2.1	Motor fan 45 KW	01		01			01		

2.2	Impeller + balancing With certificate	01	01						01			
2.3	Bearings	02	01						02			
2.4	V - belt	01	01						01			
2.5	Main shaft	01	01						01			
2.6	ID fan blades	01	01						01			
SUB TOTAL												

Item No	Schedule for repairs	*Qty	Item Price Year 1	Estimated Replacement Of	Amount A R C	Item Price Year 2	Estimated replacement Of	Amount B R C	TOTAL AMOUNT A+B R C
3	Chain grate stoker								
	Supply and installed(labour)								
3.1	Main drive shaft c/w sprocket	01		01			01		
3.2	Main worm wheel	01		01			01		
3.3	Carbo frax block	01		01			01		
3.4	Side seal	01		01			01		
3.5	Rear side seal	01		01			01		
3.6	Front side seal	01		01			01		
3.7	Rear roller and shaft c/w	01		01			01		
3.8	Stainless steel Wearing strips	01		01			01		
3.9	Non Asbestos sealing rope	01		01			01		
3.10	Guide vane	01		01			01		
3.11	Motor 1.5 kw	01		01			01		
3.12	Motor 2.5 kw	01		01			01		
	SUB TOTAL								

Item No	Schedule for repairs	*Qty	Item Price Year 1	Estimated Replacement of	Amount A		Item Price Year 2	Estimated replacement of	Amount B		TOTAL AMOUNT A+B
					R	C			R	C	
4	Coal feed section										
	Supply and installed(labour)										
4.1	Coal hopper	01		01				01			
4.2	Worm wheel operating shaft	01		01				01			
4.3	Guillotine door	01		01				01			
4.4	Hopper support	01		01				01			
4.5	Lifting mechanism shaft complete	01		01				01			
4.6	Guillotine door support cable	01		01				01			
5	Idl/fd control unit										
	Supply and installed(labour)										
5.1	Single knob combustion	01		01				01			
5.2	ID damper control	01		01				01			
6	Stocker drive										
	Supply and installed(labour)										
6.1	Motor 5.5kw	01		01				01			
6.2	Gear box motor	01		01				01			
6.3	1292.mm wide chain grate mat 0.5 m	01		01				01			
											SUB TOTAL

NOTE:

All minor and incidental repairs such as the replacement of nuts, bolts, washers, self tapping screws, pop rivets etc. shall form part of the service. The Contractor shall allow for such repairs, (material and labour cost), in his price for servicing.

Item No	Schedule for repairs	*Qty	Item Price Year 1	Estimated Replacement of	Amount A		Item Price Year 2	Estimated replacement of	Amount B		TOTAL AMOUNT A+B
					R	C			R	C	
7	Worm screw conveyor										
	Supply and installed(labour)										
7.1	160mm x 18m pipe worm screw conveyor (two pieces)	01		01				01			
7.2	160mm x 5m Cross worm screw conveyor	01		01				01			
7.3	Complete motor 5.5 kw with gear box for (160mmx18m) worm screw	01		01				01			
7.4	Complete motor 2.5 kw with gear box for (160mmx5m) Cross worm screw	01		01				01			
8	Refractory work										
	Supply and installed(labour)										
8.1	Secondary arch	01		01				01			
8.2	Ignition arch	01		01				01			
8.3	Bridge wall	01		01				01			
8.4	Recast rear access door	01		01				01			
	SUB TOTAL										

Item No	Schedule for repairs	*Qty	Item Price Year 1	Estimated Replacement of	Amount A		Item Price Year 2	Estimated replacement of	Amount B		TOTAL AMOUNT A+B
					R	C			R	C	
9	Valve approved By dpw specification										
9.1	Blow down 50 mm	01		01				01			
9.2	Angel crown 150 mm	01		01				01			
9.3	Screw down non return 150 mm	01		01				01			
9.4	Angle feed check 50 mm	01		01				01			
9.5	Safety double spring loaded 100mm	01		01				01			
9.6	Mobrey switch	01		01				01			
9.7	Main valve 300mm	01		01				01			
9.8	Sequencing 25mm	01		01				01			
9.9	Stop valve 40 mm	01		01				01			
10	Ball valve steam										
10.1	Ball valve 20mm	01		01				01			
10.2	Ball valve 25-50mm	01		01				01			
11	Check valve										
11.1	Check valve 20mm	01		01				01			
11.2	Check valve 32mm	01		01				01			
SUB TOTAL											

Item No	Schedule for repairs	*Qty	Item Price Year 1	Estimated Replacement of	Amount A		Item Price Year 2	Estimated replacement of	Amount B		TOTAL AMOUNT A+B+C
					R	C			R	C	
12	Boiler feed pump	Supply and installed(labour)									
12.1	Complete replacement water pump	01		01				01			
12.2	Motor 7.5 kw	01		01				01			
12.3	Motor 11 kw	01		01				01			
12.4	6 stage Pump	01		01				01			
	Steam fitting screwed	Supply and installed(labour)									
13	Sockets										
13.1	Socket 6 -10 mm	01		01				01			
13.2	Socket 15 -32 mm	01		01				01			
13.3	Socket 40 -80 mm	01		01				01			
13.4	Socket 100 -150mm	01		01				01			
14	Elbows 90 deg screwed	Supply and installed(labour)									
14.1	Elbows 6 -10 mm	01		01				01			
14.2	Elbows 15 -32mm	01		01				01			
14.3	Elbows 40 -80mm	01		01				01			
14.4	Elbows (W/O) 100 -150mm	01		01				01			
15	Bends 90 deg steam	Supply and installed(labour)									
15.1	Bends 6 -10mm	01		01				01			
		SUB TOTAL									

Item No	Schedule for repairs	*Qty	Item Price Year 1	Estimated Replacement of	Amount A			Item Price Year 2	Estimated replacement of	Amount B			TOTAL AMOUNT A+B
					R	C	R			R	C		
15	Bends 90° steam	Supply and installed(labour)											
15.2	Bends 15-32mm	01		01				01					
15.3	Bends 40-80mm	01		01				01					
15.4	Bends W/O 100-150mm	01		01				01					
16	Nipples steam fitting (w/o)	Supply and installed(labour)											
16.1	Nipples 6-10mm	01		01				01					
16.2	Nipples 15-32mm	01		01				01					
16.3	Nipples 40-80mm	01		01				01					
17	Unions fitting												
17.1	Union 12 mm	01		01				01					
17.2	Union 15-32 mm	01		01				01					
17.3	Union 40-80 mm	01		01				01					
18	Reducing socket steam												
18.1	Socket 8x12 – 8x25 mm	01		01				01					
18.2	Socket 32x15 –32x25 mm	01		01				01					
													SUB TOTAL

Item No	Schedule for repairs	*Qty	Item Price Year 1	Estimated Replacement of	Amount A	Item Price Year 2	Estimated replacement of	Amount B	TOTAL AMOUNT A+B
					R C			R C	R C
18	Reducing socket steam	Supply and installed(labour)							
18.3	Socket 40x15 –40x32 mm	01		01			01		
18.4	Socket 50x15 –50x40 mm	01		01			01		
18.5	Socket 80x20 –80x65mm	01		01			01		
18.6	Socket 100x40 – 100x80mm	01		01			01		
19	Reducing tees steam	Supply and installed(labour)							
19.1	Tees 8x6-15x8mm	01		01			01		
19.2	Tees 20x8 - 20x15mm	01		01			01		
19.3	Tees 25x8-25x20 mm	01		01			01		
19.4	Tees 32x15-32x25mm	01		01			01		
19.5	Tees 40x15-40x32mm	01		01			01		
19.5	Tees 50x15-50x40mm	01		01			01		
19.6	Tees 65x15-65x50mm	01		01			01		
		SUB TOTAL							

Item No	Schedule for repairs	*Qty	Item Price Year 1	Estimated Replacement Of	Amount A R C	Item Price Year 2	Estimated replacement of	Amount B R C	TOTAL AMOUNT R A+B C
25	Calorifiers	Supply and installed(labour)							
25.1	Heating battery with two coil	01		01			01		
25.2	Horne valve 20mm	01		01			01		
25.3	Set of steam trap 20mm as per DPW spec	01		01			01		
25.4	Safety valve 32mm	01		01			01		
25.5	Temperature (0-120) 10mm	01		01			01		
25.6	Pressure gauge (0_1600)10mm	01		01			01		
25.7	Horne thermostat temp control valve (25-150°C)	01		01			01		
25.8	Steam valve 25mm	01		01			01		
25.9	Circulating pump 25mm	01		01			01		
25.10	(28-48) watts 0.21A Sight glass 15mm	01		01			01		
25.11	Sight glass 20mm	01		01			01		
SUB TOTAL									

Item No	Schedule for repairs	*Qty	Item Price Year 1	Estimated Replacement of	Amount A		Item Price Year 2	Estimated replacement of	Amount B		TOTAL AMOUNT A+B
					R	C			R	C	
26	Strainers	Supply and installed(labour)									
26.1	Strainer 32 mm	01		01				01			
26.2	Strainer 40 mm	01		01				01			
27	Copper pipe class two	Supply and installed(labour)									
27.1	Copper pipe 15 mm	p/m		p/m				p/m			
27.2	Copper pipe 32 mm	p/m		p/m				p/m			
28	Boiler tubes										
28.1	Replace one boiler tube	01		01				01			
29	Pressure reducing valve station	Supply and installed(labour)									
29.1	PRV 25 mm	01		01				01			
29.2	PRV 32 mm	01		01				01			
29.3	PRV 40 mm	01		01				01			
30	Grundfos	Supply and installed(labour)									
30.1	CRS pump for condensate extraction	01		01				01			
											SUBTOTAL

SCHEDULE – 5 SCHEDULE RATES FOR LABOUR AND MATERIAL.

3	Labour- for all boiler operations and repairs	Qty	Year 1 (Rate P/M)		Qty	Year 2 (Rate P/M)		Amount Year 2 (Rate * Qty)	Total amount (year 1+year 2)
			R	C		R	C		
3.1	The rates for labour will be deemed to include for statutory minimum labour rates, contribution to bonus, holiday, pension, medical funds etc, for normal working hours, as well as for transport costs including traveling time, but excluding VAT								
3.2	Boiler operation 12 hours per day for the period of 24 months. It is the Bidder responsibility to ensure that operators (3 * <i>supervisor ,operator and X GENERAL LABOUR</i>) are available per shift	12			12				
3.3	Working hours(per hour) for Repairs	Unit	Year 1 Rate (per hour)		Year 2 Rate (per hour)		Total amount (year 1+year 2)		
3.3a	Skilled Artisan(Technician)	P/hour	R	C	R	C	R	C	
3.3b	Semi-skilled worker	P/hour							
3.4	Non- schedule materials Allow for the amount of R200 000.00 for the provisional cost of non- scheduled material that may be used. The above labour rates will apply.		R200 000.00		R200 000.00		R400 000.00		
	Percentage mark- up on non schedule materials that may be used. (Percentage (%))	17 %	R 34 000.00		R 34 000.00		R 68 000.00		
	Subtotals labour cost carried to summary page				SUB TOTAL				

SUMMARY PAGE

BID FOR THOHOYANDOU CORRECTIONAL SERVICE .MAINTENANCE, REPAIRS AND OPERATION TO COAL FIRED BOILERS AND ALL STEAM RELATED GENERATION COMPONENTS FOR THE PERIOD OF 24 MONTHS

The total tender price for this service must include all labour and material required for the proper execution of the work and shall be carried over to the Tender Form which must be returned together with this document.

