



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
DURBAN REGIONAL OFFICE

REFERENCE NUMBER – DBN24/10/03

SERVICE DESCRIPTION: REQUEST FOR PROPOSAL FROM PROSPECTIVE BIDDERS (CONSORTIUM OR COMPANIES ARE ELIGIBLE TO BID / IF BIDDERS ARE UNABLE TO FORM A CONSORTIUM ARE ENCOURAGED TO SUBMIT THEIR BID WITH THE SPACE AND PARKING BAYS THAT THEY HAVE BASED ON THE ONE (01) ABOVE) TO PROVIDE PROCUREMENT OF ALTERNATIVE ACCOMMODATION AND PARKINGS FOR SAPS FORENSIC SCIENCE LABORATORY (EXISTING LAB WITH A SPACE MEASURING 13 229.50SQM AND 250 PARKING BAYS (OPEN AND UNDERCOVER)), FOR A PERIOD OF THREE TO FIVE YEARS. BUILDING MUST BE LOCATED IN DURBAN CBD AND SURROUNDING AREAS EXCLUDING SOUTH PART OF DBN WITH 20KM RADIUS FROM CITY HALL.

SUBMITTED BY:

Company Name :

CSD / CIDB registration number:/.....

Physical Address:	_____	Postal Address:	_____
	_____		_____
	_____		_____
	_____		_____
Contact No.	_____	Email	_____

CLOSING DATE: 19 NOVEMBER 2024

TENDER BOX LOCATION: PHYSICAL ADDRES: National Department of Public Works,
157 Monty Naicker, Durban, 4001

TENDER BOX NUMBER: DBN24/10/03

Enquiries: For technical enquiries contact Ms. Bongji Mbatha, Mobile number: 076 992 2150, e-mail Bongji.Mbatha@dpw.gov.za and for other enquiries contact Mr Anele Madyantyi Telephone number – 031 314 7139 e-mail Anele.Madyantyi@dpw.gov.za or Thulisile Ndhlovu 031 314 7061 e-mail Thulisile.Ndhlovu@dpw.gov.za or Nobuhle Gwala 031 314 7021 e-mail Nobuhle.Gwala@dpw.gov.za

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

PLEASE TAKE NOTE

BID NUMBER: DBN24/10/03

ADVERT DATE: 25 OCTOBER 2024

CLOSING TIME: 11:00

CLOSING DATE: 19 NOVEMBER 2024

Compulsory Site Meeting Date: 06 November 2024 @ 11:00 am NDPWI-CNR Monthly Naicker and Samora Machel Ground Floor Parking Lot

SERVICE DESCRIPTION: REQUEST FOR PROPOSAL FROM PROSPECTIVE BIDDERS (CONSORTIUM OR COMPANIES ARE ELIGIBLE TO BID / IF BIDDERS ARE UNABLE TO FORM A CONSORTIUM ARE ENCOURAGED TO SUBMIT THEIR BID WITH THE SPACE AND PARKING BAYS THAT THEY HAVE BASED ON THE ONE (01) ABOVE) TO PROVIDE PROCUREMENT OF ALTERNATIVE ACCOMMODATION AND PARKINGS FOR SAPS FORENSIC SCIENCE LABORATORY (EXISTING LAB WITH A SPACE MEASURING 13 229.50SQM AND 250 PARKING BAYS (OPEN AND UNDERCOVER)), FOR A PERIOD OF THREE TO FIVE YEARS. BUILDING MUST BE LOCATED IN DURBAN CBD AND SURROUNDING AREAS EXCLUDING SOUTH PART OF DBN WITH 20KM RADIUS FROM CITY HALL.

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

The **Tax Clearance Certificate for Bid Purposes** from the Receiver of Revenue and the **DPW08.3 (LS) Bid Offer** 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.

BID DOCUMENTS MAY BE POSTED TO

BID SECTION

DEPARTMENT OF PUBLIC WORKS

Private Bag X 54315

DURBAN

4000

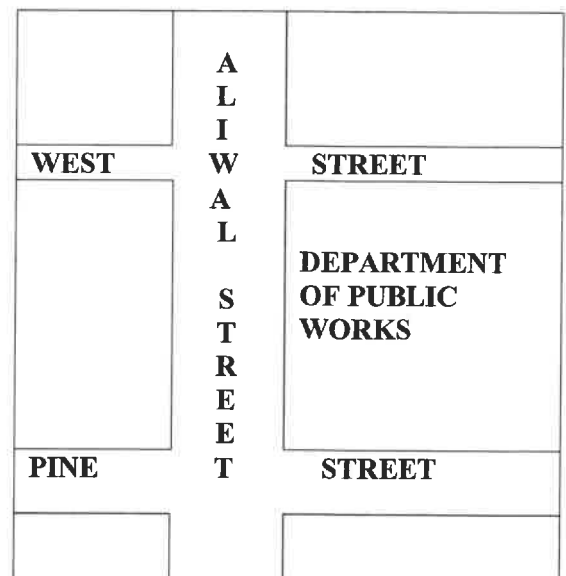
ATTENTION: BID SECTION:

(ACCESS IMMEDIATELY NEXT TO MAIN ENTRANCE & SECURITY CONTROL TO PROCUREMENT BANKING HALL)

Bid documents that are posted must reach the Department of Public Works before 11:00 on the closing date of the bid/quote.

OR

THE BID DOCUMENTS MAY BE DEPOSITED IN AN ALLOCATED BID BOX BY ENTRANCE, CNR PINE STREET AND ALIWAL (SAMORA MACHEL) STREETS, DURBAN



Technical enquiries: Ms. Bongzi Mbatha (076 992 2150)

Administrative Enquiries: Mr. Anele Madyantyi at (031 314 7139)/ Ms. Thulisile Ndhlovu at (031 314 7061)/

Ms. Nobuhle Gwala at (031 314 7021)

The Durban Regional Office of the Department of Public Works is open **Mondays to Fridays: 07:30 – 12:45 / 13:30 – 16:00.**

(This document is available for download on www.publicworks.gov.za/www.etenders.gov.za)

NB.: Late Bids/Quotes will, as a rule will NOT be accepted for consideration.

Bidders should ensure that bids are delivered timeously to the correct address.

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

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

SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE WITH BID/QUOTE NUMBER & CLOSING DATE CLEARLY MARKED.

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

1. <http://www.publicworks.gov.za>
2. <http://www.etenders.gov.za>

**PA-09 (LS): LIST OF RETURNABLE DOCUMENTS**

Property description:	REQUEST FOR PROPOSALS FROM PROSPECTIVE BIDDERS TO PROVIDE ALTERNATIVE ACCOMMODATION AND PARKINGS FOR SAPS FORENSIC SCIENCE LABORATORY (EXISTING LAB WITH A SPACE MEASURING 13229,50 SQUARE METRES AND 250 PARKING BAYS (OPEN AND UNDERCOVER)), FOR A PERIOD OF THREE TO FIVE YEARS.		
Property Manager:	Ms Bongji Mbatha	Bid / Quote no:	DBN24/10/03
Receipt Number:			

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Bid Document Name:	Number of Pages:	Returnable document:
PA-09 (LS) List of returnable documents	2 Pages	☐
PA-04 (LS): Notice and Invitation to bid	9 Pages	☐
PA-11: Declaration of interest and bidder's past supply chain management practices	3 Pages	☐
PA -14: Medical certificate for the confirmation of permanent disabled status	2 Pages	☐
PA-15.1: Resolution of Board of Directors	2 Pages	☐
PA-15.2: Resolution of board of Directors to enter into consortia or joint ventures	2 Pages	☐
PA-15.3: Special resolution of consortia or joint ventures	2 Pages	☐
Preference points claim in terms of the preferential procurement regulations 2011 (PA-16) Submission of Bee Certificate	10 Pages	☐
PA -10 General condition of contract (GCC)	10 Pages	☐
PA -10 Important Conditions of bid	1 Pages	☐
DPW-11.1(LS): Specification on minimum requirements -office accommodation	1 Pages	☐
DPW-12 (LS): Compliance with all the acts, Regulations and By-Laws governing the built environment certificate	2 Pages	☐
Attendance register for briefing meeting	1 Pages	☐
PA40 Declaration of designated groups for preferential procurement	2 Pages	☐
Copy of Lease Agreement	31 Pages	☐
Submission of signed scope of requirements	7 Pages	☐
Annexure A Norm document	27 Pages	☐
Annexure B Client specification	27 Pages	☐
Written undertaking by the bidder to comply with all tenant installations requirements as per client's specifications.	1 Pages	☐
Certified copy of valid B-BBEE certificate from an accredited agency	Pages	☐
Submission of appropriate zoning certificate	Pages	☐
Bidders must be registered on the Central Supplier Database (CSD)	Pages	☐



Proof of ownership must be attached	Pages	☐
	Pages	☐
	Pages	☐

Name of Bidder	Signature	Date

PA-04 (LS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR PROVISION OF:

Property description:	REQUEST FOR PROPOSALS FROM PROSPECTIVE BIDDERS TO PROVIDE ALTERNATIVE ACCOMMODATION AND PARKINGS FOR SAPS FORENSIC SCIENCE LABORATORY (EXISTING LAB WITH A SPACE MEASURING 13229,50 SQUARE METRES AND 250 PARKING BAYS (OPEN AND UNDERCOVER)), FOR A PERIOD OF THREE TO FIVE YEARS.
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Bid no:	DBN24/10/03		
Advertising date:	25/10/2024	Closing date:	19/11/2024
Closing time:	11h00	Validity period:	84 days

1. FUNCTIONALITY CRITERIA APPLICABLE YES ☒ NO ☐

Note 1: Functionality will be applied to test the capability and capacity of the tenderer, such criteria are used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference. Failure to meet minimum functionality score will result in the tenderer being disqualified.

Note 2: Bidder may bid with more than one building and each building will be allocated points individually. Bidders are requested to submit documents individual documents for each building.

Note 3: Where an offer is submitted by a consortium, allocation of points will be apportioned according at each property offered.

Functionality criteria: ¹	Weighting factor:
FUNCTIONALITY FOR EXISTING BUILDING LOCALITY • Location to be in Durban CBD and surroundings arears excluding South part of Durban. The building should be within 20 km radius with City Hall as a point of reference (The bidder must submit a title deed and the latest statement from local municipality) • Within the radius of 20km from City Hall = 5 points • Outskirts from the CBD/ industrial area = 3 points	10
ACCESSIBILITY The building to be accessible by relevant modes of transport and emergency access in terms of safety & security protocols by fire brigade and law enforcement agencies) 5km from major routes/ public roads = 5points 10 km away from major routes and public roads 4 points 10 km away from major routes and public roads 3 points (Ariel view map of the building is required) (Letter signed by a registered professional appointed by the landlord, certifying that the building is compliant supported by documentation from relevant engineers.)	30

¹ The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.