- 1. Amount for Schedule 1 R _____
- 2. Amount for Schedule 2 R _____
- 3. Amount for Schedule 3 R _____
- 4. Amount for Schedule 4 R _____
- 5. Amount for Schedule 5 R _____

Sub-total R _____
Add: Value-added Tax (VAT) 15% R _____

Total carried forward to DPW 07 EC Tender

TENDERER'S SIGNATURE: _____

ADDRESS: _____

DATE: _____

PRICED SPECIFICATION:

A priced specification must be submitted with the tender documents.

ANNEXURE A **PREVENTATIVE MAINTENANCE SERVICE**

SCHEDULE AND CHECK LIST

FOR

BID FOR THOHOYANDOU CORRECTIONAL SERVICE MAINTENANCE, REPAIRS AND OPERATION TO COAL FIRED BOILERS AND ALL STEAM RELATED GENERATION COMPONENTS FOR THE PERIOD OF 24 MONTHS

- 1. Check pump, electrical control motor and bearings for wear and noise []
- 2. Check all leaks, gladding, and dirt on the boiler []
- 3. Check all electrical connection []
- 4. Check FD & ID fans with V-belts and adjust to correct tension []
- 5. Check water level on the gage glass column []

- 6 Check the condition of chain grate stoker /coal screw []
- 7 Check for the steam leakages from steam pipes []
- 8 Check all safety valves for 100% operation []
- 9 Check the mobrey valve float is 100% operation []
10. Check block fired tubes []
11. Check pressure release valve whether it still locks and open at the required pressure
12. Check coal soot blower-whether dirty or clean []
13. Check the rate at which the CO2 is exhausted []
14. Check the condition of the boiler drain valve []
15. All defective equipment shall be recorded and reported to the client []
16. Check the control panel []
17. Check all loose connection. []
18. Check the hourly log book (record book) []
19. Check the condition of the gearbox which controls the stoker. []
20. Check the chain grate stoker/coal screw speed. []
21. Check the condition of the exhausted through the chimney. []

ANNEXURE A

PREVENTATIVE MAINTENANCE SERVICE

SCHEDULE AND CHECK LIST

FOR

BID FOR THOHOYANDOU CORRECTIONAL SERVICE .MAINTENANCE, REPAIRS AND OPERATION TO COAL FIRED BOILERS AND ALL STEAM RELATED GENERATION COMPONENTS FOR THE PERIOD OF 24 MONTHS

- 22. Check the type of coal used. []
- 22. Check the rate at which the coal is delivered into the boiler. []

REMARKS _____

NOTE:

All minor and incidental repairs such as the replacement of nuts, bolts, washers, self tapping screws, pop rivets etc. shall form part of the service. The Contractor shall allow for such repairs, (material and labour cost), in his price for servicing.

CONTRACTORS SIGNATURE

CLIENT DEPARTMENT SIGNATURE

DATE: _____

DATE: _____

STAMP

ANNEXURE B

PREVENTATIVE MAINTENANCE SERVICE

SCHEDULE AND CHECK LIST

FOR

BID FOR THOHOYANDOU CORRECTIONAL SERVICE, MAINTENANCE, REPAIRS AND OPERATION TO COAL FIRED BOILERS AND ALL STEAM RELATED GENERATION COMPONENTS FOR THE PERIOD OF 24 MONTHS

1. Check dirt and cladding. []
2. Check the delivery pressure (hot or warm water) []
3. Check the steam pressure to the calorifier []
4. Check the warm water temperature from the calorifier []
5. Check the pressure release valve []
6. Check the water feed pump []
7. Check the hot water circulation pump []
8. Check steam and water pipes leaking []

- 9. Check bracket and the lagging on the pipes []
- 10. Check the steam trap. []
- 11. Check sight glass []
- 12. Check steam valve []
- 13. Check the non return valve []
- 14. Check the strainers []

REMARKS _____

CONTRACTORS SIGNATURE

DATE: _____

CLIENT DEPARTMENT SIGNATURE

DATE: _____

MUST BE DETAILED, COMPLETED AND SUBMITTED WITH





FACILITIES MANAGEMENT

CONDITIONS OF CONTRACT (DPW)

SEPT. 2005 VERSION 1



PA-10 (FM): CONDITIONS OF CONTRACT

CONTENTS

No.	CLAUSES	PAGES
1.	Definitions	3
2.	Interpretation	4
3.	Duration	5
4.	Rights and Obligations of the Employer	5
5.	Rights and Obligations of the Service Provider	5
6.	Service Manager	6
7.	Security	6
8.	Security Clearance	6
9.	Confidentiality	6
10.	Ambiguity in documents	7
11.	Insurances	7
12.	Access to the facilities and commencement of the Services	7
13.	Programme	7
14.	Subcontracting	8
15.	Intellectual Property Rights indemnity	8
16.	Compliance with Legislation	8
17.	Reporting on incidents	8
18.	Nuisance	9
19.	Materials, workmanship and equipment	9
20.	Urgent Works	9
21.	Indemnifications	9
22.	Variations	10
23.	Identified Projects	10
24.	Suspension of the Services	12
25.	Penalty for Non-Performance	12
26.	Payments	13
27.	Release of Security	14
28.	Overpayments	14
29.	Completion	14
30.	Assignment	15
31.	Indulgences	15
32.	Ownership and Publication of Documents	15
33.	Breach of Contract	15
34.	Stoppage and/or termination of Contract	16
35.	Dispute Resolution	17
36.	General	17
37.	<i>Domicilium Citandi et Executandi</i>	17



1. DEFINITIONS

- 1.1. The following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:
- 1.1.1. "Additional Services" are increases in the quantity of the routine Services detailed in the Scope of Works.
- 1.1.2. "Bill of Quantities" means the document so designated in the Pricing Data that describes the Services and indicates the quantities and rates associated with each item which the Employer agrees to pay the Service Provider for the Services completed;
- 1.1.3. "Certificate of Completion" means the certificate issued by the Service Manager signifying that the Contract has expired;
- 1.1.4. "Commencement Date" means the date on when the Service Provider is notified of the Employer's acceptance of its offer;
- 1.1.5. "Contract" means the Contract signed by the Parties and of which these Conditions of Contract form part of, and such amendments and additions to the Contract as may be agreed in writing between the Parties;
- 1.1.6. "Contract Data" means the specific data, which together with these Conditions of Contract, Scope of Works and Pricing Data collectively describe the risks, liabilities and obligations of the contracting Parties and the procedures for the administration of the Contract;
- 1.1.7. "Contract Period" is from Commencement Date for the period stated in the Contract Data;
- 1.1.8. "Contract Price" means the price to be paid for the Services in accordance with the Pricing Data, subject to such additions thereto or deductions there from as may be made from time to time under the provisions of the Contract;
- 1.1.9. "Contract Sum" refers to the amount stated by the Service Provider in the Form of Offer and Acceptance;
- 1.1.10. "CPAP" means contract price adjustment provisions used for the adjustment of fluctuations in the cost of labour, plant and materials and goods as stated in the Contract Data;
- 1.1.11. "Day" means a calendar day;
- 1.1.12. "Drawings" means all drawings, calculations and technical information which are made available to the Service Provider for inspection at a venue and time to be announced by the Service Manager and any modifications thereof or additions thereto from time to time approved in writing by the Employer or delivered to the Service Provider by the Employer;
- 1.1.13. "Employer" means the contracting Party named in the Contract Data who appoints the Service Provider;
- 1.1.14. "Equipment" includes all appliances, tools implements, machinery, articles and things of whatsoever nature required in or for the rendering, completion or defects correction of the Services but does not include materials;
- 1.1.15. "Facilities" means the land and buildings, detailed in the Scope of Works, and any additions, or omission thereto, made available by the Employer for the purposes of the Contract, on, under, over, in or through which the Services are to be rendered or carried out;
- 1.1.16. "Form of Offer and Acceptance" means the written communication by the Employer to the Service Provider recording the acceptance of the Service Provider's offer;
- 1.1.17. "Identified Projects" means any projects, other than routine Services, identified and agreed to by the Parties during the Contract period or any extensions thereto, to be completed in terms of the Contract.



- 1.1.18. "Materials" includes all materials, commodities, articles and things required to be furnished under the Contract for the execution of the Services;
- 1.1.19. "Month" refers to the period commencing on a certain day of a month to the day preceding the corresponding day of the next month;
- 1.1.20. "Parties" means the Employer and the Service Provider;
- 1.1.21. "Pricing Data" means the document that contains the Bill of Quantities and provides the criteria and assumptions, which it will be assumed in the Contract were taken into account by the Service Provider when developing his prices;
- 1.1.22. "Services" means all the work to be performed by the Service Provider during the Contract Period in accordance with the Contract, as more fully set out in the Scope of Works, as amended from time to time by written agreement between the Parties;
- 1.1.23. "Service Provider" means the Tenderer, as named in the Contract Data, whose offer has been accepted by or on behalf of the Employer and, where applicable, includes the Service Provider's heirs, executors, administrators, trustees, judicial managers or liquidators, as the case may be, but not, except with the written consent of the Employer, any assignee of the Service Provider;
- 1.1.24. "Service Manager" means the representative of the Employer named as the Service Manager in the Contract Data. The Employer reserves the right to replace the said Service Manager, by written notice to the Service Provider, without the need to furnish reasons therefor;
- 1.1.25. "Scope of Work" refers to the document which defines the Employer's objectives and requirements and specifications and any other requirements and constraints relating to the manner in which the Services must, or may, be provided or performed;
- 1.1.26. "Service Period" refers to the period indicated in the Contract Data during which the Service Provider shall render the Services required in terms of the Contract;
- 1.1.27. "Transitional Stage" refers to the period indicated in the Contract Data, which commences immediately on the expiry of the Service Period, and during which the Services to be provided by the Service Provider shall include, inter alia, the provision and transfer to the incoming service provider of managerial support and information, as detailed in the Scope of Works.

2. INTERPRETATION

- 2.1. In this Contract, except where the context otherwise requires:
 - 2.1.1 The masculine includes the feminine and the neuter, vice versa;
 - 2.1.2 The singular includes the plural; and vice versa
 - 2.1.3 Any reference to a natural person includes a body corporate, firm, association or consortium/joint venture/partnership, vice versa.
- 2.2. The headings to the clauses of this Contract are included for reference purposes only and shall not affect the interpretation of the provisions to which they relate.
- 2.3. Words and phrases defined in any clause shall bear the meanings assigned thereto.
- 2.4. The various parts of the Contract are severable and may be interpreted as such.
- 2.5. The expressions listed in clause 1 bear the meanings as assigned thereto and cognate expressions bear corresponding meanings.
- 2.6. If any provision in a definition clause is a substantive provision conferring rights or imposing obligations on any Party, effect shall be given to it as if it were a substantive clause in the body of the Contract, notwithstanding that it is only contained in the interpretation clause.



3. DURATION

- 3.1. The rights and obligations of the Parties to this Contract shall commence on the Commencement Date.
- 3.2. Subject to the terms of clauses 33 and 34 relating to breach and termination respectively, the Contract will commence on the Commencement Date and terminate on the expiry of the Contract Period, unless it is extended in terms of clause 3.3.
- 3.3. The terms or duration of the Contract may be extended as a result of bona fide negotiations between the Parties. No extension of term or duration of the Contract shall however be valid unless the terms and conditions of such extension has been reduced to writing and signed by the authorised representatives of both Parties.

4. RIGHTS AND OBLIGATIONS OF THE EMPLOYER

- 4.1. The Employer shall give access to or supply the Service Provider with:
 - 4.1.1 All relevant, available data and information required and requested by the Service Provider for the proper execution of the Services; and
 - 4.1.2 Such assistance as shall reasonably be required by the Service Provider for the execution of its duties under the Contract.

5. RIGHTS AND OBLIGATIONS OF THE SERVICE PROVIDER

- 5.1. The Service Provider shall, in executing his obligations, comply with the Service Manager's written instructions on any matter relating to the Services.
- 5.2. The Service Provider shall take instructions only from the Service Manager or other persons authorised by the Service Manager in terms of Clause 6.
- 5.3. The Service Provider shall not have the power of attorney or authority to enter into any contract or to otherwise bind or incur liability on behalf of the Employer, save where prior written authorisation has been obtained.
- 5.4. The Service Provider shall ensure that it, its employees, agents and representatives have the relevant experience and capacity necessary for rendering of the Services with the reasonable degree of skill, care and diligence that may be expected of professionals providing services similar to the Services.
- 5.5. Should any member of the Service Provider's team, in the opinion of the Service Manager or occupants of the Facilities, misconduct himself or is incompetent or negligent in the delivery of the Services, or whose presence on the Facilities is otherwise considered by the Service Manager, or occupants of the Facilities, on reasonable grounds, to be undesirable, the Employer may, in writing and together with reasons therefor, request that such person be removed. Such person shall not again be employed on the Services without the prior written consent of the Employer.
- 5.6. The Service Provider undertakes to effect such removal, as referred to in 5.5 above, within a day of receipt of the Employer's written request.
- 5.7. The Service Provider shall ensure that reasonable levels of care and responsibility are exercised when using items belonging to the Employer in the delivery of the Services.
- 5.8. During the ongoing provision of the Services the Service Provider shall at all times keep the Facilities clean and in a safe condition.
- 5.9. Notwithstanding anything herein contained to the contrary, it is specifically agreed that the appointment of the Service Provider shall not create an employment contract or relationship between the Parties and the Service Provider or his employees shall therefore not be entitled to any benefits to which the employees of the Employer may be entitled.



6. SERVICE MANAGER

- 6.1. The Service Manager shall administer the Contract on behalf of the Employer in accordance with the provisions of the Contract.
- 6.2. The Service Manager may delegate any of his powers and authority and may cancel such delegation, on the prior written notification thereof to the Service Provider.
- 6.3. Such delegation shall continue in force until the Service Manager notifies the Service Provider in writing that the delegation is terminated.
- 6.4. The Service Provider may at any time, prior to giving effect thereto, refer any written order or instruction of the Service Manager's delegatee to the Service Manager who shall confirm, reverse or vary such order or instruction.

7. SECURITY

- 7.1. The Service Provider shall provide to the Employer security in the amount and in the form set out in the Contract Data and any expenditure incurred in doing so shall be borne by the Service Provider.
- 7.2. Should the Service Provider fail to select the security to be provided or should the Service Provider fail to provide the Employer with the selected security within 21 days from Commencement Date, it shall be deemed that the Service Provider has selected a security in the form of a retention of 2.5 % of the Contract Sum (excl. VAT).

8. SECURITY CLEARANCE

- 8.1. In the event of security clearance becoming necessary, the Service Provider, any subcontractors and all human resources utilized by the Service Provider undertake to undergo security clearance, for which purpose the necessary forms will be made available to the Service Provider at the relevant time by the Employer. The Service Provider accepts that if he or any of his human resources refuses to undergo the required security clearance, they will not be allowed on the Facilities to render the Services.
- 8.2. It is required that all persons engaged in the rendering of the Services shall be easily identifiable and where required, security cleared.

9. CONFIDENTIALITY

- 9.1. The Service Provider undertakes to keep any and all information, of whatever nature, relating to the Contract or which he becomes privy to due to his presence at the Facilities, strictly confidential and such shall not be sold, traded, published or otherwise disclosed to anyone in any manner whatsoever, including by means of photocopy or other reproduction, without the Employer's prior written consent. As disclosure or improper use of the confidential information, without the Employer's prior written consent, will cause the Employer harm:
 - 9.1.1 the Service Provider shall be liable for any loss or damages suffered by the Employer and shall indemnify the Employer against any claims by third parties as a result of such unauthorised disclosure or use thereof , either in whole or in part; and/or
 - 9.2.1 the Employer shall be entitled to cancel the Contract
- 9.2. The Service Provider shall be entitled to disclose such confidential information to the following persons, who have a clear need to know interest, in order to assist with the rendering of the Services on the Contract:
 - 9.2.1 employees, officers and directors of the Service Provider; and
 - 9.2.2 any professional consultant or agent retained by the Service Provider for the purpose of rendering the Services, provided that the identity of such consultant or agent is made known to the Employer in writing and the Employer acknowledges in writing that the confidential information may be disclosed to such person.



- 9.3. The Service Provider shall be responsible for ensuring that all persons to whom the confidential information is disclosed under this Contract shall keep such information confidential and shall not disclose or divulge the same to any unauthorised person.
- 9.4. The confidential information shall remain the property of the Employer and the Employer may demand the return or destruction thereof, at the cost of the Service Provider, at any time upon giving written notice to the Service Provider. Within ten (10) days of receipt of such notice, the Service Provider shall return all of the original confidential information and shall destroy all copies and reproductions (both written and electronic) in its possession or in the possession of persons to whom it was disclosed and furnish a certificate to the Employer stating as much.

10. **AMBIGUITY IN DOCUMENTS**

- 10.1. The several documents forming the Contract are to be taken as mutually explanatory of one another and any ambiguity in or discrepancy between them shall be explained and, if necessary, rectified by the Service Manager who shall thereupon issue to the Service Provider a written explanation giving details of the adjustments, if any, and a written instruction directing what Service, if any, is to be delivered.

11. **INSURANCES**

- 11.1. It is the responsibility of the Service Provider to assess his risks on this project and to ensure that he obtains and maintains the adequate insurances to cover such risks.

12. **ACCESS TO THE FACILITIES AND COMMENCEMENT OF THE SERVICES**

- 12.1. The Service Provider shall provide the Employer, within 21 days of the Commencement Date, with an acceptable health and safety plan and such other information required in terms of the Occupational Health and Safety Act (85 of 1993).
- 12.2. The Service Period shall commence 30 days from Commencement date, or on such other date as maybe specified in the Contract Data
- 12.3. Notwithstanding the provision of 12.2, the Service Provider shall be given access to the Facilities or portions thereof, only after the provision by the Service Provider of an acceptable health and safety plan and of security clearance being obtained in terms of Clauses 12.1 and 8.1 respectively.
- 12.4. The Service Provider shall be given access to the Facilities or portions thereof and shall render the Services in accordance with its programme, referred to in clause 13 or after the receipt by him of a written instruction to this effect.
- 12.5. If the Employer fails to give the Service Provider access to the facility or any portion thereof for any reason other than default by the Service Provider and the Service Provider suffers additional costs as a result thereof, the Service Provider shall be entitled to make a claim therefor provided that the Service Provider is able to prove his claim and that he has taken all reasonable steps to mitigate the additional costs.

13. **PROGRAMME**

- 13.1. The Service Provider shall deliver to the Service Manager within 14 days from Commencement Date, a realistic programme and a cash flow for the delivery of the Services. The programme shall describe and detail the order in which the Services are to be rendered and shall be subject to the approval of the Service Manager, which written approval shall not be unreasonably withheld.
- 13.2. The Service Provider shall, on receipt of a written request from the Service Manager, furnish the Employer with any documents or information, of whatever nature, in support of the programme and/or in relation to the manner in which the Services are to be rendered and/or the resources to be supplied and used in the rendering of the Services and/or progress of the various parts of the Contract; and/or a detailed cash flow forecast.
- 13.3. A programme and the cash flow forecast will be submitted in terms of 13.1 and reviewed quarterly or as circumstances may require.



13.4. Agreement to the programme by the Service Manager or any adjustment thereto will not alter the responsibilities of the Service Provider in terms of this Contract.

14. SUBCONTRACTING

14.1. The Service Provider may subcontract any part of the Services at its discretion. The subcontracts shall incorporate the applicable terms, conditions and requirements of this Contract.

14.2. Subcontracting by the Service Provider shall not be construed as relieving the Service Provider from any obligations under the Contract or imposing any liability on the Employer.

15. INTELLECTUAL PROPERTY RIGHTS INDEMNITY

15.1. The Service Provider undertakes to obtain the necessary consent from the proprietors or their licensees should the Service Provider make use of the intellectual property of any other person.

15.2. The Service Provider further indemnifies the Employer against any claim or action (including costs on an attorney and client scale) caused by or arising from the failure to obtain such consent.

16. COMPLIANCE WITH LEGISLATION

16.1. This clause applies to legislation emanating from national and provincial government as well as that of any local authorities in whose area of jurisdiction the Facilities fall and which have a bearing on the delivery of the Services and Facilities under this Contract.

16.2. All the applicable legislation, which does not specifically allow discretion in respect of compliance by the Employer, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary.

16.3. Should any applicable legislation allow discretion in respect of compliance by the Employer it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the Service Provider by the Service Manager.

16.4. The Service Provider shall in the provision of the Services comply with the provisions of, and give all notices and pay all fees, taxes, levies and other charges required to be given or paid in terms of any legislation or imposed by any other body or person. The Service Provider hereby indemnifies the Employer against any liability for any breach of the provision of this clause.

16.5. It is the responsibility of the Service Provider to obtain the consents, permissions and/or permits, referred to in Clause 16.4, in the provision of the Services.

16.6. The Service Provider shall not have a claim against the Employer, and the Employer shall not be liable to refund the Service Provider for any of the fees, taxes, levies and other charges referred to Clause 16.4.

17. REPORTING OF INCIDENTS

17.1. In addition to the above, the Service Provider shall, as soon as possible, notify the Employer in writing of any incidents at the Facilities, which resulted or could have resulted in damage to property or injury or death to persons.

17.2. The Service Provider shall verbally notify the Service Manager of any of the incidents referred to in 17.1 immediately after the occurrence thereof.

17.3. The Service Provider shall follow up the verbal notification referred to in 17.2 with a detailed written report on such incidents to the Service Manager within the time frame indicated by the Service Manager, but in any event within 48 hours of the incident.

17.4. The written report referred to in 17.3 shall provide for all incidents, which resulted in injury, death or damage to property.



17.5. The Service Provider shall notify the Employer immediately, on becoming aware of the Contract requiring him to undertake anything that is illegal or impossible

18. NUISANCE

18.1. The Service Provider shall deliver the Services in a manner that shall not cause unnecessary noise, nuisance, or hinder the normal activities in the Facilities.

18.2. The Service Provider hereby indemnifies the Employer against any liability arising out of the Service Provider's non-compliance with his obligations in terms of Clause 18.1.

19. MATERIALS, WORKMANSHIP AND EQUIPMENT

19.1. All Services delivered, and materials and workmanship shall comply with the requirements of this Contract, the manufacturer's specification; good industry practice and the Service Manager's written instructions and shall be suitable for the purpose intended.