SUITABILITY (BUILDING SPECIFICATION) The building must be available for immediate occupation with minimal tenant installations and it must be a specialised building that can accommodate one or more of the following units (in line with Annexure A) : Chemistry, Biology, Question Document Section (QDS), Ballistics, Scientific Analysis Unit (SAU) and Support Services, Quality Management and the Regional Head for FSL KZN and General Laboratories. = 5 points <i>(A written undertaking from the landlord that the building will comply with National Environmental Management Waste Act no 59 of 2008 section 16(1), section (21 and section 24)</i>	30
SUITABILITY (SECURITY MEASURES) Commitment letter from the bidder to make available the following: The building must be fully secured with fencing and burglar proofing especially on the ground floor with 24/7 security and CCTV camera. = 5 points	15
SUITABILITY (GREEN BUILDING) : IN LINE WITH THE DEPARTMENTAL GREEN BUILDING POLICY DATED 31 MAY 2018 Commitment letter from the bidder to make available the following: Energy efficiency (LED bulbs, solar geyser and natural light), natural ventilation system, Air conditioner (energy saving) per office, elbow /contactless taps. = 5 points	15
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, any deviation below or above the 50 percent, provide motivation below.

2. Approval is hereby requested for the following procurement procedure:

☐ Method 1 (Financial offer)

☐ Method 2 (Financial and Preference offer)

2.1. Indicate which preference points scoring system is applicable for this bid:

☐ 80/20 Preference points scoring system	☒ 90/10 Preference points scoring system	☐ Either 80/20 or 90/10 Preference points scoring system
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3. RESPONSIVENESS CRITERIA

3.1. Indicate substantive responsiveness criteria applicable for this tender. Failure to comply with the criteria stated hereunder shall result in the tender offer being disqualified from further consideration:

1	☒	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	☒	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).
3	☒	The (DPWI-08 (LS)): Bid offer must be clearly completed by the bidder, with clear specification of the financial offer in terms of rental and tenant installation allowance offered by the bidder. The offer should be submitted as per the bid questionnaire, which forms part of the bid documents.
4	☒	The building must be within the geographic boundaries specified in the bid documents.
5	☒	Use of correction fluid is prohibited.
6	☒	Submission of record of attending the compulsory site inspection meeting. This is due to the complexity of this project.
7	☒	<i>Bidders to submit layout with dimensions confirming the required space and norms, signed by a suitable SACAP registered Architectural Professional as per South African Property Owners Association (SAPOA) method of calculation clearly stipulating the required gross not less than 4200.</i>
8	☐	
9	☐	

3.2. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1	☒	Any correction to be 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 .
2	☒	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.
3	☒	Submission of (PA-09 (LS): List of Returnable Documents
4	☒	Submission of (PA-11): Bidder's disclosure.
5	☒	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
6	☒	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).
7	☒	An agent may bid on behalf of the owner of the Property but the responsiveness of the bid only measured on the registered owner of the property. No points will be given to the Agent unless he/she is buying a property. A copy of the mandate from the owner must be submitted with the bid documents or in case of prospective buyer, the signed purchased agreement with a Title deed of the owner must be submitted. Title deed will be required if the tenderer owns the building
8	☒	Submission of original BBBEE certificate/ sworn affidavit attested by Commissioner of Oath / certified copy/ a copy of South African National Accreditation system (SANAS) approved BBBEE Certificate, valid at the time of closing.(Subject to verification)

9	☒	Bidders to submit the proposed fully priced Bill Of Quantities (BOQ) addressing the required tenant installation in line with client specification / requirements.
10	☒	The bidder to submit the current building grade, commitment to submit an acceptable grading certificate upon completion of refurbishments.
11	☒	The department will require a SAPOA certificate confirming the total floor size of the building from the property owner before it awards the contract.
12	☒	The evaluation committee will conduct the risk assessment to determine full compliance / responsiveness.
13	☒	<i>Should the offered building be more than what is required the department is not obliged to pay for what was not required.</i>
14	☒	Submission of zoning certificate issued by the relevant local municipality confirming the property can accommodate the nature of the services required

3.3. Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposal, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals.

1	☒	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	☒	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider

4. Compliance with objective Criteria for Preferential Procurement, Applicable to Leasing Services only

DPWI will leverage this service not only to acquire office accommodation for its clients but also advance TRANSFORMATION, EMPOWERMENT AND ECONOMIC INCLUSION. To address the skewed property ownership patterns in the property sector, DPWI will consider and align the lease period required in this tender to the % of Black Ownership/Shareholding/Equity of the offered building/Asset as per the Lease Tenure Enhancement Model depicted in the Table or Categories below stipulated in its Property Management Empowerment Policy of 2018 before awarding this tender in accordance with Section (2) (f) (1) of the PPPFA.

☐ Category A	Refers to segment where a property is owned by an enterprise(s) or individual(s) which are not less than. 51% Black ownership 51% Black managed 51% Black controlled and With a BBBEE certificate status level 4 or above assessed in terms of the Property Sector Codes. Enterprises in this category, depending on the requirements of the User Department qualify for leases of greater than 5 years.
☒ Category B	Refers to segment where a property is owned by an enterprise(s) or individual(s) which have not less than. 20% Black ownership 20% Black managed 20% Black controlled and With a BBBEE certificate status level 4 or above assessed in terms of the Property Sector Codes.

☒ Category C	Enterprises in this category, qualify for leases of a maximum 5 years. Refers to segment where a property is owned by an enterprise(s) or individual(s) with less than. 20% Black ownership 20% Black managed 20% Black controlled and With a BBBEE certificate status level 4 or above assessed in terms of the Property Sector Codes.
☒ Category D	Enterprises in this category, qualify for leases of a maximum 3 years. Refers to property funds listed on the stock exchange a) That qualify as listed property funds or Real Estate Investment Trusts (REITS) b) That have ownership by black individuals or black entities of more than 10% but less than 51% and c) That are managed by property asset management entities with not less than 51% Black ownership, 51% Black Management and 51% Black control. Enterprises in this category, qualify for leases of a maximum 5 years.

5. Method to be used to calculate points for specific goals

☐

5.1. For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	• Official Municipal Rates Statement which is in the name of the bidder. Or • Any account or statement which is in the name of the bidder. Or • Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or • Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at	2	• SANAS Accredited BBBEE



	least 51% owned by black people with disability (Mandatory)		Certificate or Sworn Affidavit where applicable. and - Medical Certificate indicating that the disability is permanent. Or - South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or - National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



5.2. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit



	by black people with disability (Mandatory)		where applicable. and • Medical Certificate indicating that the disability is permanent. Or • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



5.3. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	• Official Municipal Rates Statement which is in the name of the bidder. Or • Any account or statement which is in the name of the bidder. Or • Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or • Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



	4. ☐	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and • Medical Certificate indicating that the disability is permanent. Or • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
	5. ☒	OR An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory) NB. (The use of this goal is mandatory however the BSC must select either one of the two and not both	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

6 ADDITIONAL COMMENTS:

- ***Where the building with the total space required is not available/found, the department may consider awarding to multiple responsive bidders with suitable space requirements.***
- ***Bidders may form a consortium to make up for the required space of 13229,50 and 250 parking bays.***
- ***If bidders are unable to form a consortium, they are encouraged to submit their bid with the space and parking bays that they have based on the bullet (1) above.***
- ***The proposed tenant installation floor plan to existing building must be approved by the Local Municipality prior to execution and after award.***
- ***The bidder must provide proof from the Municipality that they are in good standing with Rates and services.***
- ***Bidders to ensure compliance with the Local Municipality by-laws.***
- ***The tender is open to bidders for existing buildings only that meets the requirement of the laboratory.***
- ***The mandate submitted by the agent must stipulate/ indicate the relationship between the two parties and also indicate the terms, conditions and responsibilities of the owner and agent.***
- ***The bidder must also take into account the attached requirements in terms of the clients corporate image.***

- **Bidders to note that they will be subjected to viewing of the site or property during evaluation process. The viewing will be conducted using the address or the erf number provided on DPW08.3 LS form.**

- **The facility must meet the laboratory safety standards to ensure quality service.**

6. COLLECTION OF BID DOCUMENTS:

- ☒ Bidders are encouraged to download the document on www.publicworks.gov.za/www.etenders.gov.za.
- ☒ Bidders are requested to download the tender document.
- ☒ A compulsory site briefing meeting with representatives of the Department of Public Works will take place at 157 Monty Naicker Street on the 06 November 2024 at 11h00 on the parking lot.

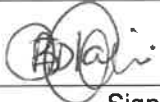
7. ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:

Contact person:		Telephone no:	
Cell no:		Fax no:	
E-mail:			

8. DEPOSIT / RETURN OF BID DOCUMENTS:

- 3.1. Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.
- 3.2. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.
- 3.3. All tenders must be submitted on the official forms – (not to be re-typed).

BID DOCUMENTS MAY BE POSTED TO: THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 54315 <i>Durban</i> <i>4001</i> POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT	OR	DEPOSITED IN THE TENDER BOX AT: <i>Department of Public Works</i> 157 Monty Naicker Street <i>Tender Box labelled DBN24/10/03</i>
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COMPILED BY:	 Signature	07/11/2024 Date
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PA-11: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest (1) in the enterprise, employed by the state?

YES / NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

(1) the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES / NO

- 2.2.1 If so, furnish particulars:

.....
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES / NO

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name).....
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² 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.

- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

This form has been aligned with SBD4

**PA-14: MEDICAL CERTIFICATE FOR THE CONFIRMATION OF
PERMANENT DISABLED STATUS**

Project title:	SAPS : REQUEST FOR APPROVAL TO PROCURE ALTERNATIVE READILY AVAILABLE ACCOMMODATION AND PARKING FOR FORENSIC SCIENCE LABORATORY FOR A PERIOD OF THREE TO FIVE YEARS USING A TWO WAY STAGE : REQUIRED SPACE MEASURING 13229,50 SQUARE METRES AND 250 PARKING BAYS (OPEN AND UNDERCOVER) IN DURBAN AND SURROUNDING AREAS EXCLUDING DURBAN SOUTH. THE BUILDING SHOULD BE WITHIN 20KM RADIUS FROM CITY HALL AS A POINT OF REFERENCE.		
Tender / Bid no:	DBN24/10/03	Reference no:	24/2/1/2/10/6301/296

I, _____ (surname and name),
identity number, _____ do hereby declare that I am a registered medical
practitioner, with my practice number being _____, practising at

(Physical or postal addresses)
declare that I have examined Mr. / Ms. _____,
identity number _____ and have found the said person to be
permanently disabled or having a recurring disability.