19.2. The Service Provider shall, in accordance with the Scope of Works or if instructed by the Service Manager, carry out tests demonstrating the acceptability of the relevant Services provided, or the suitability of materials or equipment to be used.

19.3. The Service Provider shall provide all necessary assistance, labour, materials, testing equipment and instruments for the purpose of such tests to be performed by himself or, if so instructed by the Service Manager, for the purposes of tests to be performed by any other person.

19.4. All costs for tests carried out shall be deemed to be included in the Service Provider's prices

19.5. Copies of the reports on the tests referred to in Clause 19.2 shall be forwarded by the Service Provider to the Employer within 10 days of the tests being completed.

20. URGENT WORK

20.1. The Employer may, by itself or through another service provider, effect any remedial or other repair work which becomes necessary due to no act or omission on the part of the Service Provider.

20.2. If the remedial or repair work became necessary due to an act or omission on the part of the Service Provider, its employees, agents or representatives, the Service Provider shall effect such remedial or repair work at its own cost.

20.3. If the remedial or repair work is urgently necessary due to an act or omission on the part of the Service Provider, its employees, agents or representatives and the Service Provider refuses to or is not available or able to effect such remedial or repair work, the Employer may effect such remedial or repair work either by itself or through another service provider.

20.4. If the Employer effects the remedial or repair work in terms of 20.3, then the Employer may recover such costs, losses or damages from the Service Provider or by deducting the same from any amount still due under this Contract or under any other contract presently or hereafter existing between the Employer and the Service Provider and for this purpose all these contracts shall be considered one indivisible whole.

21. INDEMNIFICATIONS

21.1. The Service Provider shall be liable for and hereby indemnifies the Employer against any liability, claim, demand, loss, cost, damage, action, suits or legal proceedings whether arising in common law or by statute consequent upon:

21.1.1 personal injuries to or the death of any person arising out of, related to, occasioned by, attributed to, or in the cause of or caused by the rendering of the Services;

21.1.2 loss of or damage to any movable or immovable or personal property or property contiguous to the Facilities whether belonging to or under the control of the Employer or any other body or person arising out of, related to, occasioned by, attributed to, or in the cause of or caused by reason of the rendering of the Services;



21.1.3 any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials parts, work-in-process or finished work furnished to, or in respect of which any payment has been made by the Employer.

21.2. The Employer accepts liability for all acts or omissions of its employees, agents or representatives.

22. VARIATIONS

22.1. The Employer may at any time during the Contract Period, vary the Services by way of additions, omissions, or substitutions.

22.2. No variation by the Employer of whatever nature shall vitiate the Contract.

22.3. Any Services required by the Employer outside of the Services as referred to in the Scope of Works will be regarded as being Identified Projects and shall be dealt with under clause 23 and shall be executed as a variation order.

22.4. The Service Provider shall inform the Employer of any instructions that are deemed to be Additional Services prior to such instructions being executed.

22.5. Additional Services will only be executed by the Service Provider after receipt by him of a written instruction from the Service Manager.

22.6. If no prior written authorisation, as required in 22.5 above, has been obtained, the Employer shall not reimburse the Service Provider for the Additional Services so executed, and the Service Provider agrees that it shall not have a claim for payment for such Additional Services.

22.7. The Additional Services will be valued at the rates in the Pricing Data.

23. IDENTIFIED PROJECTS

23.1. The Service Provider shall inform the Employer of any instructions that are deemed to be Identified Projects prior to such instructions being executed.

23.2. The Employer is not obliged to engage the services of the Service Provider on Identified Projects. The Employer may, by itself, through another service provider or through the Service Provider effect the services/works under Identified Projects.

23.3. Identified Projects will only be executed by the Service Provider after receipt by him of a written instruction from the Service Manager.

23.4. If no prior written authorisation, as required in 23.3 above, has been obtained, the Employer shall not reimburse the Service Provider for the Identified Projects so executed, and the Service Provider agrees that it shall not have a claim for payment for such Identified Projects.

23.5 In respect of the Identified Projects, the written instruction referred to in 23.3 shall:

- (a) describe the services/works required to be executed by the Service Provider under the Identified Project;
- (b) state the due commencement and completion dates of the relevant Identified Project;
- (c) state the total cost of the relevant Identified Project as agreed to between the Parties; and
- (d) any additional requirements, conditions of contract and/or restrictions, other than those already stated in the Contract, that will be applicable.

23.6 Within 14 days of receipt of the written instruction referred to in 23.5, the Service Provider shall furnish the Employer with a realistic programme and a cash flow for the relevant Identified Project as required in 13.



- 23.7 Where an Identified Project comprises services/works that are of the same or similar character executed under the same or similar conditions as those to which the rates in the Pricing Data apply, it shall be valued at such rates.
- 23.8 Where an Identified Project comprises services/works that are not of the same or similar character executed under the same or similar conditions as those to which the rates in the Pricing Data apply, it shall be valued at market related rates to be agreed to in writing between the Employer and the Service Provider and in advance of executing the Identified Project. Failing agreement, the rates applicable shall be as determined by the Employer.
- 23.9 If the Service Provider fails to complete the Identified Project by the completion date specified in the written instruction referred to in 23.3, then the Service Provider will be liable for a penalty, at the rate stated in the Contract Data, for every day that lapses from the due completion date of the relevant Identified Project to the date of the actual completion of such Identified Project.
- 23.10 If the Identified Projects are delayed by variations, omissions, additions, substitutions or organised work stoppages by any workman not due to any action on the part of the Service Provider, exceptionally inclement weather, any substantial increase in provisional quantities or any other cause beyond the Service Provider's control, including delays caused by the Employer, then the Service Provider shall be entitled to apply in writing within 21 days of the cause of delay arising to the Service Manager for extension of the due completion date of the relevant Identified Project stating the cause of delay and period of extension applied for.
- 23.11 If during the period for completion of the Identified Project or any extension thereof abnormal rainfall or wet conditions occur, the formula below shall be used to calculate separately the delay for each calendar month or part thereof. It shall be calculated each month during the period referred to herein above, or until the issue date of the certificate of completion for the relevant Identified Project, whichever is the shorter period. The delay calculated for a given month shall be used to determine the interim extension of time granted for the month. At the end of the applicable period referred to above, the aggregate of the monthly delays will be taken into account for the final determination of the total extension of time for the Contract:

$$V = \frac{(Nw - Nn) + (Rw - Rn)}{X}$$

- V = Delays due to rain in calendar days in respect of the calendar month under consideration.
- Nw = Actual number of days during the calendar month on which a rainfall of Y mm or more per day has been recorded
- Rw = Actual rainfall in mm for the calendar month under consideration.
- Nn = Average number of days in the relevant calendar month (as derived from existing rainfall records provided in the project specifications) on which a rainfall of Y mm or more per day has been recorded.
- Rn = Average rainfall in mm for the calendar month, as derived from the rainfall records supplied in the project specifications.
- X = 20, unless otherwise provided in the project specifications.
- Y = 10, unless otherwise provided in the project specifications.

The total delay that will be taken into account for the determination of the total extension of time for the Contract shall be the algebraic sum of the monthly totals for the period under consideration. But if the grand total is negative, the time for completion shall not be reduced on account of abnormal rainfall. The total extension of time for any calendar month shall not exceed (Nc - Nn) calendar days, where Nc = number of days calendar days in the month under consideration

The factor (Nw - Nn) shall be considered to represent a fair allowance for variations from the average number of days during which rainfall equals or exceeds Y mm per day.



The factor $(R_w - R_n) \div X$ shall be considered to represent a fair allowance for variations from the average for the number of days during which rainfall does not equal or exceed Y mm per day, but when wet conditions prevent or disrupt work.

This formula does not take into account any flood damage, which could cause further or concurrent delays and which should be treated separately in so far as extension of time is concerned.

Accurate rain gaugings shall be taken at a suitable point on the site daily at 08:00 unless otherwise agreed to by the Service Manager, and the Contractor shall, at his own expense, take all necessary precautions to ensure that the rain gauges cannot be interfered with by unauthorized persons.

Information regarding existing rainfall records, if available from a suitable rainfall station near the site, will be supplied in the project specifications, together with calculations of rain delays for previous years in accordance with the above formula. The average of these delays will be regarded as normal rain delays which the Contractor shall accommodate in his programme, and for which no extension of time will be considered.

- 23.12 Upon receipt of such written application, referred to in 23.10, the Employer may in writing extend the due completion date of the relevant Identified Project by a period to be determined by the Employer or may refuse to extend the due completion date of the relevant Identified Project. The due completion date of an Identified Project may not be extended beyond the end of the Contract Period stated in the Contract Data.
- 23.13 Any decision given by the Employer, in terms of 23.12, shall be final and binding on the Parties.
- 23.14 Should the Service Provider fail to apply in writing for an extension of the due completion date of the relevant Identified Projects within the 21 days referred to in 23.10, or should the Employer not grant an extension of the due completion date then the due completion date stipulated in the relevant written instruction referred to in 23.5 shall not be extended nor the Service Provider exonerated from liability to pay the penalty stipulated in 23.9 or from specific performance of the service/works within the period in the relevant written instruction.

24. SUSPENSION OF THE SERVICES

- 24.1 The Service Provider shall, on the written order of the Service Manager, suspend the provision of the Services or any part thereof for such time or times and in such manner as the Service Manager shall order and shall, during such suspension, properly protect the Services so far as is necessary.
- 24.2 If the Service Provider is instructed in writing by the Service Manager to suspend any or all of the Services, the Service Provider shall re-schedule the relevant Services. For the duration of such suspension all penalties applicable to that Service will be waived. Should the Service Provider suffer any additional costs resulting from such suspension, the Service Provider shall be entitled to make a claim therefor provided that the Service Provider shall prove his claim and that he has taken all reasonable steps to mitigate the additional costs.
- 24.3 If the Service Provider is unable to render any of the Services for any reason other than an instruction by the Employer to suspend the Services in terms of clause 24.1, the Employer shall not be liable for any claim of whatever nature, including a claim for costs, by the Service Provider.

25. PENALTY FOR NON-PERFORMANCE

- 25.1 The Service Provider shall be liable for a performance deduction, if the Service Provider in rendering any of the Services required under the Scope of Works, as amended from time to time,
- 25.1.1 delays in performing any of the Services;
- 25.1.2 fails to perform any of the Services;
- 25.1.3 fails to perform any of the Services to the standard required in the Scope of Works, as amended from time to time.
- 25.2 The performance deduction shall be calculated in accordance with the formula detailed in the Scope of Works.