"Disability" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being." – as per Preferential Procurement Policy Framework Act No 5 of 2000.

The nature of the disability is as follows:

Thus signed at _____ on this _____ day of _____ 20____

Signature

Date

OFFICIAL STAMP OF
MEDICAL PRACTITIONER

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
1			
2			
3			
4			
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7			
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12			
13			
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15			
16			

17			
18			
19			
20			

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
1			
2			
3			
4			
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12			
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15			

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
1			
2			
3			
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15			

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).

PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 Preference Points System to be applied

(tick whichever is applicable).

- ☐ The applicable preference point system for this tender is the **80/20** preference point system.
- ☒ The applicable preference point system for this tender is the **90/10** preference point system.
- ☐ Either the **90/10** or **80/20** preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender shall be awarded for:

1.3.1 Price; and

1.3.2 Specific Goals

1.4 The maximum points for this tender are allocated as follows:

CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM	☐ 80/20	☒ 90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and Specific Goals	100	100

1.5 Breakdown Allocation of Specific Goals Points



1.5.1. For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	- Official Municipal Rates Statement which is in the name of the bidder. Or - Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

			and • Medical Certificate indicating that the disability is permanent. Or • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or • National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



1.5.2. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 2 below are applicable.

Table 2

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	• Official Municipal Rates Statement which is in the name of the bidder. Or

			- Any account or statement which is in the name of the bidder. Or - Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or - Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	- SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and - Medical Certificate indicating that the disability is permanent. Or - South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDSA).

		owned by black women (mandatory)		
	4. ☐	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. and • Medical Certificate indicating that the disability is permanent. Or • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. Or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
	OR			
	5. ☒	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	• ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable

Black people mean Africans, Coloureds and Indians, who - (a) are citizens of the Republic of South Africa by birth or descent; or (b) became citizens of the Republic of South Africa by naturalisation - (i) before 27 April 1994; or (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date. (BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT No 25899, 2003 of 9 JANUARY 2004).

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations,

competitive tendering process or any other method envisaged in legislation;

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P}_{min}}{\mathbf{P}_{min}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P}_{min}}{\mathbf{P}_{min}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P}_{max}}{\mathbf{P}_{max}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P}_{max}}{\mathbf{P}_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 4: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people	4	10		
2. Located in a specific Local Municipality or District Municipality or Metro or	2	2		

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Province area for work to be done or services to be rendered in that area				
3. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black women	2	4		
4. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people with disability	2	2		
5. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black youth.*	2	2		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company

☐ State Owned Company
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

PA-10: General Conditions of Contract (GCC)

PA-10: GENERAL CONDITIONS OF CONTRACT (GCC)

NOTES:

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. **Definitions**
2. **Application**
3. **General**
4. **Standards**
5. **Use of contract documents and information; inspection**
6. **Patent rights**
7. **Performance security**
8. **Inspections, tests and analysis**
9. **Packing**
10. **Delivery and documents**
11. **Insurance**
12. **Transportation**
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14. **Spare parts**
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16. **Payment**
17. **Prices**
18. **Contract amendments**
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20. **Subcontracts**
21. **Delays in the supplier's performance**
22. **Penalties**
23. **Termination for default**
24. **Dumping and countervailing duties**
25. **Force Majeure**
26. **Termination for insolvency**
27. **Settlement of disputes**
28. **Limitation of liability**
29. **Governing language**
30. **Applicable law**
31. **Notices**
32. **Taxes and duties**
33. **National Industrial Participation Programme (NIPP)**
34. **Prohibition of restrictive practices**

PA-10: General Conditions of Contract (GCC)

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1. **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. **"Day"** means calendar day.
- 1.8. **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9. **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10. **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. **"Force majeure"** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. **"GCC"** means the General Conditions of Contract.
- 1.15. **"Goods"** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

PA-10: General Conditions of Contract (GCC)

- 1.16. **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. **“Project site”** where applicable, means the place indicated in bidding documents.
- 1.21. **“Purchaser”** means the organization purchasing the goods.
- 1.22. **“Republic”** means the Republic of South Africa.
- 1.23. **“SCC”** means the Special Conditions of Contract.
- 1.24. **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. **“Written” or “in writing”** means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be

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made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

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- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2. Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

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- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

- 13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

- 14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
 - (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

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- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

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- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period of not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction on any person by the Accounting Officer/ Authority will, at the discretion of the Accounting Officer/ Authority, also be applicable to any enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which the first-mentioned person, is or was in the opinion of the Accounting Officer/ Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish The National Treasury, with the following information:
- i) The name and address of the supplier and/or person restricted by the purchaser;
 - ii) The date of commencement of the restriction
 - iii) The period of the restriction; and
 - iv) The reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than ten years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

- 24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

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25. Force Majeure

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in Connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of the procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under contract unless they Otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of Liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss 12 or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

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29. Governing language

- 29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

- 30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African

33. National Industrial Participation Programme (NIPP)

- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive Practices

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Name of Bidder	Signature	Date

PA-10 (LS): IMPORTANT CONDITIONS OF BID

Bid no:	DBN24/10/03	Closing date:	19/11/2024
Advertising date:	25 October 2024	Validity period:	84 days

- Bids that are not accompanied by written proof that the bidder is authorised to offer the accommodation for leasing will not be considered.
- The only or lowest offer will not necessarily be accepted.
- The Department of Public Works is the sole adjudicator of the suitability of the accommodation for the purpose for which it is required. The Department's decision in this regard will be final.
- The Department of Public Works will in no way be responsible for or committed to negotiations that a user department may or might have conducted with a lessor or owner of a building.
- It is a requirement that the accommodation offered, including all equipment and installations, must comply with the National Building Regulations and the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. **A certificate to this effect must be issued.**
- Drawings/ Architect's plans of the accommodation offered must be submitted. **In this regard it is a prerequisite that bidders should do a preliminary planning on the floor plans in accordance with the norm document.**
- Lettable areas have to be determined in accordance with the **SAPOA** method for measuring floor areas in office buildings. The offer may not be considered if a certificate by an architect, certifying the area is not submitted.
- The commencement date from which rental will be payable or the lease shall begin is subject to the approval of the Department of Public Works.
- The lease agreement and payment of rental will commence from the date of occupancy. Rental will be adjusted on a yearly basis thereafter in accordance with an agreed upon escalation rate starting at the beginning of the second year.
- No bids sent by facsimile will be accepted.
- Bidders are welcome to be present at the opening of bids.
- This annexure is part of the bid documentation and must be signed by the bidder and attached.
- The bid forms must not be retyped or redrafted but photocopies may be used. Additional offers may be made but only on photocopies of the original documents or on other forms requisitioned. Additional offers are regarded as separate bids and must be treated as such by the bidder. The inclusion of various offers as part of a single submission in one envelope is not allowed. Additional offers must be submitted under separate cover.
- The successful bidder will be responsible for the cost of alterations necessary to adapt the offered accommodation to the specific needs of the user department in accordance with the norm document and/or specified and minimum requirements.
- Appended herewith is an example of a **(PA-07): Application for Tax Clearance Certificate** of which an original signed and stamped certificate should be obtained from the SA Revenue Services and submitted together with the completed bid document.
- Failure to comply with the above-mentioned conditions may invalidate a bid.

BIDDER'S SIGNATURE:

Name of Bidder	Signature	Capacity	Date



DPW-11.1 (LS): SPECIFICATION ON MINIMUM REQUIREMENTS – OFFICE ACCOMMODATION

SPECIFICATION FOR MINIMUM REQUIREMENTS AND FINISHES TO WHICH THE BUILDING MUST COMPLY

1. GENERAL:

- (a) This specification forms part of the written offer of the bidder and must be initialled and submitted with all other documents.
- (b) Any requirements laid down in this specification shall be considered as supplementary to those set out in the written offer of the bidder and on the drawings. The fact that the Department checked the documentation and its acceptance thereof does not exempt the bidder from his responsibilities with regard to the fulfilment of the requirements of this specification.

2. CONSTRUCTION AND APPEARANCE OF BUILDING:

The design, construction and appearance of the building, including the internal and external finishes shall be of a standard acceptable to the Department of Public Works. The building must comply with the National Building Regulations as proclaimed by the National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as well as the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. The building shall be fully accessible to the disabled and the facilities must be provided as required by the Occupational Health and Safety Act, 1993 (Act 85 of 1993). A certificate to this effect must be submitted.

3. SECURITY:

The following security measures shall be complied with:

- (a) All entrances to the building, which shall be limited to the minimum, must afford entry through one or more access control points.
- (b) External walls of all floors, up to at least 1 metre above floor level, shall be of a heavyweight structure such as 220mm thick brick or 190mm thick concrete.

4. RECORD ROOMS:

- (a) Record rooms shall be rooms with category 1 record room doors which can be opened from both sides and which comply with SABS Specification 949. Record room walls shall be of masonry of not less than 220mm thick or of concrete of not less than 150mm thick or of such structure approved by the Department of Public Works.
- (b) Record rooms may have no external windows and all ventilation openings in the walls shall be fitted with fire dampers approved by the Fire Prevention Officer of the Department of Public Works.
- (c) All keys shall be handed over to the Department of Public Works.

5. ROOM AREAS AND PARTITIONS:

Partition walls shall be used to divide the total floor area of the building into office and other areas required. The walls shall have a noise reduction factor of not less than 45 dB within a range of 100 to 1000 hertz. The factor has a bearing on complete wall sections including glass and doors if any.

6. PASSAGE WIDTH:

As a general standard an average passage width with a minimum of 1.5m over short distances shall be provided. Where certain functions within the building necessitate wider passages those specific areas will be identified and the passage width specified as part of the accommodation particulars.

7. FLOOR TO CEILING HEIGHTS:

A clear floor to ceiling height of as close as possible to 2.7m throughout shall be maintained in all general areas of the building. Where a certain function inside a building necessitates a higher floor to ceiling height, the specific areas will be identified and the height specified as part of the accommodation particulars. Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas.

8. DOORS, LOCKS AND KEYS:



All offices shall be provided with a door of at least 900mm and each fitted with a good quality five pin cylinder lock with two keys fitting one lock only and which shall be handed over to the Departmental Representative upon occupation of the building. Two master keys, which can unlock the locks of all offices, shall also be provided.

9. FLOOR COVERING:

Floor covering must be of an acceptable standard and quality to last for at least 10 years.

10. POWER POINTS:

(a) Offices and other rooms where electrical appliances can be used shall be provided with 15 A socket outlets. In offices two socket outlets shall be provided for every 12m² or part thereof. The Department of Public Works shall indicate any additional socket outlets, which are required, in the accommodation particulars for individual services. The wiring and securing of electrical circuits shall be such that an electrical heater as well as computer equipment can be run from the socket outlets in each office.