- 25.3 The Service Provider shall not be liable for a performance deduction, if the Service Provider is unable to perform due to no fault of his own, his employees, agents or representatives.
- 26. PAYMENTS**
- 26.1 The Service Manager will evaluate the Service Provider's performance on a monthly basis.
- 26.2 The Service Provider shall submit a monthly certificate taking into account the following:
- 26.2.1 the assessment of the Services rendered during the assessment month, including routine services, management fees, and services using call down rates;
 - 26.2.2 adjustments in terms of the pricing data;
 - 26.2.3 additional work rendered by the Service Provider;
 - 26.2.4 CPAP adjustment where stated in the Contract Data; and
 - 26.2.5 VAT. Vat will be indicated separately in all documents.
- 26.3 If the Service Provider elects a security of 2,5% retention, or a 1,25% cash and 1,25% retention, then 5% of all moneys (excl. VAT) in the monthly certificate assessed by the Service Manager as being due to the Service Provider will be retained until such time as the amount retained equals 2.5% or 1,25%, whichever is applicable, of the Contract Sum (excl. VAT)
- 26.4 The monthly certificate shall be supported by a detailed report substantiating the Services rendered at each Facility during the month under assessment.
- 26.5 The monthly certificate shall be assessed by the Service Manager. If the Service Manager agrees with the certificate, he will issue a statement within 14 days of the receipt of the certificate, taking into account inter alia the following:
- (1) deductions for penalties;
 - (2) deductions for overpayments;
 - (3) deductions for retention
 - (4) deductions for damages.
- 26.6 The Service Provider shall, on receipt of the statement referred to in 26.5, issue to the Employer a tax invoice in the amount reflected in the statement. The Employer shall effect payment to the Service Provider within 16 days of receipt of the tax invoice.
- 26.7 If the Service Manager does not agree with the certificate issued by the Service Provider in terms of Clause 26.2, the Service Manager shall within 14 days of receipt of the certificate, issue a statement in the amount to which the Service Manager agrees and shall give reasons for rejecting the balance of the claim indicated in the statement.
- 26.8 The Service Provider shall furnish the Employer with a tax invoice in the amount indicated in the statement referred to in Clause 26.7.
- 26.9 With regards to the claim in dispute, the Service Provider may, within 14 days of the Service Manager issuing the statement referred to in 26.7, submit a revised certificate or a justification for his claim or declare a dispute in terms of 34.
- 26.10 If it is later resolved that the amount in dispute or any part thereof is owing to the Service Provider, the Employer shall be liable for interest thereon from 30 days after the issue of the relevant monthly certificate referred to in 26.2 until the date of payment at the interest rate determined from time to time, by the Minister of Finance in terms of section 80 (1)(b) of the Public Finance Management Act, 1999 (Act 1 of 1999), as amended.
- 26.11 All the work shall be evaluated in accordance with the provisions of the Pricing Data.



26.12 In assessing the quality of the work presented by the Service Provider, the Employer may enlist the assistance of third persons. In assessing the work the third person shall act reasonably. The selection of such third persons shall be in the absolute discretion of the Employer and the Service Provider shall abide by such selection.

26.13 Any and all extra costs incurred by the Service Provider, resulting from the Service Provider having to address and/or rectify queries arising from a claim submitted in respect of work done, shall be for the account of the Service Provider.

27. RELEASE OF SECURITY

27.1 If the Service Provider has furnished a security by way of a variable guarantee of 2.5% of the Contract Sum (excl. VAT), the security will be reduced and be released in accordance with the provisions of such variable guarantee.

27.2 If the Service Provider elects to furnish a security by way of a cash deposit of 2.5% of the Contract Sum (excl. VAT), then the security will be released as follows:

27.2.1 annually in equal portions, subject to 27.2.2 and 27.2.3;

27.2.2 95% of the last annual portion of retention shall be released within 30 days of the expiry of the Service Period;

27.2.3 the remaining retention shall be released within 30 days of the issue of the Certificate of Completion.

27.3 If the form of security selected is:

- (a) a retention of 2.5% of the Contract Sum (excl. VAT); or
- (b) a 1,25% cash deposit and a 1,25% retention of the Contract Sum (excl. VAT),

then security will only be released after the 2,5% or 1,25% retention respectively has been accumulated, as follows:

27.3.1 annually in equal portions, subject to 27.3.2 and 27.3.3;

27.3.2 95% of the last annual portion of retention shall be released within 30 days of the expiry of the Service Period;

27.3.3 the remaining retention shall be released within 30 days of the issue of the Certificate of Completion.

28. OVERPAYMENTS

28.1 If any overpayment of whatever nature is made to the Service Provider, the Service Provider shall be obliged to repay such amount to the Employer and the Employer shall be entitled to deduct such over payment from any amount due to the Service Provider, in respect of this Contract or any other contract, which the Employer may have with the Service Provider. The Employer shall be entitled to claim interest on any and all overpayments made to the Service Provider at the rate prescribed, from time to time, by the Minister of Finance in terms of section 80 (1)(b) of the Public Finance Management Act, 1999 (Act 1 of 1999), as amended.

29. COMPLETION

28.1 At the expiry of the Service Period the Service Manager shall furnish the Service Provider with a written list of Employer's Assets and Data handed over at commencement of the Contract and accumulated during the Contract Period.

29.2 At the expiry of the Contract Period, the Service Manager shall issue to the Service Provider a Certificate of Completion.

29.3 Upon the issue of a Certificate of Completion, unless otherwise provided in the Contract:



29.3.1 The Guarantee shall be returned, if applicable.

29.3.2 The final cash deposit or retention, whichever is applicable, shall be reduced to zero.

30. ASSIGNMENT

30.1 The rights and obligations of the Parties in terms of this Contract shall not be ceded, assigned, delegated, or otherwise transferred, by either Party to any person outside of the Service Provider and the Employer, save with the prior written consent of the other Party.

30.2 Each Party warrants that he is acting as a principal and not as an agent of an undisclosed principal.

31. INDULGENCES

31.2 No extension of time, latitude or other indulgences which may be given or allowed by either Party to the other shall constitute a waiver or alteration of this Contract, or affect such Party's rights, or prevent such Party from strictly enforcing due compliance with each and every provision of this Contract.

32. OWNERSHIP AND PUBLICATION OF DOCUMENTS

32.1 The Employer will become the owner of the information, documents, advice, recommendations and reports collected, furnished and/or compiled by the Service Provider during the course of, and for the purposes of executing this Contract, all of which will be handed over to the Employer, unless otherwise stipulated in the Contract, within ten (10) days of request therefor, but in any event on the termination and/or cancellation of this Contract for whatever reason. The Service Provider relinquishes its retention or any other rights to which it may be entitled.

32.2 The copyright of all documents, recommendations and reports compiled by the Service Provider during the course of and for the purposes of finalising Services, and the Contract as a whole, will vest in the Employer, and may not be reproduced or distributed or made available to any person outside the Employer's service, or to any institution in any way, without the prior written consent of the Employer. The Employer shall have the right to use such material for any other purpose without the approval of, notification to or payment to the Service Provider.

32.3 The copyright of all electronic aids, software programmes etc. prepared or developed in terms of this Contract shall be vested in the Employer, who shall have the right to use such material for any other purpose without the approval of, information or payment to the Service Provider.

32.4 In case of the Service Provider providing documents or material to the Employer, the development of which has not been at the expense of the Employer, copyright shall not be vested in the Employer. The Service Provider shall be required to indicate to which documents and/or materials this provision applies.

32.5 The Service Provider hereby indemnifies the Employer against any action or claim that may be instituted against the Employer and for any damages suffered or legal costs (including costs on an attorney and client scale) incurred on the grounds of an alleged infringement of any copyright or any other intellectual property right in connection with the work outlined in this Contract.

32.6 All information, documents, recommendations, programmes and reports collected or compiled must be regarded as confidential and may not be communicated or made available to any person outside the Employer's service and may not be published either during the currency of this Contract or after termination thereof without the prior written consent of the Employer.

33. BREACH OF CONTRACT

33.1 In the event of a breach by the Service Provider of any of the terms and conditions of this Contract, the Employer shall issue a notice of non-compliance requiring compliance within 10 (ten) days. In the event that the Service Provider fails to remedy such breach on expiry of the notice period, then the Employer shall without prejudice to any other rights that it may have, be entitled to exercise any or all of the following rights:

33.1.1 Enforce strict compliance with the terms and conditions of the Contract;



- 33.1.2 To terminate this Contract without prejudice to any other rights it may have;
- 33.1.3 To suspend further payments to the Service Provider;
- 33.1.4 To appoint other service providers to complete the execution of the Services, in which event the Service Provider shall be held liable for costs incurred in connection with and arising from the appointment of such a service provider as well as damages suffered.
- 33.2 The Service Provider agrees to, within ten (10) days of written request from the Employer, give access to and to make available all information, documents, programmes, advice, recommendations and reports collected, furnished and/or compiled by them to enable the Employer to assume responsibility for and the benefit of the project as a whole.
- 33.3 In the event of breach by the Employer of the terms and conditions of this Contract, and in the event of the Employer remaining in breach after ten (10) days' written notice calling for rectification of the breach, the Service Provider shall be entitled to:
 - 33.3.1 enforce strict compliance with the terms and conditions of the Contract; or
 - 33.3.2 terminate the Contract by delivering written notice to the Employer to that effect to the extent that such breach is of a material term of this Contract.

34. STOPPAGE AND/OR TERMINATION OF CONTRACT

- 34.1 The Employer reserves the right to terminate this Contract or temporarily stop the Services, or any part thereof, at any stage of completion.
- 34.2 The Employer shall have the right to terminate this Contract without prejudice to any of its rights upon the occurrence of any of the following acts:
 - 34.2.1 on breach of this Contract by the Service Provider as stipulated in Clause 33;
 - 34.2.2 on commencement of any action for the dissolution and/or liquidation of the Service Provider, except for purposes of an amalgamation or restructuring approved in advance by the Employer in writing;
 - 34.2.3 if the Service Provider receives a court order to be placed under judicial management or to commence liquidation proceedings that is not withdrawn or struck out within five (5) days;
 - 34.2.4 if the Service Provider informs the Employer that it intends to cease performing its obligations in terms of this Contract;
 - 34.2.5 if the Service Provider informs the Employer that it is incapable of completing the Services as described; or
 - 34.2.6 if in the opinion of the Employer the Service Provider acted dishonestly;
- 34.3 The Employer reserves the right to, even in the absence of breach or the events referred to in 34, terminate this Contract at any time, by giving one (1) calendar month written notice to the Service Provider.
- 34.4 Further, the Contract shall be considered as having been terminated:
 - 34.4.1 where the Employer stops the Contract and/or the Project and instructions to resume or reinstate the Services are not issued within twelve (12) months of the instruction; or
 - 34.4.2 if instructions, necessary for the Service Provider to continue with the Services after a stoppage instruction, are not received from the Employer within three (3) months after such instructions were requested by the Service Provider.
- 34.5 Should the Contract between the Employer and the Service Provider, or any part thereof, be terminated by either of the Parties due to reasons not attributed to the Service Provider:



- 34.5.1 The Service Provider will be remunerated for the appropriate portion of the Services satisfactorily completed, calculated in accordance with the agreed rates.
- 34.5.2 Invoices for work done shall be submitted to the Employer within three (3) months after the termination of the Contract, failing which the Employer will not be obliged to pay same.
- 34.5.3 The Service Provider shall not be entitled to advance a right of retention or any similar right if this Contract is terminated and specifically agrees to, within ten (10) days of written request from the Employer, give access to and to make available all information, documents, programmes, advice, recommendations and reports collected, furnished and/or compiled by them to enable the Employer to assume responsibility for and the benefit of the Contract as a whole.