(b) Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25 mA.

11. LIGHTING:

(a) Each office shall be provided with its own light switch in a suitable position near the door. Lighting conforming to the following standard must be provided:

• Reception areas	100 lux
• General offices	300 lux
• Drawing office	500 lux
• Passages	50 lux
• Auditoriums	100 lux
• Conference rooms	100 lux
• Classrooms	200 lux
• Libraries	300 – 400 lux
• Store rooms	200 lux
• Parking	50 lux

(b) The lighting levels all measured at working plane.

12. TELEPHONES:

(a) Each office, conference room and security control area shall be fitted with a telephone jack in accordance with the requirements of Telkom.

(b) The user department itself will negotiate with Telkom as to the number of telephone lines that are to serve the building, but the owner of the building shall make provision for conduits, draw wires and telephone jacks.

13. TRUNKING:

The trunking servicing the building must conform to latest technological standards.

14. FACILITIES FOR CLEANERS

On every floor of a multi-storey building or for every 1 350m² gross floor area a cleaner's room of not less than 6m² shall be provided as a storeroom for cleaning equipment and material. It shall be provided with a drip sink, 4m long shelves and sufficient cross ventilation, preferably by means of an outside window and shall comply with the requirements of the Hazardous Chemicals Act regarding storage of chemicals.

15. TOILET FACILITIES:

The following norms shall be applied:

15.1. Males – staff and public

One WC for every 15 persons to a total of 60 and thereafter one for every 20 additional persons or part thereof. One urinal for every 15 persons to a total of 30 and thereafter 1 for every 30 additional persons or part thereof. One wash hand basin for every two WC's.

15.2. Females – staff and public

One WC (Water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons or part thereof. One wash hand basin for every two WC's.

15.3. Physically challenged persons

Toilet facilities for physically challenged persons have to be provided according to norms and standards.

16. MATERIAL AND FINISHES:

- (a) All walls and ceilings, whether painted or finished otherwise, shall be of a neutral colour.
- (b) Walls of tea kitchens, stairs, entrance halls and toilets shall be washable and hardwearing and acceptable to the Department of Public Works.

17. INSPECTION:

The Department of Public Works considers it a condition of contract that in consultation with the lessor and with reasonable frequency during the process of refurbishment its inspector shall be given access to the building that he wishes to see. The inspector's approval of any part of the building does not exempt the owner from complying with any of these minimum standard requirements. A deviation from the minimum requirements may only be allowed with written permission from the Department of Public Works.

DPW-12 (LS): COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE

Bid no:	DBN24/10/03	Closing date:	19 November 2024
Advertising date:	25 October 2024	Validity period:	84 Days

COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT

I, _____ duly authorised to represent
 _____ (the bidders name) acknowledge that I as
 _____ shall ensure that _____ (description of the property in question) complies in every respect with the requirements of the following Acts, Regulations and By - Laws:

- (i) Occupational Health and Safety Act, 1993. (Act 85 of 1993)
- (ii) The National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977)
- (iii) The Municipal by-laws and any special requirements of the local supply authority.
- (iv) The local fire regulations, to guarantee/ensure the health and safety of all State employees occupying this/these premises and the public visiting the premises for business or other purposes.

I furthermore agree to advise the Department of Public Works immediately in writing of any reason I am unable to perform in terms of this agreement and to apply the necessary corrective measures.

Name owner / authorised representative	Signature	Date

1. WITNESS:

Name of witness	Signature	Date

2. WITNESS:

Name of witness	Signature	Date



BRIEFING MEETING ATTENDANCE CERTIFICATE:

Project title:	REQUEST FOR PROPOSALS FROM PROSPECTIVE BIDERS TO PROVIDE ALTERNATIVE ACCOMMODATION AND PARKINGS FOR SAPS FORENSIC SCIENCE LABORATORY (EXISTING LAB WITH A SPACE MEASURING 13229,50 SQUARE METRES AND 250 PARKING BAYS (OPEN AND UNDERCOVER)), FOR A PERIOD OF THREE TO FIVE YEARS.		
Tender no:	DBN24/10/03	Reference no:	24/2/1/2/10/6301/296
Closing date:	19/11/2024		

This is to certify that I, _____ representing
_____ in the company of
_____ attended the compulsory briefing meeting on: _____

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

Entity name	Signature	Date

Name of DPW Representative	Signature	Date

PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no:

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.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
2.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
3.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
4.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
5.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
6.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
7.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
8.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
9.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
10.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
11.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ No
12.		%	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ R ☐ UD ☐ T ☐ U	☐ Yes ☐ 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

Tender no:

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), 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



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS

STANDARD LEASE AGREEMENT FOR OFFICE AND FUNCTIONAL ACCOMMODATION

BUILDING NAME AND ADDRESS:

CLIENT NAME: SOUTH AFRICAN POLICE SERVICES

PROPERTY CODE:

FILE NO:



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

STANDARD LEASE AGREEMENT FOR OFFICE AND FUNCTIONAL ACCOMMODATION



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1 PARTIES

The parties to this agreement are:

the party identified in item 1.1 of Schedule A (hereinafter referred to as the "lessor");

and

the Government of the Republic of South Africa, herein represented by the Director-General of the Department of Public Works or his/ her duly authorised delegate, (hereinafter referred to as the "lessee").

2 DEFINITIONS AND INTERPRETATION

2.1 In this agreement, unless the context indicates otherwise, the following words have the meaning assigned to them hereunder:

"adjustment date" – means the date referred to in item 8 on Schedule A on which date the escalated rate comes into effect;

"the/this agreement" – means the agreement set out in this document together with Schedule A, Schedule B, Schedule C, Schedule D thereto and any other schedules annexed thereto;

"building" – means the entire structure known by the name as set out in item 2.2 of Schedule A and situated on the property set out in item 2.4 of Schedule A;

"calendar day" – means the period from midnight to midnight, inclusive of weekends and public holidays;

"commencement date" – means the date on which this lease commences, which date may not be earlier than the date of occupation OR a month after the lessor has completed the agreed Tenant installations. Such date will be stipulated in item 7 on Schedule A;

"commencement rental" – means the rental payable at the commencement of the lease as is stipulated in Schedule B;

"day" – means any day other than a Saturday, Sunday or official public holiday in the Republic of South Africa;

"escalation rate" – means the percentage mentioned in item 9 on Schedule A, which adjusts the rental on every adjustment date;

"initial lease period" – means the initial period of the lease, as set out in item 3 of Schedule A;

"lessee" – means the Government of the Republic of South Africa, (herein represented by the Director-General of the Department of Public Works or his duly authorised delegate) its successor-in-title and/or its duly authorised employees, agents, intermediaries, representatives and if and to the extent applicable, shall extend to the invitees;

"lessor" – means the party identified in item 1.1 of Schedule A (herein represented by the person identified in item 1.1.4 of Schedule A who by his/her signature hereto warrants that she/he is authorised to sign this agreement on behalf of the lessor), its successor-in-title and/or its duly authorised employees, agents, intermediaries and/or representatives;

"occupant" – the body defined in item 1.2 of Schedule A, being the body which will physically occupy the premises for the duration of the agreement of the lease;

"party / parties" – means the lessee, and the lessor or any of them as determined by the context;

"premises" – means the building and/or the structure and/or the land, or portions thereof, as set out in item 2.1 of Schedule A and a plan of which is attached as Schedule D, which forms the subject of this agreement;

"secondary lease period" – means the period mentioned in item 4 of Schedule A, for which this agreement may be extended by the lessor or the lessee from the date on which the initial lease period expires;

"signature date" – means the date of signature of this agreement by the party which signs last in time;

"termination date" – means the date stipulated in item 10 of Schedule A on which the lease terminate, unless extended for the secondary lease period, as more fully detailed in clause 4 hereof;

"VAT" – means Value-Added Tax in terms of the VAT Act; and

"VAT Act" – means the Value-Added Tax Act (No. 89 of 1991), together with all amendments thereto and all regulations published thereunder from time to time;

- 2.2 The clause headings of this agreement have been inserted for reference purposes only and shall not be taken into account in its interpretation. Unless the context indicates otherwise, words importing the singular shall include the plural, words importing persons shall include natural persons and legal persons and the state and *vice versa*;
- 2.3 If a provision in a definition is a substantive provision conferring rights or imposing obligations on any party, effect shall be given to it as if it were a substantive provision in the body of the agreement, notwithstanding that it is in the definitions clause.
- 2.4 Any reference to an enactment, regulation, rule or by-law is to that enactment, regulation, rule or by-law as at the signature date, and as amended or replaced from time to time.
- 2.5 Where any number of days is prescribed, such number shall exclude the first and include the last day, unless the last day falls on a Saturday, Sunday or public holiday in the Republic of South Africa, in which case the last day shall be the next succeeding day which is not a Saturday, Sunday or public holiday.
- 2.6 The use of the word "including" followed by a specific example/s shall not be construed as limiting the meaning of the general wording succeeding it and the *eiusdem generis* rule shall not be applied in the interpretation of such general wording or such specific example/s.

- 2.7 The expiration or termination of this agreement shall not affect those provisions of this agreement which expressly provide that they will operate after any such expiration or termination or which of necessity must continue to have effect after such expiration or termination, notwithstanding the fact that the clauses themselves do not expressly provide this.
- 2.8 In its interpretation, the *contra proferentem* rule of construction shall not apply (this agreement being the product of negotiations between the parties) nor shall this agreement be construed in favour of or against any party by reason of the extent to which any party or its professional advisors participated in the preparation of this agreement.

3 THE LEASE

The lessor hereby leases the premises to the lessee who hires the premises on the terms and conditions set out in this agreement, for occupation by the occupant, it being specifically recorded and notwithstanding anything to the contrary contained in this agreement, that the only persons who are mandated to negotiate, enter into, amend or otherwise agree the terms and conditions of this agreement are lessor and lessee provided that any terms and conditions which are specifically exercisable by the occupant in terms of this agreement, shall be so exercisable despite this clause 3.;

4 DURATION AND RENEWAL

- 4.1 This agreement shall commence on the commencement date and shall endure for the period as specified in item 3 of Schedule A as the initial lease period.
- 4.2 Upon the expiry of the initial lease period, the lessee shall have the option of renewing this agreement. The parties will agree on a market related rental for the premises however the annual escalation rate applicable during the secondary lease period shall be limited to headline inflation or the escalation rate applicable during the initial lease period, whichever is the greater;
- 4.3 All extensions to the lease period in this agreement, and any changes to the terms and conditions of lease during such extended period, shall be concluded in writing and signed

by the parties prior to the termination date or expiry of any extended period, as the case may be.