35. DISPUTE RESOLUTION

- 35.1 In the event of a dispute, the Parties shall endeavour to resolve such dispute through negotiation, in good faith.
- 35.2 If the Parties fail to resolve a dispute through negotiation as mentioned in 35.1, within 14 days of a dispute being declared, the Parties may by written agreement refer the matter to mediation.
- 35.3 The mediator shall be a person agreed to by the Parties, failing agreement, the President: South African Facilities Management Institute shall nominate the mediator.
- 35.4 Whether or not mediation resolves the dispute and irrespective of the outcome of thereof, the Parties shall bear their own costs arising from the mediation and shall equally share the costs of the mediator and related costs. The mediator and the Parties shall, before the commencement of the mediation, agree on a scale of fees on which the mediator's fees will be based.
- 35.5 The Parties shall appoint the mediator within 21 days of agreeing to mediate.
- 35.6 On appointment of the mediator, the Parties shall jointly with the mediator decide on the procedure to be followed, representation, dates and venue for the mediation.
- 35.7 If the dispute or any part thereof is settled, the agreement shall be recorded by the mediator and signed by both Parties. The agreement shall be binding on the Parties to the extent that it correctly records the issues agreed upon between the Parties.
- 35.8 If the dispute or any part thereof remains unresolved, it may be resolved by litigation proceedings.
- 35.9 If the mediator or any Party, at any time during the mediation process, is of the opinion that the mediation will not resolve the dispute, then he may in writing stop the mediation process. The dispute may then be dealt with in terms of 35.8.
- 35.10 Notwithstanding anything else herein contained to the contrary, it is agreed that irrespective of the fact that the dispute is referred to negotiation, mediation or litigation in court, the decision of the Employer on the dispute involved will immediately be given effect to by the Service Provider and the Service Provider shall proceed with the Services with all diligence unless the Parties agree otherwise in writing.

36. GENERAL

- 36.1 This is the entire Contract between the Parties and may only be amended if reduced to writing and signed by the duly authorised representatives of both Parties, whereafter such amendments will take effect.
- 36.2 The Contract shall be governed by, construed and interpreted according to the law of the Republic of South Africa.

37. DOMICILIUM CITANDI ET EXECUTANDI



- 37.1 The domicilium citandi et executandi of the Parties for all purposes arising from this Contract for the service of notices and legal process shall be as specified by the Parties in the Contract Data.
- 37.2 Each of the Parties shall be entitled at any time by way of written notice to the other Party, to change its domicilium citandi et executandi to another physical address.
- 37.3 Any notice in terms of the conditions of the Agreement must either be:
- 37.3.1 delivered by hand during normal business hours of the recipient; or
 - 37.3.2 sent by prepaid registered post to the address chosen by the addressee.
- 37.4 A notice in terms of the provisions of this Agreement shall be considered to be duly received:
- 37.4.1 if hand-delivered on the date of delivery;
 - 37.4.2 if sent by registered post as indicated in clause 37.3.2 above, ten (10) days after the date it was posted, unless the contrary is proved.
- 37.5 Notwithstanding anything to the contrary contained or implied in this Agreement, the written notice or communication actually received by one of the Parties from the other, including by way of facsimile transmission, shall be adequate written notice or communication to such Party.
- 37.6 Any notice, request, consent, or other communication made between the Parties pursuant to the Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or one day after being sent by facsimile to such Party at the number specified in the Contract Data or one week after being sent by registered post to the addressee specified in the Contract Data.



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION FOR PREVENTATIVE AND DAY TO DAY MAINTENANCE SERVICES

Generic Guidelines Building, Civil, Electrical and Mechanical Services

MANAGED BY: STATUTORY COMPLIANCE

TABLE OF CONTENT

1. Preamble.....	3
2. Scope of health & safety specification document.....	4
3. Purpose	4
4. Definitions.....	5
5. Occupational health & safety management.....	6
5.1 Communication, participation & consultation.....	6
6. Interpretation.....	6
7. Responsibilities of Contractor.....	6
8. Scope of work.....	7
9. Preparing Health & Safety Plan.....	7
10. Health & Safety File.....	8
11. OHS Goals & Objective & Arrangements for Monitoring & Reviewing OHS Performance...9	
11.1 Identification of Hazards & development of Risk Assessment, Standard working Procedures (SWP) & Method Statement.....	9
11.1.1. Monthly audit by client and/or its agent.....	9
11.1.2 Health & Safety incident/accident reporting and investigation.....	10
12. Review.....	12
12.1 Site Rules & other Restrictions.....	12
12.1.1 Duties and functions of the Health & Safety Reps.....	12
12.1.2 Establishment of Health & Safety Committee.....	13
12.1.3 Training & Awareness.....	13
13. Project Site Specific Requirements.....	14
14. Outlined Data References & information on Certain & Specific Obligatory Requirements to ensure compliance.....	15
15. The Contractor's General duties.....	19
16. The Contractor's Specific Duties.....	20
17. The Contractor Specific Responsibilities with regard to hazardous activities.....	20
18. General Notes to the Contractor.....	21
19. House Keeping.....	22
20. Minimum Requirements to be kept by the contractor.....	22
21. Lock out system.....	24
22. Important Lists to be kept and records.....	24
Important contact details.....	26
Section 37(2) agreements.....	27
Details of contractor.....	29
Details of contract (work to be executed).....	29
Supervision by the department of public works.....	29
Details of NDPW facility manager.....	29
Supervision by contractor.....	29
Details of contractor's supervisor.....	29
Details of contractor's health and safety representatives.....	29

1. PREAMBLE

In terms of the Occupational Health and Safety Act and Regulations, (Act 85 of 1993), the Department of Public Works (NDPW), as the Client shall be responsible to prepare Health & Safety Specifications for any intended project and provide any Contractor who is making a bid or appointed to perform any work for the Client (NDPW).

This 'Health and Safety Specifications' document is governed by the "Occupational Health and Safety Act, (Act No. 85 of 1993), hereinafter referred to as 'The Act'. Notwithstanding this, cognizance should be taken of the fact that no single Act or its set of Regulations can be read in isolation.

Due to wide and different scope of any work on any project, every activity will be different, and circumstances and conditions may change even on a daily basis. Therefore, due caution is to be taken by the Contractor when drafting the Health and Safety Plan based on these Health and Safety Specifications. Prior to drafting the Health and Safety Plan, and in consideration of the information contained here-in, the contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard, in order to identify the steps needed to be taken to remove, reduce or control such hazard. *This Risk Assessment and the steps identified will be the basis or point of departure for the Health and Safety Plan.* The Health and Safety Plan shall include documented 'Methods of Statement' detailing the key activities to be performed in order to reduce as far as practicable, the hazards identified in the Risk Assessment.

The National Department of Public Works (NDPW) is tasked to provide accommodation and operational facilities to a very large proportion of the approximate 35 National Departments responsible for the governance of the NDPW. A very large number of State employees and public users of the facilities and the services provided there-in directly interacts with the facilities provided by the well-being, health and safety of a great number of people.

In this a high premium is to be placed on the health and safety of the most valuable assets of the Department of Public Works. These are its personnel, the personnel of its Clients Departments and the physical assets of which it is the custodian and may also include the public as well. The responsibilities the Department and relevant stakeholders have toward its employees and other people present in the facilities or on the sites are captured further in this specification document. These responsibilities stem from both moral, civil and a variety of legal obligations. The Contractor is to take due cognisance of the above statement.

Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Contractor from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the NDPW.

2. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT

These Specifications should be read in conjunction with the Occupational Health and Safety and Regulations, Act 85 of 1993, including all other Regulations and Safety Standards which were or will be promulgated under the Act or incorporated into the Act and be in force or come into force during the effective duration of the project. The stipulations in this specification, as well as those contained in all other documentation pertaining to the project, including contract documentation and technical specifications shall not be interpreted, in any way whatsoever, to countermand or nullify any stipulation of the Act, Regulations and Safety Standards which are promulgated under, or incorporated into the Act.

3. PURPOSE

The Department is obligated to implement measures to ensure the health and safety of all people and properties affected under its custodianship or contractual commitments, and is further obligated to monitor that these measures are structured and applied according to the requirements of these Health and Safety Specifications.

The purpose of this specification document is to provide the relevant Contractor with any information other than the standard conditions pertaining to construction sites which might affect the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; and to protect persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work during the carrying out of construction work for the Department of Public Works. The Contractor is to be briefed on the significant health and safety aspects of the project and to be provided with information and requirements on inter alia:

- a) Safety considerations affecting the site of the project and its environment;
- b) Health and safety aspects of the associated structures and equipment;
- c) submissions on health and safety matters required from the Contractor; and
- d) the Contractor's health & safety plan.

To serve to ensure that the Contractor is fully aware of what is expected from him/her with regard to the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Regulations made there-under including the applicable safety standards, and in particular in terms of Section 6,7 and 8 of the construction regulation (2014).

To inform the Contractor that the Occupational Health and Safety Act, 1993 (Act 85 of 1993) in its entirety shall apply to the contract to which this specification document applies. The Construction Regulations promulgated on 07 February 2014.

4. **DEFINITIONS** – All definitions in this document are explained or provided for in the Occupational Health and Safety Act and Preventative and Day to Day Maintenance Conditions of Contract.

Where contradictions are experienced, the definitions in the OHS Act will take precedence.

5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

5.1 *Communication, Participation & Consultation*

5.1.1 Occupational Health & Safety matters/issues shall be communicated between the client, the Contractor, the Designer and other concerned parties shall be through the H&S Committee or other means determined by the client.

5.1.2 Consultation with the workforce on OHS matters will be through their Supervisors and H&S Representatives ('SHE – Reps')

5.1.3 The Contractor will be responsible for the dissemination of all relevant OHS information to all involved, e.g. design changes agreed with the Client.

6. INTERPRETATION

- a) The Occupational Health and Safety Act and all its Regulations, distinguish between the roles, responsibilities and functions of employers and employees respectively. It views consultants and contractors as employees of the "owner" of a construction or operational project, the "owner" being regarded as the employer.
- b) The Contractor has to take full responsibility for the health and safety on the site of the relevant project / contract. This includes monitoring health and safety conditions and overseeing administrative measures required by the Act.

7. RESPONSIBILITIES OF THE CONTRACTOR.

- a) The Contractor shall accept the appointment under the terms and Conditions of Contract. The Contractor shall sign and agree to those terms and conditions and shall, before commencing work;
- b) The Contractor shall ensure that he is fully conversant with the requirements of this Specification and all relevant health and safety legislation.
- c) The Contractor will in no manner or means be absolved from the responsibility to comply with all applicable sections of the Act and the Regulations proclaimed under the Act or which may perceivable be applicable to this contract.

- d) The Contractor shall provide and demonstrate to the Client a suitable and sufficiently documented health and safety plan based on this Specification,
- e) The Contractor shall provide proof of his registration and good standing with the Compensation Fund or with a licensed compensation insurer prior to commencement with the works.
- f) The Contractor shall consistently demonstrate his competence and the adequacy of his resources to perform the duties imposed on him by the client in terms of this Specification and the Act.

8. SCOPE OF WORK

These specifications are applicable to the specific scope of work pertaining to the above-mentioned project as detailed in the contract documents, this amongst all includes and not limited for example, to:

- Maintenance of building and horticulture works;
- Maintenance of electrical and or Mechanical machineries
- Construction, erecting, alteration, renovations, refurbishment, repairs, demolishing or dismantling of building and structures.