5 THE RENTAL

- 5.1 During the initial lease period, with effect from the commencement date, the monthly rental payable by the lessee to the lessor shall be as specified in Schedule B.
- 5.2 The lease commences with the commencement rental where after the rental shall escalate each year, on each adjustment date, in accordance with the compounded escalation rate as set out in item 9 on Schedule A.
- 5.3 The lessor warrants that the space and parking leased is/are as indicated in the Schedule B. Should it be discovered that the space or parking provided is/are lesser, any amount paid for the non-existent space and/or parking will be recovered as per clause 10.
- 5.4 For leases longer than five (5) years, the rate or tariff agreed between the parties shall be subject to review after the expiry of the fifth year (i.e. de-escalation). The object of the review will be to bring the rates in line with the market, should the parties not agree on the review rate or tariff (as provided in Schedule B), the matter will be resolved as per the Dispute resolution clause beneath.
- 5.5 The rental shall be paid by the lessee to the lessor, monthly in advance on or before the 7th (seventh) day of each and every month.
- 5.6 All payments made by the lessee to the lessor in terms of this agreement, shall be effected by electronic payment directly into the lessor's nominated bank account.
- 5.7 The parties agree that all rentals payable in terms of this agreement shall include VAT where such tax is payable. The lessor shall specify such tax for record and tax purposes separately from the basic rental.
- 5.8 The lessee undertakes to pay all VAT, at the standard rate applicable from time to time, leviable on any amounts payable by the lessee in terms of this agreement.
- 5.9 The lessor shall be liable to pay all rates, taxes, other regulatory amounts and levies in respect of the premises to the relevant authority as well as any expenses and increases.

6 USE OF THE PREMISES

- 6.1 The lessee records that she/he will use the premises for the purpose specified in item 5 of Schedule A and for any legitimate Government purpose. Where the lessee uses the premises for a purpose other than its intended purpose, the onus shall rest on the lessee to obtain and maintain all necessary permits and/or consents for the use of the premises for that purpose.
- 6.2 The lessor hereby warrants and undertakes that the premises are fit for use for the purpose set out in item 5 of Schedule A.
- 6.3 The lessor shall be obliged to obtain such consents and authorisations (excluding trade and other licences) as may be required by competent authorities or title conditions to enable the lessee to use the premises for the purpose referred to in 6.1.

7 OCCUPATION OF THE PREMISES

The lessor warrants the lessee's right to free and undisturbed possession of the premises from the commencement date until termination of this agreement, subject thereto that any delay in taking possession due to avoidable actions or omissions of the lessee, shall not be regarded as a delay on the part of the lessor. The date of occupation shall be the date on which the lessee occupies the premises, which shall also be the date of commencement of the lease

8 CONDITION OF THE PREMISES AT THE COMMENCEMENT DATE AND AT THE TERMINATION DATE

- 8.1 Schedule C contains details of the installations required by the lessee, the party responsible for effecting those installations and the party who bears the costs in respect thereof. Schedule C also contains the obligations, if any, of the lessee in regard to the removal thereof on termination of this agreement. To the extent that any party does not make the installations listed opposite its name in Schedule C, either of the other parties may have such installations made at the reasonable cost thereof and the party which was responsible for such installation shall become liable for such reasonable amount;
- 8.2 In compliance with the National Building Regulations and Building Standards Act (Act 103 of 1977) as amended, and the Occupational Health and Safety Act (Act 85 of 1993) as

amended, and /or any other applicable legislation, the Landlord shall provide the Lessee with the following Certificates of Compliance, where applicable, in respect of the following equipment, prior to occupation of the premises. The lessee shall in writing accept that the lessor has complied with terms of the agreement and that the building is ready and available and ready for use.

Lifts

Electrical Certificate

Firefighting equipment

Gas Installation

Glass certificate

Air-Conditioning Units

- 8.3 The lessee shall, within 30 days of occupation of the premises, furnish the lessor with three (3) dates and times, which dates must be within twenty-one (21) days of occupation, to convene a meeting to inspect the premises. The lessor shall accept a date, from those furnished, that is suitable to him. At such meeting the parties, including the occupant, shall jointly inspect the premises, so as to ascertain any damage or defect in the premises and the general condition of the premises and to record them in a list which all three parties shall sign.
- 8.4 The lessor shall within thirty (30) days of such inspection (or such longer period as may be reasonably necessary to repair the defects) repair the defect(s).
- 8.5 The lessor shall furnish dates and times at least fourteen working (14) days prior to the termination of the agreement for the inspection of the premises after termination of the agreement. Within 14 days after the expiry of this agreement, the lessor shall ensure that the following lists are compiled and delivered to the lessee:
- 8.5.1 A list of all the items where the parties agree that such items are damaged or defective and that the lessee is liable; and
- 8.5.2 A list of the items, which are damaged or defective and which in the opinion of the lessor the lessee is liable for, whereas the lessee denies liability.

- 8.6 The items recorded in the list contemplated in clause 0 shall be replaced as per agreement between the parties. Should the parties fail to reach such an agreement within seven (7) days from the date of delivery of the lists to the lessee, the dispute may by agreement between the parties be referred to an independent professional who shall act as a mediator in an attempt to resolve the dispute.

9 FIXTURES

The parties agree that for the purposes of the interpretation of this clause and of this agreement, fixtures shall refer to movable or immovable fittings installed by the lessee and required for its purposes, such as computer cables and telephone systems. The lessee shall be entitled, at its expense and with the written consent of the lessor, which consent shall not be unreasonably withheld (alternatively, as arranged in Schedule C), to install fixtures (which shall remain the property of the lessee) on the premises; provided that, after the termination of this agreement:

- 9.1 fixtures may be removed by the lessee on condition that the premises are restored to the condition in which they were before the installation of the fixtures, fair wear and tear excepted; or
- 9.2 Should the lessee fail or neglect to remove the fixtures and restore the premises in a substantially similar condition it was on commencement, fair wear and tear excepted, the lessor can remove the fixtures and recover the reasonable costs thereof from the lessee.

10 EXPENSES, MAINTENANCE AND REPAIRS

- 10.1 Subject to 10.3 below, the lessor shall be responsible for and pay all and any expenses in respect of the premises.
- 10.2 The lessor shall be responsible for contracting with the suppliers of utilities to the premises referred to in this clause 10.1 above and shall be directly responsible for payment of these charges and any connection fees and deposits in respect thereof.
- 10.3 The lessee shall be responsible for and will pay the cost of all electricity, water and/or sewerage consumed on the premises for the duration of this agreement. Electricity and/or

water and/or sewerage consumed shall be charged according to the relevant meter reading, provided that the consumption of water, electricity and sewerage in the premises shall be proved *prima facie* by reading of meters or sub-meters and recording same. The lessor shall be responsible for contracting with the suppliers of utilities to the premises referred to in this clause and shall be directly responsible for payment of these charges and any connection fees and deposits in respect thereof.

10.4 In the event of the premises being a portion of a building and it consequently being necessary to determine the lessee's *pro rata* share in respect of maintenance or consumption of necessary services, the *pro rata* share of the lessee, for the purpose of this agreement, shall be determined by calculating the area of the premises as a fraction of the total area of the building.

10.5 Should the lessor fail to pay expenses or to undertake repairs for which the lessor is liable in terms of this agreement, the lessee may remind the lessor in writing, and should the lessor still be in default 30 days after receipt of such reminder (or such longer period which the parties may have agreed upon) the lessee shall be entitled to demand specific performance or to pay such expenses or to undertake such repairs (if and to the extent agreed between the parties) and to recover the amounts thus disbursed from the rental due to the lessor by set off (if and to the extent agreed between the parties) or by legal action. Where the lessee has to attend to the repairs, the lessee will be entitled, but not obliged, to use the Landlord's contractors. A certificate by the lessee of such expenses shall be *prima facie* proof thereof.

10.6 The lessee will also be entitled to recover any undisputed amount overpaid to the lessor in terms of this agreement as per the provision of 10.5.

11 OBLIGATIONS OF THE LESSOR

In addition to any other obligations contained in this agreement, the lessor shall be responsible for:

11.1 The payment of assessment rates, taxes and fixed municipal levies;

11.2 Insuring the building as provided for in clause 13 below;

- 11.3 Installation and maintenance of mechanical and fire services equipment, including fire detection equipment, fair wear and tear excepted, as further stipulated in clause 14 hereof;
- 11.4 Landscape maintenance of the premises, if applicable;
- 11.5 Providing, at the lessor's expense, all electric, fluorescent, and incandescent light bulbs required in the premises;
- 11.6 Maintenance of, and for all repairs and replacements becoming necessary from time to time in or to, the roofs and outside walls of the buildings including the maintenance and repair of the structure of the buildings, and all systems, works and installations contained therein;
- 11.7 Maintaining in good order and condition the exterior, roof, gutters and down-pipes of the premises and shall make good any structural defects, other than damage caused by the lessee;
- 11.8 Normal maintenance and repairs (including painting) of both the exterior and interior of the premises, including the cleaning of the exterior of the premises as well as windows, in a high rise building;
- 11.9 Operation (including maintenance and repairs) of the air-conditioning system and the lifts during normal office hours or during such times as may be agreed upon;
- 11.10 Water and electricity consumption to the extent that these are not separately metered for the lessee;
- 11.11 Municipal rates (existing and future) levied on ownership (including rates increases);
- 11.12 Installation and maintenance of the fire extinguishing and fire detection equipment as stipulated in clause 14; and
- 11.13 Replacement of floor covering (carpeting etc.) at the expiry of their agreed lifetime which in the case of carpeting is 5 years from the date of installation;
- 11.14 Submission of valid annual tax certificate/sustain CSD compliance throughout the lease;

- 11.15 Compliance with Occupational Health and Safety and Act (Act No. 85 of 1993);
- 11.16 Compliance with Department of Labour's applicable standards annually – Certification of Occupation;
- 11.17 Quarterly fumigation of the premises. Without prejudice to any rights and/or remedies available to the lessor in terms of this agreement, where any losses, expenses, costs, damages or breakages are attributable to any act or omission of the lessee and/or negligence or wilful intent of the lessee, the lessor shall be entitled to attend to the necessary and recover the reasonable cost thereof from the lessee.
- 11.18 Should the Lessee/occupant be deprived of the full use and enjoyment of the premises through acts or omissions of the lessor e.g. non-functioning air conditioning system, lifts, water shortage etc, the lessee will be entitled to a pro rata reduction in the rental amount.