9. PREPARING A HEALTH & SAFETY PLAN

- (a) The level of detail required for a H&S plan will depend on how complexity of the project and the risks involved in the work. The plan must be easily accessible in a construction site and it must be clearly understood by management, supervisors & workers.
- (b) The plan must be implemented, maintained and kept up to date during the project execution.
- (c) The contractor should prepare a H&S plan that includes
 - project information;
 - client requirements for H&S management on the project;
- (d) The H&S plan should include the following information:
 - Details of the client, that is the person commissioning the work, for example their name, representative and contact details;

- Details of the project, for example address of the workplace, anticipated start and end date and a brief description of the type of work that the H&S plan will cover;
 - Details on how to manage the risks associated with falls, falling objects, moving plant, electrical / mechanical / building work and all high risk work in the project, as per the scope of work.
- (e) The H&S plan should also include information on:
- the provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage;
 - the safe use and storage of plant;
 - obtaining and providing essential services information – electrical, gas, telecom, water and similar services;
 - ensuring workers have appropriate licences and training to undertake the construction work.
- (f) The H&S plan must contain:
- a general description of the type of work activities involved in the project
 - the project program or schedule details, including start and finish dates, showing principal activities;

10. HEALTH AND SAFETY FILE

- a) The contractor is responsible for producing an H&S file. It contains important project H&S information for use by the owner of the completed structure after construction has been completed. It is essential that the process of compiling the file commences as early as possible to ensure sufficient time to gather the required information.
- b) The Contractor must, keep a Health & Safety File on site at all times that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Contractor and the agreements between the parties and details of work being done. A more detailed list of documents and other legal requirements that must be kept in the Health & Safety File.
- c) The Health and Safety File will remain the property of the Client throughout the project work and shall be consolidated and handed over to the Client.

11. OH&S GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OH&S PERFORMANCE

The Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report on this to the Client on a continuous basis.

11.1 Identification of hazards and development of risk assessments, standard working procedures (SWP) and method statements

The Contractor is required to develop Risk Assessments, Standard Working Procedures (SWP) and Method Statements for each activity executed in the contract or project.

The identification of hazards is over and above the hazards identification programme and those hazards identified during the drafting of the Health and Safety Plan.

11.1.1 Safety Audit by the NDPW.

The NDPW (Client) will be conducting Periodic Audits ensure to compliance with Occupational Health and Safety Act and Regulation (Act 85 of 1993) and to ensure that the Contractor is adhering to, implemented and is maintaining the agreed and approved OH&S Plan.

- a) A representative of the Contractor and the relevant Health and Safety Representative(s) (SHE-Reps) must accompany the Client on all Audits and Inspections and may conduct their own audit/inspection at the same time. Each party will, however, take responsibility for the results of his/her own audit/inspection results. The Client may require to be handed a copy of the minutes of the previous Health and Safety Committee meeting reflecting possible recommendations made by that committee to the Employer for reference purposes.

11.1.2 Health & Safety incident/accident reporting & investigations

- a) The Contractor shall report all incidents where an employee is injured on duty to the extent that he/she:
- i. dies
 - ii. becomes unconscious
 - iii. loses a limb or part of a limb
 - iv. is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed

OR where:

- i. a major incident occurred
 - ii. the health or safety of any person was endangered
 - iii. where a dangerous substance was spilled
 - iv. the uncontrolled release of any substance under pressure took place
 - v. machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects
 - vi. Machinery ran out of control, to the Provincial Director of the Department of Labour within seven days and at the same time to the Client and/or its Agent on its behalf.
- b) The Contractor is required to provide the NDPW with copies of all statutory reports required in terms of the Act and the Regulations.
- c) The Contractor is required to provide the NDPW with a monthly "SHE Risk Management Report".
- d) The Contractor is required to provide a.s.a.p. the NDPW with copies of all internal and external accident/incident investigation reports.

The Contractor is responsible to oversee the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she/they had to receive first aid or be referred for medical treatment by a doctor, hospital or clinic. (General Administrative Regulation 9)

- (a) The results of the investigation to be entered into the Accident/Incident Register listed above. (General Administrative Regulation 9)
- (b) The Contractor is responsible for the investigation of all non-injury incidents as described in Section 24 (1) (b) & (c) of the Act and keeping a record of the results of such investigations including the steps taken to prevent similar incidents in future.
- (c) The Contractor is responsible for the investigation of all accidents relating to site operations and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.
- (d) Notwithstanding the requirements of Section 24 of the Act, ALL incidents shall be investigated and reported on in writing, irrespective of whether such incident gave rise to injury or damage.
- Determine the underlying H&S deficiencies and other contributory factors
 - Identification of corrective/preventative actions and continual improvement
 - Communicating the outcome/results and documenting the events of the investigation.
- (e) **Reporting Of Near-Misses**
- The National Department of Public Works (NDPW) views the reporting of near misses as a critical component in creating a positive health and safety awareness culture on site.
 - Department of Public Works retains the right to enforce the reporting of near misses within 24 hours of occurrence.

12. Review

The Contractor is to review the Hazard Identification, Risk Assessments and Standard Work Processes at each Planning and Progress Report meetings as the work develops and progresses, and each time changes are made to the designs, plans and work methods and processes.

The Contractor must provide the NDPW and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.

12.1 Site Rules and other Restrictions

a) OHS rules

The Contractor must develop a set of site-specific OHS rules that will be applied to regulate the Health and Safety Plan and associated aspects of the project.

b) Security Arrangements

The Contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must include the rule that non-employees shall at all times be provided with fulltime supervision while on site. The Contractor must develop a set of Security rules and procedures and maintain these throughout the construction period.

The Contractor must appoint a competent person who must develop contingency plans for any emergency that may arise on site as indicated by the risk assessments.

12.1.1 Duties and Functions of the H&S Representatives

- The Contractor must ensure that the designated H&S Representatives conduct at least a weekly inspection of their respective areas of responsibility using a checklist developed by the Contractor.
- The report must be consolidated and submitted to the Health & Safety Committee.
- H&S Representatives must form part of the incident/accident investigating team.

12.1.2 Establishment of H&S Committee(s)

- The Contractor must establish H&S Committees consisting of designated H&S Representatives together with a number of Employers Representatives appointed as per Section 19(3) that are not allowed to exceed the number of H&S Representatives on the committee.
- The persons nominated by the employer on a H&S Committee must be designated in writing for such period as may be determined by him. The H&S Committee shall co-opt advisory (temporary) members and determine the procedures of the meetings including the chairmanship.
- The H&S Committee must meet minimum monthly and consider, at least, an agreed Agenda for the first meeting. Thereafter the H&S Committee shall determine its own procedures.

12.1.3 Training & Awareness

The contents and syllabi of all training required by the Act and Regulations including any other related or relevant training as required must be included in the Contractor's Health and Safety Plan and Health and Safety File.

a) *Training & Induction*

All employees performing work or task on site that potentially impact on H&S must be competent & have the necessary appropriate education, training & experience.

All the training must be closely aligned with the risk profile of the project; procedures must be put in place to ensure that all workers are aware of the consequences of their work activities & benefits of improved H&S performance; moreover all employees on site must be in possession of proof of General Induction training.

13. PROJECT/SITE SPECIFIC REQUIREMENTS

The following is a list of specific activities and considerations that have been identified for the project and site and for which Risk Assessments, Standard Working Procedures (SWP), management and control measures and Method Statements (where necessary) have to be developed by the Contractor:

- a) Clearing & grubbing the area/site
- b) Site establishment
- c) Dealing with existing structures
- d) Location of existing services
- e) Protection against heat exhaustion, dehydration, wet & cold conditions
- f) Use of portable electrical & explosive tools
- g) Mechanical works**
 - Boilers, Incinerators, welding works, Lifts, air-conditioning, geysers, heaters etc.
- h) Electrical Works**
 - Wiring, Standby generators, transformers, bulb changing, etc.
- i) Any on **Plants**
 - Sewage plants, Water reticulation plants
- j) Building Works**
 - Roofing work, ceiling, carpeting, painting, tiling, plumbing, carpentry, partitioning, etc.
- L) Civil Works**
 - Parking areas, Roads pavings, speed humps construction

14. OUTLINED DATA, REFERENCES AND INFORMATION ON CERTAIN AND/OR SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE COMPLIANCE

Administrative & Legal Requirements

OHS Act Section/ Regulation	Subject	Requirements
General Admin. Regulation 4	Copy of OH&S Act (Act 85 of 1993)	<ul style="list-style-type: none"> • Updated copy of Act & Regulations on site. • Readily available for perusal by employees.
COID Act Section 80	Registration with Compensation Insurer.	<ul style="list-style-type: none"> • Written proof of registration/Letter of good standing available on Site
Section 8(2)(d)	Hazard Identification & Risk Assessment	<ul style="list-style-type: none"> • Hazard Identification carried out/Recorded • Risk Assessment and – Plan drawn up/Updated • RA Plan available on Site • Employees/Sub-Contractors informed/trained.
Construction. Regulation 6(1)	Designation of Person Responsible on Site	<ul style="list-style-type: none"> • Competent person appointed in writing as • Construction Supervisor with job description.
Construction. Regulation 6(2)	Designation of Assistant for above	<ul style="list-style-type: none"> • Competent person appointed in writing as • Assistant Construction Supervisor with job description.
Section 19 & 20 General Administrative Regulations 5	Health & Safety Committee/s	<ul style="list-style-type: none"> • H&S Committee/s established. • All H&S Reps shall be members of H&S Committees • Additional members are appointed in writing. • Meetings held monthly, Minutes kept. • Actioned by Management.

Section 37(1) & (2)	Agreement with Mandatories/	<ul style="list-style-type: none"> • Written agreement with (Sub-)Contractors • Proof of Registration with Compensation Insurer/Letter of Good Standing • Construction Supervisor designated • Written arrangements re. • Written arrangements re. First Aid.
General Admin. Regulation 8 COID Act Sect.38, 39 & 41	Reporting of Incidents (Dept. of Labour)	<ul style="list-style-type: none"> • Incident Reporting Procedure displayed. • All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1)(WCL 1 or 2) and to the Client and/or its Agent on its behalf • Cases of Occupational Disease Reported • Copies of Reports available on Site • Record of First Aid injuries kept.
General Admin. Regulation 9	Investigation and Recording of Incidents	<ul style="list-style-type: none"> • All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. • Copies of Reports (Annexure 1) available on Site • Tabled at H&S Committee meeting • Action taken by Site Management.
Construction. Regulation 10	Fall Prevention & Protection	<ul style="list-style-type: none"> • Competent person appointed to draw up the Fall Protection Plan • Proof of appointees competence available on Site • Risk Assessment carried out for work at heights • Fall Protection Plan drawn up/updated • Available on Site
Hazardous Chemical Substances Regulation 9A	Material Safety Data Sheet (MSDS)	<ul style="list-style-type: none"> • Provide a MSDS in s form of Annexure 8 for every hazardous chemical substance used / intend to use. • Provide information and training for all exposed employees

<p>Driven Machinery Regulations 18 & 19</p>	<p>Cranes & Lifting Machines Equipment</p>	<ul style="list-style-type: none"> • Competent person appointed in writing to inspect Cranes, Lifting Machines & Equipment • Written Proof of Competence of above appointee available on Site. • Cranes & Lifting tackle identified/numbered • Register kept for Lifting Tackle • Log Book kept for each individual Crane • Inspection: - All cranes - daily by operator <ul style="list-style-type: none"> - Tower Cranes/s - after erection/6monthly - Other cranes - annually by comp. person • - Lifting tackle(slings/ropes/chain slings etc.) - daily or before every new application
<p>General Safety Regulation 8(1)(a)</p>	<p>Designation of Stacking & Storage Supervisor.</p>	<ul style="list-style-type: none"> • Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage • Written Proof of Competence of above appointee available on Site
<p>Environmental Regulation 9</p>	<p>Designation of a Person to Co-ordinate Emergency Planning And Fire Protection</p>	<ul style="list-style-type: none"> • Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures • Emergency Evacuation Plan developed: • Drilled/Practiced • Plan & Records of Drills/Practices available on Site • Fire Risk Assessment carried out • All Fire Extinguishing Equipment identified and on register. • Inspected weekly. Inspection Register kept • Serviced annually