12 OBLIGATIONS OF THE LESSEE

In addition to any other obligations contained in this agreement, the lessee shall:

- 12.1 Not use the premises or allow them to be used, in whole or part, for any purpose other than that of the business;
- 12.2 Take good and proper care of the interior of the buildings;
- 12.3 Be responsible for all reasonable security, manned or otherwise, necessary to protect the premises;
- 12.4 Not cause or commit any unreasonable nuisance on the premises or cause any annoyance or discomfort to neighbours or the public;
- 12.5 Not unreasonably leave refuse or allow it to accumulate in or about the premises;
- 12.6 Refrain from interfering with the electrical, plumbing, or gas installations or systems serving the premises;
- 12.7 Take all reasonable measures to prevent blockages and obstructions from occurring in drains, sewerage pipes and water pipes serving the premises;

- 12.8 At all times comply with any law, by-law or regulation of the local authority relating to the conduct of its business at the premises and also with the conditions of the title deed under which the premises are held by the lessor;
- 12.9 Not be permitted to place such electrical or other signage on the exterior of the premises without the prior written consent of the lessor;
- 12.10 Forthwith disclose in writing to the lessor details of any act, matter or thing, stored or carried out upon the premises which may affect, vitiate or endanger the fire insurance policy in respect of the property or which may result in an increase of the fire insurance premium;
- 12.11 Undertake domestic cleaning of the interior of the premises, including domestic services such as the provision of toilet paper, soap, towels, etc.; excluding common areas;
- 12.12 Be responsible for the costs of water, electricity and sewerage consumption to the extent that these are separately metered as fully set out in clause 10 above; and
- 12.13 Be responsible for the costs of refuse removal and sanitary services.

13 INSURANCE

- 13.1 The lessor shall comprehensively insure the property and the building, and the lessor's fittings at its replacement value, at the lessor's own risk and cost.
- 13.2 The lessee and the occupant may not after the commencement of the lease do, or allow anything that is contrary to the provisions of the insurance policy, which will cause an increase in the premiums of any insurance policy held by the lessor over the property, provided that the conditions of the insurance policy will be communicated in writing to the lessee from time to time.
- 13.3 Should the lessee knowingly do or cause to be done anything that causes an increase in the premiums of such insurance policy, the lessee will be liable for the increase in the premiums occasioned by the actions of the lessee. The lessor shall furnish to the lessee proof from the insurer of such increase before any payment shall be due from the lessee.

13.4 The lessor shall not be liable for any damage which the lessee may suffer as a consequence of rain, wind, hail, lightning, fire, earthquake, storm, riots, strikes, actions by enemies of the State or in consequence of the interruption of any facility or service supplies to the premises by third parties, unless such damage could have reasonably been prevented by the lessor.

13.5 The lessor shall not be liable for any accident, injury or damage incurred by the lessee, his employees, agents or visitors, in or near the premises, unless this could have reasonably been prevented on the part of the lessor.

14 FIRE FIGHTING EQUIPMENT AND LIFTS

14.1 The lessor shall be obliged to install, maintain and operate on the premises fire extinguishing and fire detection equipment complying with the National Building Regulations and Building Standards Act (Act No. 103 of 1977) as amended, and/or any other applicable legislation.

14.2 The lessor shall be obliged to maintain the lifts and ensure that regular checks are done in accordance with the Occupational Health and Safety Act (Act No. 85 of 1993) as amended and /or any other applicable legislation.

14.3 The lessor shall provide the lessee with quarterly reports of regular checks done on the fire extinguishers and lifts to ensure safety and security of the occupants of the premises.

15 ALTERATIONS, ADDITIONS AND IMPROVEMENTS

15.1 The lessee shall not make any alterations or additions to any of the buildings, the premises or any part thereof, without the lessor's prior written consent, but the lessor shall not withhold its consent unreasonably to any such alteration or addition. In the event that the lessee does make any such prohibited alterations or additions, it is agreed between the parties that such alterations and/or additions shall become an immovable part of the respective building or premises to which it is made and shall thus be owned by the lessor who shall not be obliged to compensate the lessee in respect of such alterations and/or additions. Where the lessee has given its prior written consent to any alteration or addition and such alteration or addition has become an immovable part of the building or premises

and has added value to the building or premises, the lessor shall not be obliged to compensate the lessee in respect thereof unless otherwise agreed between the parties prior to such alteration or addition being made.

15.2 Notwithstanding the aforesaid, the lessee shall be entitled to make any non- structural alterations or additions to the interior of the premises without the lessor's prior written consent, provided that the lessee may, on the expiration of this agreement, remove such non-structural alterations or additions as it may have made, provided that simultaneously with any such removal, it reinstates the premises or part of the premises in question, at the lessee's cost, to their same condition (fair, wear and tear excepted) as they were in prior to the carrying out of such alterations or additions.

16 DAMAGE TO OR DESTRUCTION OF THE PREMISES

16.1 In the event of the premises being destroyed and therefore rendered totally unfit for occupation, this agreement shall be terminated automatically unless the destruction of the premises is due to the wilful intent or negligence of the lessee and/or occupant.

16.2 In the event of the premises being damaged and remaining partially suitable for the purposes of the lessee, the parties shall be entitled to terminate this agreement by thirty (30) days' notice in writing given to the other party within thirty (30) days after such destruction or damage.

16.3 Should no notice in terms of 16.2 above be given, then this agreement shall continue and the lessor shall be obliged to proceed expeditiously with the work of rebuilding the premises. Should the parties continue with the agreement, the lessee shall be entitled to a reduction in rental to the extent to which the lessee is deprived of the full and beneficial use and occupation of the premises until such time as the premises have been rebuilt or re-instated.

16.4 Should there be any dispute as to the extent to which the premises have been damaged and/or the extent to which the premises are unfit for occupation and capable of being used for the purpose for which they are let, the dispute shall be referred to an expert, who shall act as an expert and not as an arbitrator, and whose decision shall be final and

binding on the parties. The parties shall jointly agree on who the expert shall be, failing which the expert shall be appointed by the chairperson of the Law Society of South Africa or his delegate.

17 BREACH

17.1 Subject to any specific provision in this agreement to the contrary, should;

- 17.1.1. the rental or any other amount payable by the lessee in terms of this agreement not be paid by due date or should the lessee commit or suffer or permit the commission of any breach of any of the remaining conditions of this agreement and fail to pay such rental or amount or to remedy such breach within 30 (thirty) days after receipt of written notice by the lessor requiring it to do so, or such longer period as may be reasonable in the circumstances,
- 17.1.2. subject to due process of law, the lessor shall be entitled to claim specific performance, cancel this agreement and retake possession of the premises (without prejudice to any of its other rights under this agreement or at all) and /or claim damages.
- 17.1.3. should the lessor and subsequent to an alleged breach by lessee or expiry of the lease, disturb the peaceful possession of the premises by the lessee without following due process of law and thereby disrupt government services, the lessor will be liable to compensate the lessee and occupant. The parties hereby agree that the compensation payable for each day of disruption will be the equivalent of a total monthly rental last payable in terms of this lease i.e. 2 days of disturbance/disruption the compensation is the equivalent of 2 monthly rentals. This clause does not limit or preclude the lessee or occupant's common law delictual rights and remedy should the actual loss suffered be more than the compensation provided for in this clause,
- 17.1.4 in addition to the ordinary factors which affect the validity of a contract, the parties agree that any unlawful act committed by the lessor which was material in the

conclusion the contract will impair the validity of this contract warranting the lessee to terminate this agreement.

17.2 Should either party breach any obligations in terms of this agreement and fail to remedy such breach within 30 (thirty) days of written demand from the aggrieved party to do so, or such longer period as may be reasonable in the circumstances, the aggrieved party shall be entitled to cancel this agreement or claim specific performance, in either case, without prejudice to the aggrieved party's rights to claim damages from the offending party.

18 MANAGEMENT RULES

The lessee shall comply with all management rules as may be prescribed by the lessor from time to time provided that they are fair, reasonable and justifiable.

19 LESSORS RIGHT OF ENTRY AND CARRYING OUT OF WORKS

The lessor's representatives, agents, servants and contractors may at reasonable times and on reasonable notice (save for the in the event of an emergency), without thereby giving rise to any claim or right of action on the part of the lessee or the occupant of the property or any part thereof, enter the property or any of the buildings in order to inspect them, to carry out any necessary repairs, replacements, or other works, or to perform any other lawful function in the *bona fide* interests of the lessor or the lessee or the occupant, but the lessor shall ensure that this right is exercised with due regard for and a minimum of interference with the beneficial enjoyment of the property by those in occupation thereof, and provided further that such rights will be exercised subject to the lessee's specific security requirements relating to the physical security of the property.

20 CESSION, ASSIGNMENT AND SUB-LETTING

The lessee shall not, except with the prior written consent of the lessor, which shall not be unreasonably withheld:

- 20.1 cede or assign all or any of the rights and obligations of the lessee under this agreement; or
- 20.2 sublet the premises in whole or in part; or

20.3 give up possession of the premises or any portion thereof to any third party.

21 NON-WAIVER

21.1 Neither party shall be regarded as having waived, or been precluded in any way from exercising, any right under or arising from this agreement by reason of such party having at any time granted any extension of time for or having shown any indulgence to the other party with reference to any payment or performance hereunder, or having failed to enforce, or delayed in the enforcement of any right of action against the other party.

21.2 The failure of either party to comply with any non-material provision of this agreement shall not excuse the other parties from performing their obligations hereunder fully and timeously.

22 RIGHT OF FIRST REFUSAL

22.1 The Lessor hereby grants to the Lessee and the Lessee hereby accepts the right of first refusal to purchase the property.

22.2 Pursuant to the right granted by the Lessor in favour of the Lessee in 22.1, the Lessor shall not dispose of any part or whole of the property at any time except in accordance with the following circumstances;

22.2.1 if the Lessor intends to so dispose, the Lessor shall deliver to the Lessee a written notice offering ("the offer notice) so to dispose, to the Lessee at a consideration (which shall sound in money in South African currency) and on such terms as may be stipulated in the offer notice; and

22.2.2 the Lessee may, at any time within 60 days after the receipt of the offer notice, accept it by giving written notice to the Lessor to that effect.

22.3 If the Lessee does not accept the offer within the aforesaid period, the Lessor may dispose of the property on terms no more favourable than the terms contained in the offer notice within a period of 90 (ninety) days after the Lessee has rejected the offer, whereafter the Lessor shall again be obliged to follow the procedure in clause.

22.4 Should the Lessee not exercise its right of first refusal in relation to the property or in relation to any rights thereto or pursuant thereto, the relevant acquirer shall acquire the property free of the right of first refusal contained in this clause.

23 SALE OF PREMISES

23.1 Transfer of the ownership of premises from the Lessor to a third party pursuant to a sale thereof shall not in any way affect the validity of this agreement. It shall accordingly, upon registration of transfer of the premises into the name of the purchaser, remain of full force and effect save that the purchaser shall be substituted as Lessor and acquire all rights and be liable to fulfil all the obligations which the Lessor, as the Lessor, enjoyed against or was liable to fulfil in favour of the Lessee in terms of the this agreement.

23.2 Nothing shall prevent the Lessor from advertising the premises as “for sale” or as “to let” as long as it does not disturb the Lessee in its use and enjoyment of the premises and any activities which the Lessor undertakes are undertaken on reasonable notice to the occupant.

24 WHOLE AGREEMENT

24.1 This is the entire agreement between the parties inclusive of all bid/tender documents.

24.2 Neither party relies, in entering into this agreement, on any warranties, representations, disclosures or expressions of opinion, which have not been incorporated into this agreement as warranties or undertakings.

24.3 No variation, alteration, or consensual cancellation of this agreement shall be of any force or effect unless reduced to writing and signed by the duly authorised representatives of both parties.

25 DOMICILIUM CITANDI ET EXECUTANDI

25.1 The parties respectively choose as *domicilium citandi et executandi* and as the address for the serving of notices the address appearing underneath their names in Schedule A (and the lessor is explicitly barred from serving such notices on officials and offices in the Regions/Provinces).

25.2 Any notice given by one of the parties to the other ("the addressee") which:

26.2.1 is delivered by hand to a responsible person during ordinary business hours at the physical address chosen as the addressee's *domicilium citandi et executandi* shall be deemed to have been received by the addressee on the date of the delivery, unless the contrary is proved;

26.2.2 is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's *domicilium citandi et executandi*, shall be deemed to have been received by the addressee on the tenth (10th) business day of the date of posting unless the contrary is proved; or

26.2.3 is emailed to the chosen email address, during ordinary business hours shall be presumed to have been received by the addressee at the time of transmission of the email, alternatively, if not emailed during normal business hours then at twelve o' clock on the 1st business day following the day on which it was emailed.

25.3 Either party shall be entitled, on 14 days' notice to the other, to change the address of his *domicilium citandi et executandi*.

26 WARRANTY OF AUTHORITY

The parties hereby warrant that each of them has the power, authority and legal right to sign and perform this agreement and that this agreement has been duly authorised by all necessary actions of its directors, to the extent applicable, and constitutes a valid and binding obligation on it in accordance with the terms thereof.

27 SEVERABILITY

Any provision in this agreement which is or may become illegal, invalid or unenforceable in any jurisdiction affected by this agreement shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability and shall be treated *pro non scripto* and severed from the balance of this agreement, without invalidating the remaining provisions of this agreement or affecting the validity or enforceability of such provision in any other jurisdiction.

28. SUSPENSIVE CONDITION

Where the standard Tenant Installation allowance by the Lessor is not sufficient to cover all the required Tenant Installation, this lease contract is subject to the availability of the necessary additional funds/budget on the part of the lessee.

29. DISPUTE RESOLUTION

In the event of a dispute, disagreement or claim arise between the parties (called hereafter “the dispute”) connected with or concerning this Agreement, the parties shall first endeavour to resolve the dispute by negotiation in good faith. This entails that the one party invites the other in writing to a meeting in an attempt to resolve the dispute within 7 (seven) days from date of the written invitation.

If the dispute has not been resolved by such negotiation, the parties shall submit the dispute to mediation to be administered by a property specialist or lawyer nominated by the parties by agreement or alternatively by the relevant professional body of property specialist or Law Society or Bar Council.

Should the parties fail to resolve the dispute through negotiation and/or mediation, the dispute shall be referred to arbitration, only if the parties agree thereto, in which event the arbitration clause hereunder shall apply.

30. ARBITRATION

If either Party to this Agreement is unwilling to accept mediation or is unwilling to accept the opinion expressed by the mediator, then either Party may require that the dispute be referred to arbitration.

The dispute will be referred to Arbitration by written notice delivered to the other, within 20 days of the declaration of the dispute if there is no mediation or within 20 days of the issue of the mediator's opinion if mediation takes place.

Such arbitrator shall be selected by agreement between the Parties, or if no agreement is reached after 10 days from deliberation on the identity of the Arbitrator; it is agreed that

the arbitrator will be nominated on request of either of the party by the president of the Arbitration Foundation of South Africa, or its successor-in-title.

The arbitrator shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice relating to all matters in dispute submitted to him and to determine all such matters in the same manner as if no such certificate, opinion, decision, requisition or notice had been issued. The arbitrator shall be entitled to make award, including an award for specific performance, an interdict, damages or otherwise as he in his discretion may deem fit and appropriate.

If a request is made by the arbitrator for a document or any item to be submitted, such document or item must be submitted within ten (10) days of the request.

The arbitration shall be conducted in the English language at _____ or such other place as the Parties may agree on in writing.

The costs of and incidental to the award shall be in the discretion of the arbitrator, who may determine the amount of the costs, and shall direct by whom and to whom and in what manner they shall be borne and paid.

The award of the arbitrator shall be final and binding on the Parties though subject to review on any of the usual grounds for review. Any Party shall be entitled to apply to the Courts to have such award made an order of court if the party concerned fails to heed to the terms of the award. Nothing in this clause shall prevent either Party seeking urgent relief in the High Court of South Africa and for this purpose, the Parties consent to the exclusive jurisdiction of the High Court of South Africa.



SIGNED AT..... ON THIS THEDAY OF..... 20....

WITNESSES

1.

FULL NAME AND SIGNATURE

2.

FULL NAME AND SIGNATURE

.....
SIGNATURE OF LESSOR / REPRESENTATIVE

.....
FULL NAMES

Duly authorised as per attached resolution.

SIGNED AT..... ON THIS THEDAY OF..... 20....

WITNESSES

1.

FULL NAME AND SIGNATURE

2.

FULL NAME AND SIGNATURE

.....
SIGNATURE OF LESSEE / REPRESENTATIVE

.....
FULL NAMES

.....
CAPACITY

Duly authorised as per Departmental delegation dated



SIGNED AT..... ON THIS THEDAY OF..... 20.....

.....

SIGNATURE OF OCCUPANT

.....

FULL NAME

.....

CAPACITY

Duly authorised as per Departmental delegation dated



SCHEDULE C

The lessor shall issue relevant Certificates of Compliance before occupation of the premises, failing which the occupant is not obliged to take occupation of the premises and the Lessee is not obliged to pay any rental amounts.

SCHEDULE C1: TENANT INSTALLATIONS (5 – 9 YEARS / 11 MONTHS)

INSTALLATIONS:	PARTY TO EFFECT:	PARTY TO PAY:	DATE OR FREQUENCY:
Space planning and refurbishing requirements / needs	Lessee	Lessee	Within three months of signing of lease agreement
Tenant Installation Project Execution Plan provided to the Portfolio Manager at the Regional Office	Landlord	Landlord	Within three months of signing of lease agreement
Installation of carpets / ceramic tiles in some offices and installation of ceramic tiles in all common areas	Landlord	Landlord	Upon approval of tenant installations by User. But not later than six months after signing of lease agreement.
Install ramps for people with disabilities / upgrade ablution facilities	Landlord	Landlord	Upon approval of tenant installations by User. But not later than six months after signing of lease agreement.
Install blinds and maintenance of blinds	Landlord	Landlord	Upon approval of tenant installations by User. But not later than six months after signing of lease agreement.

SCHEDULE C2: FUNDED MAINTENANCE PLAN

INSTALLATIONS:	PARTY TO EFFECT:	PARTY TO PAY:	DATE OR FREQUENCY:
Funded Maintenance Plan must be provided as part of the Lease Agreement and initialled by Representatives of both Lessor and Lessee.	Landlord	Landlord	Within two months of signing the lease agreement.
General repairs and maintenance of the building	Landlord	Landlord	Monthly
Servicing and ensuring functional lifts	Landlord	Landlord	Monthly or as per specification of OEM
Replace lights and fittings (where necessary)	Landlord	Landlord	Within 24 hours
Repair ceiling	Landlord	Landlord	Within 24 hours
Service Air conditioners	Lessor	Lessor	Monthly or as per OEM
Pest control	Lessor	Lessor	Minimum once a year

SCHEDULE C3: UPGRADE PLAN

All defects must be identified within 30 days and major upgrades within a year and all others within 6 months.

INSTALLATIONS:	PARTY TO EFFECT:	PARTY TO PAY:	DATE OR FREQUENCY:
Upgrade Plan required. Note: Upgrade plan required where complaints have been tendered about the state of the building. For 9 years /11 months lease period, upgrade plan is compulsory regardless of complaints lodged about the state of the building.	Landlord	Landlord	Within three (3) months of it being identified.
Upgrade plan must be submitted. • Structural upgrade • Mechanical installations and lifts upgrade or replacement • Electrical reticulation and cabling • Plumbing reticulation • Replacement of emergency staircases (where occupational health and safety risk has been identified).	Landlord	Landlord	Within three (3) months of it being identified.
Ensure that all roof leaks are repaired.	Landlord	Landlord	Within three (3) months of it being identified.
Replace gutters and down pipes	Landlord	Landlord	Within three (3) months of it being identified.
Replace emergency stair cases	Landlord	Landlord	Within three (3) months of it being identified.
Installation of generator	Landlord	Landlord	Within six (6) months of signing of the lease agreement.

Installation of air-conditioning (system or split units) or Repair of the existing one to excellent functioning condition.	Landlord	Landlord	Upon approval of tenant installations by User. But not later than six months after signing of lease agreement.
Installation of the disability toilet to comply with Occupational Health and Safety requirements.	Landlord	Landlord	Upon approval of tenant installations by User. But not later than six months after signing of lease agreement.
Installation of fire equipment and maintenance	Landlord	Landlord	Upon approval of tenant installations by User. But not later than six months after signing of lease agreement.
Emergency assembly point needs to be provided and marked with signage	Landlord	Landlord	Upon approval of tenant installations by User. But not later than six months after signing of lease agreement.
Standard plug points	Landlord	Landlord	Upon approval of tenant installations by User. But not later than six months

			after signing of lease agreement.
Appropriate cost for the upgrade plan.	Landlord	Landlord Amount: R.....	Within three (3) months of it being identified.



SCOPE OF REQUIREMENTS

LEASE of OFFICE ACCOMMODATION & PARKING

TENDER/BID: DBN24/10/03

Interested property owners/agents who own buildings in existence or land for the construction of office accommodation are invited to submit an offer.