General Safety Regulation 3	First Aid	<ul style="list-style-type: none"> • Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed) • First Aid freely available • Equipment as per the list in the OH&S Act. • One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed) • List of First Aid Officials and Certificates • Name of person/s in charge of First Aid box/es displayed. • Location of First Aid box/es clearly indicated. • Signs instructing employees to report all • Injuries/illness including first aid injuries
General Safety Regulation 2	Personal Safety Equipment (PSE)	<ul style="list-style-type: none"> • PSE Risk Assessment carried out • Items of PSE prescribed/use enforced • Records of Issue kept • Undertaking by Employee to use/wear PSE • PSE remain property of Employer, not to be removed from premises • GSR 2(4)
General Safety Regulation 9	Inspection & Use of Welding/Flame Cutting Equipment	<ul style="list-style-type: none"> • Competent Person/s with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment • Written Proof of Competence of above appointee available on Site • All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately • Equipment identified/numbered and entered into a register • Equipment inspected weekly. Inspection Register kept • Separate, purpose made storage available for full and empty vessels.
General Safety Regulation 13A	Inspection of Ladders	<ul style="list-style-type: none"> • Competent person appointed in writing to inspect Ladders • Ladders inspected at arrival on site and weekly thereafter. Inspections register kept • Application of the types of ladders (wooden, aluminium etc.) regulated by training and inspections and noted in register.

15. THE CONTRACTOR'S GENERAL DUTIES

- The Contractor shall at all times ensure his status of an “employer” as referred to in the Act, and will abide by his/her responsibilities, duties and functions as per the requirements of the Act and Regulations with specific reference to Section 8 of the Act.
- The Contractor shall keep, and on demand make available, a copy of the Act on site at all times and in addition to that he/she will introduce and maintain a file titled “Health and Safety File”, or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations. He/she will make this file available to the NDPW representative whenever necessary or on request to an interested party.
- The project under control of the Contractor shall be subject to periodic health and safety audits that will be conducted by the NDPW at intervals agreed upon between the Contractor and the NDPW, provided such intervals will not exceed periods of one month.
- The Contractor is to ensure that he/she and all persons under his control on the construction site shall adhere to the above specifications.
- The Contractor should note that he/she shall be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to the above Health and Safety Specifications and the Health and Safety Plan based on these specifications.

16. THE CONTRACTOR'S SPECIFIC DUTIES

The Contractor's specific duties in terms of these specifications are detailed in the Occupational Health and Safety Act and Regulations (Act 85 of 1993), as the employer.

17. THE CONTRACTOR'S SPECIFIC RESPONSIBILITIES WITH REGARD TO HAZARDOUS ACTIVITIES

The following examples of activities are identifiable as hazardous in terms of the Construction Regulations. The contractor shall execute the activities in accordance with the following the Occupational Health and Safety Act and Regulations (Act 85 of 1993) and other applicable regulations of the Act, including relevant SANS codes;

- Fall protection
- Structures
- Excavation work
- Demolition work
- Scaffolding
- Water environments
- Housekeeping on construction sites
- Fire precautions on construction sites.

This list must not be taken to be exclusive or exhaustive! All of the above requirements will be read in conjunction with the relevant regulations and health and safety standards as required by the Act. All documents and records required by the Occupational Health and Safety Act and Regulations (Act 85 of 1993) will be kept in the Health and Safety File and will be made available at any time when required by the NDPW or his representative, or on request to an interested party.

18. GENERAL NOTES TO THE CONTRACTOR

Legal Framework: Part of legal obligations

The more important Acts and relevant subordinate/secondary legislation as well as other (inter alia Local Government) legislation that also apply to the State as well as to State owned buildings and premises: -

- a. The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises"
- b. The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority
- c. The Fire Brigade Services Act 1987, Act 99 of 1987 as amended
- d. The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SABS 0400)
- e. The Post Office Act 1958 (Act 44 of 1958) as amended
- f. The Electricity Act 1984, Act 41 of 1984
- g. The Regulations of Local Gas Board(s), including Publications of the SABS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4th October 1997
- h. Legislation pertaining to water usage and the environment
- i. Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.)
- j. Common Law

19. HOUSE KEEPING

In promotion of environmental control all waste, rubble, scrap etc., will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Contractor will ensure that the matter is brought to record with the NDPW or his representative, after which suitable, acceptable alternatives will be sought and applied.

Dross and refuse from metals, and waste matters or by-products whose nature is such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an a certified institution.

NOTE: No Contractor / employer shall require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of Health and Safety.

20. MINIMUM REQUIREMENTS (NOT EXHAUSTIVE) TO BE KEPT BY THE CONTRACTOR

a) Ablution facilities

The contractor shall make provision for adequate ablution facilities for his employees on site, unless provided for by the NDPW.

b) Smoking Areas

The Department of Public Works is designated as non-smoking area.

c) Drinking Water Facilities

The provision of drinking water facilities shall be negotiated between the Contractor and the NDPW.

d) Equipment Compliance Certificates

Before equipment is brought on site valid certificates of compliance issued by a competent person shall be presented. The equipment includes but shall not be limited to:

- i. lifting equipment and lifting tackle
- ii. power driven machinery
- iii. electrical equipment
- iv. testing and monitoring equipment

e) Barricading

All barricading shall be of the rigid type unless the use of non-rigid barricading (e.g. plastic danger tape) has been approved in writing by the NDPW. The contractors' barricading standard shall be included in the Health and Safety Plan. Where more than one contractor is working on a site, the fixed barricading shall be clearly marked with the company's name, site contact person as well as the contact number/s.

f) Erection of Structures for Logistic Support

The NDPW shall approve all structures erected for logistical support by the contractor. These structures include fences, workshops, tool sheds, offices, ablution facilities, etc.

g) Fall Arrest and Prevention Equipment

Approved fall prevention equipment shall be used at heights of less than 2.0 metres. Above heights of 2.0 metres fall prevention equipment shall include fall arrest. Equipment. Users of fall arrest equipment shall, amongst other things be

trained in what an appropriate load bearing point is for connecting fall prevention equipment.

Any deviation from this requirement shall be negotiated and agreed with the NDPW in writing.

h) Hazardous Chemical Substances Waste Removal

The contractor shall provide adequately marked and sealable containers to transport all hazardous chemical waste from the source to the approved Works disposal point.

i) Personal Protective Equipment (PPE)

Personal protective equipment issued shall be specific to the risks associated with the work to be performed and specific to conditions on site and shall comply with South African National Standards (SANS) or similar.

21. LOCKOUT SYSTEMS

A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable.

Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before commencing with any work or repairs.

22. IMPORTANT LISTS AND RECORDS TO BE KEPT

The following are lists of several records that are to be kept in the Health and Safety File;

a) Contractor Risk Assessment Process

The risk assessment process shall include:

- an evaluation of the method of the work to be conducted
- the method statement on the procedure to be followed in performing the task shall be developed
- the risk assessment will also include activities like:
 - i. Transportation of passengers and goods to and from site
 - ii. Physical and mental capabilities of employees
 - iii. Others as may be specified.

- a review plan for risk assessments shall provide for:
 - i. the quarterly review of all applicable risk assessments
 - ii. the review of an assessment if there is reason to believe that the previous assessment is no longer valid, or there has been a change in a process, work methods, equipment or procedures and working conditions
 - iii. Risk assessment/s to be reviewed if the outcome of incident investigations and audits etc. requires such action.

A pre - task risk assessment shall be conducted in writing on every task and be facilitated by the team leader. All risk assessments and pre-task risk assessments shall be filed and be available on site.

b) Risk Profile

All contractors shall submit a risk profile of the work to be conducted with their Health and Safety Plan.

c) Risk Based Inspection Program

The inspection programme shall be risk based. The inspection plan shall form part of the Health and Safety Plan.

d) List of Statutory appointments

e) List of record keeping responsibilities Inspection checklist

IMPORTANT CONTACT DETIALS

(FOR HEALTH & SAFETY ASPECTS ONLY)

The contractor is to add all the important contact information about essentials services, support and assistance.

SERVICE	NUMBER	CONTACT PERSON
OHS Spec Guideline Aug 2015		



Hospital		



Ambulance		



Water		
Electricity		



Police		



Fire Brigade		



Engineer		

ADD OTHER IMPORTANT HEALTH & SAFETY CONTACT DETAILS AS MAY BE FOUND NECESSARY.

**SECTION 37(2) AGREEMENTS
CONCLUDED BETWEEN
DEPARTMENT OF PUBLIC WORKS**

(Hereinafter referred to as Department of Public Works)

AND

.....

(Name of contractor/supplier)

I,[
(name)representing [Insert name of contractor/supplier], do hereby acknowledge that
[insert name of contractor/supplier] is an employer in his/her own right, with duties as prescribed in the Occupational Health and Safety Act No. 85 of 1993 ("the Act"), as amended, and agree to ensure that all work will be performed and/or machinery or plant used in accordance with the provisions of the Act.

I undertake that [insert name of contractor/supplier] shall strictly adhere to, and ensure that his/her employees adhere to, the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

I have been provided with SHE specifications for project/service[insert brief details of project/service, for example, name, contract/project number]and will comply with the requirements set out in these.

I accept and agree that the SHE specifications constitute arrangements and procedures between [Insert name of contractor/supplier] and Department of Public Works, which will ensure compliance by [Insert name of contractor/supplier] with the provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification, or waiver of any of the provisions of this agreement or consent to any departure from these shall, in any manner, be of any force or effect, unless confirmed in writing and signed by both parties, and such variation, modification, waiver, or consent shall be effective only in the specific instance and for the specific purpose and to the extent for which it was made or given.

This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has the requisite authority to do so.

Signed this day of 20 at

..... (Place)

(Full name)..... (Signature) on

Behalf of **(Supplier/contractor)**

Contractor Responsible Manager (*responsible for signing the Department of Public Works' contract on behalf of the contractor*)

Witnesses

1.

2.

Signed this day of20.....

At (Place)

(Full name)..... (Signature)..... on

On behalf of **Department of Public Works (NDPW).**
(Department of Public Works representative)

Witnesses

1.

2.

DETAILS OF CONTRACTOR:

Name and Surname

Tel No. and Cell No.

Fax No.

DETAILS OF CONTRACT (WORK TO BE EXECUTED):

Description

Ref. No. (Invoice / Order No.).

Start Date

SUPERVISION BY THE DEPARTMENT OF PUBLIC WORKS:

DETAILS OF NDPW REPRESENTATIVE:

Name and Surname

Tel No. and Cell No.

Fax No.

SUPERVISION BY CONTRACTOR:

DETAILS OF CONTRACTOR'S SUPERVISOR:

Name and Surname

Tel No. and Cell No.

Fax No.

DETAILS OF CONTRACTOR'S HEALTH AND SAFETY REPRESENTATIVES:

Name and Surname

Tel No. and Cell No.

Fax No.