Item	Description
1.0	The tender document must be accompanied by a building plan and elevations drawn by a suitable South African Council for the Architectural Profession (SACAP) registered Architectural Professional, in compliance with the SANS 10400 and SANS 204 Energy Efficiency, showing: (i) A layout plan that meets the client's needs in terms of the approved space and norms. <i>(The plan must be functional and may be redefined at a later stage at the landlord's cost).</i> (ii) The floor area of rooms/offices must be indicated on the plan. (iii) The minimum floor to ceiling height must be 2400mm <i>(unless otherwise specified by the lessee).</i>
2.0	Usable/Rentable Areas: 13229,50
2.0.1	Confirmation of the usable and rentable space issued by a registered architectural professional with South African Council of Architectural Profession (SACAP), as per SAPOA method of calculating rentable space.
2.0.2	Total rentable area on Ground Floor =m ² ; OR
2.0.3	Total rentable area on First Floor and above with Total Space =m ² on the same floor; OR
2.0.4	Rentable area on each floor, where the client will occupy a building with contiguous floors (more than one floor), with Total space =m ² .
3.0	Parking: 250
3.0.1	Secured undercover parking bays on site = bays
3.0.2	Secured undercover parking bay(s) allocated for people living with disabilitiesbays.
4.0	Building Compliance with Building Regulations/Standards/Acts.
4.0.1.	The entire building must be fully accessible to people living with disabilities, both staff/personnel and clientele /public; taking note of service counters, non-visual communications, etc.
4.0.2	The entire building must be compliant with the National Building



	Regulations (SANS); Occupational Health and Safety Act (OHSA) 85 of 1993 with Regulations.
5.0	Corporate Image to be in compliance with the client's specifications.
6.0	Provide professional team for planning and execution of tenant installations
7.0	The following applicable certifications together with the Local Authority approved tenant installation drawings to be provided prior to the occupation of the building: • A Structural Engineers stability certificate; OR • A gangnail roof truss design certificate by a professional engineer. • Glazing certificate from SAGGA. • A SAPOA certificate. • An Electrical compliance certificate. • Plumbing certificate. • Fire fighting equipment certificate. • An occupational certificate by the Local Authority. • Airconditioning Certificate with regards to air velocity/fresh air, etc. • An entomologist Certificate. • A fire clearance certificate from the Local Authority / Fire dept. if the building falls under the jurisdiction of a Local Authority. • A fire clearance certificate from a Consulting Architect / Fire specialist if the building does not fall under the jurisdiction of a Local Authority.
8.0	GENERAL (i) In terms of an appropriate layout the following will be considered: (ii) The provision of natural light and ventilation throughout the building will be an advantage. (iii) Buildings deep in floor plans should be provided with light wells, atriums, etc. to promote natural light and ventilation into the building. (iv) Ideally buildings should not be deeper in floor plan than 2 offices on either side of a passage. The offices must be provided with adequate operable windows. (v) Buildings must be designed to eliminate "sick building syndrome". (vi) Internal offices without natural lighting must be fitted with viewing panels. (vii) Allow for 2hour fire rated doors in server and security surveillance rooms. (viii) Install solid door and security locks in cashier and security surveillance control rooms, including inaccessible ceilings.



	(ix) The proposed accommodation must be secured. Access to the lease premises must be controlled for that particular tenant. (x) To avoid traffic jams, ingress and egress into sites must be of two-way driveways. (xi) The floor to ceiling heights must be indicated by a section through the building. Specific client's requirements must be considered in This regards, e.g., raised Judges' podium with appropriate floor to ceiling heights.
9.0	ELECTRICAL REQUIREMENTS
9.1	Each workstation to have a network point in a three compartment trunking
9.2	Each workstation must have a Telkom point in a three compartment trunking
9.3	Each workstation must have a dedicated socket outlet in a three compartment trunking
9.4	Each workstation must have a normal socket outlet in a three compartment trunking
9.5	The passages must have a 4 x 4 socket outlet every 15 meter in length, mounted flush on the wall
9.6	All other rooms must have at least one single socket outlet
9.7	Staff Kitchen must have a stove isolator with wiring
9.8	Staff Kitchen must have two double socket outlets
9.9	Lighting at Reception to have a minimum 500lux
9.10	Lighting in offices to have a minimum 500lux
9.11	Lighting in Passages to have a minimum 300lux
9.12	Lighting in Rest Rooms to have a minimum 100lux
9.13	Lighting in Stores to have a minimum 200lux
9.14	Lighting in Parking Area to have a minimum 75lux
9.15	All exit areas and stairways must have light fittings with a min. of 75lux
9.16	Each office /room to have a separate light switch
9.17	External lighting must be controlled by a photo-cell
9.18	Each floor there must be a lockable distribution board with all circuits labelled
9.19	In the event we have different clients per building/per floor then each distribution board must be metered
9.20	All dedicated socket outlets must be wired via an emergency generator
9.21	Installation of generator must comply to the NDPW Standards
9.22	Lift installation must be on generator and UPS backup
9.23	Allow for conduits and boxes for network and Telkom cables, it will depend on the size of the building/floor area
9.24	The network and fire cabling must be in separate conduits
9.25	Supply and install an isolator per installation of split- air conditioner
9.26	Security systems i.e. biometrics, camera, x-ray machines, CCTV, smoke alarms must be wired via a UPS backup
9.27	The main incoming supply must be metered and this room must be well ventilated and lockable
9.28	The load factors must be taken into account in the electrical installation
9.29	The entire electrical wiring must comply to the SANS 0412 regulation



9.30	All user manuals must be handed over to the Departmental representative.
9.31	The entire installation and lighting must be energy compliant. Use energy efficient equipment, fittings and applications
9.32	A COC must be issued on completion of the electrical installation
9.33	Allow for a backup generator for all dedicated socket outlets and critical equipment.
9.34	For water storage tanks pressure pumps: • Allow for a circuit breaker depending on the pump size; and • Allow for a power cable to suit pump current ratings.
10.0	MECHANICAL SERVICES
10.1	Air Conditioning (1) All rentable office spaces shall be provided with an adequate supply of conditioned air taking into consideration particularly with respect to altitude, ambient temperatures and atmospheric conditions, insuring a safe, health and hygienic working environment. (2) The Air Conditioning shall generally be in accordance with SABS 1125-1977, SABS 0400 and the NDPW Standard specifications. (3) Design shall be energy efficient and use “Green” refrigerant gas, such as, R410a or approved alternative. (4) The Air Conditioning Plant and equipment shall be regularly maintained, serviced and kept in full working condition. A maintenance register shall be kept of all servicing & repairs undertaken on the units. (5) Server Room – 2x 100% Capacity wall mounted split units for IT protection of server.
10.2	De-Humidifier Packaged Units for Gun safe, documents (deeds office) and exhibits) (1) All De-humidifiers shall be Amcor Model DC 800 or approved alternative. (2) The de-humidifier shall operate using a refrigerant system having the following minimum details: - Moisture removal of 30°, 70% RH. Unless otherwise specified by the Lessee.
10.3	Fire Automatic Detection (1) All office spaces shall be provided with Smoke and Fire Detection devices, installed in accordance with National Fire Regulations. The systems shall be regularly maintained, serviced and tested annually in accordance with National Fire Regulations.
10.4	Fire Inert Gas Protection System for Archives and registry (1) Archives, Document and other Store Rooms where essential or vital documentation are kept, shall be protected by means of an Inert Gas System. The installation of which and the regularly maintained, serviced and tested annually of the entire system shall be in accordance with National Fire Regulations.
10.5	Fire Protection Equipment (1) The entire rentable area shall be provided with Fire Extinguishers and Hose Reels which shall be regularly maintained, serviced and tested annually in accordance with the National Fire regulations. (2) A register of all the fire protection Equipment shall be kept and made



	available for inspection purposes.												
10.6	Fire Sprinkler Automatic System for Garages, large warehouse and air wing (1) The entire rentable space shall be provided with a fully automatic sprinkler system. Which shall be regularly maintained, serviced and tested in accordance with the National Fire Regulations? Note: The control systems, water pumps etc shall all be on standby generator power supply.												
10.7	Lift – Passenger (Express) (1) A fully operational and regularly maintained, high speed passenger lift shall provide access to the rentable areas. (2) The lift shall be duly registered with the department of labour, be fully maintained in full working condition and have a complete service record for the past five (5) years with a registered lift company. (3) The lift shall not have been in service or installed for more than ten (10) years. (4) A Service Record Book containing the details of all repairs, servicing and testing undertake shall be kept in the lift Plant room and be available for inspection purposes. (5) The lift must be blind and paraplegic friendly and be fully accessible. (6) The Car shall be capable of carrying at least a loading of 1200 kg. Unless otherwise specified by the Lessee.												
10.8	Lift – Service (1) A fully operational and regularly maintained, service lift shall provide access to the rentable areas. (2) The lift shall be duly registered with the department of labour, be fully maintained in full working condition and have a complete service record for the past five (5) years with a registered lift company. (3) The lift shall not have been in service or installed for more than ten (10) years. (4) A Service Record Book containing the details of all repairs, servicing and testing undertake on the lift shall be kept in the lift Plant room and be available for inspection purposes. (5) The Car shall be capable of carrying at least twelve (12) persons (900 kg. Unless otherwise specified by the Lessee.												
10.9	Ventilation (Forced) (1) The entire rentable area shall be provided with an adequate volume of fresh air. In the event that natural ventilation is insufficient, then mechanical ventilation shall be in accordance with the National Building Regulations.												
11.	EMERGENCY WATER STORAGE TANKS												
11.1	To calculate the size of the water tank: The number of visitors and staff / personnel utilising the building during peak hours is required to calculate an average daily water demand. See example below:												
	<table><tr><th>Description</th><th>Numbers</th><th>Design Value</th><th>Average Daily Demand</th></tr><tr><td>Administration</td><td>60</td><td>70l/p/d</td><td>4200l/d</td></tr><tr><td>Visitors</td><td>250</td><td>20l/p/d</td><td>5000l/d</td></tr></table>	Description	Numbers	Design Value	Average Daily Demand	Administration	60	70l/p/d	4200l/d	Visitors	250	20l/p/d	5000l/d
Description	Numbers	Design Value	Average Daily Demand										
Administration	60	70l/p/d	4200l/d										
Visitors	250	20l/p/d	5000l/d										



	Fire		9000l
	24 hours consumable		9200 litres
	48 hours consumable		18 400 litres
	Totals		
	24 hrs cons + fire		18 200 litres
	48 hrs cons + fire		27 400 litres
	Note: The domestic water design shall comply with SANS 10252: 2018 as the minimum requirement.		
11.2	Water Storage for Fire – Calculations: PW345: Specification for Domestic and Fire for Public Buildings, calls for; See example above: • A minimum fire storage of 9000 litres and a ready water supply for a minimum of 24 hours in cities and towns with reliable water reticulation; otherwise • A 48 hours supply should be available in towns and rural areas with pumped unreliable supply. Note: The fire water installation shall comply with SANS 10400 Part T and SANS 10400 Part W. All fire hose reels shall be fitted with pressure gauges.		
11.2.1	Pressure pumps & required fittings to enable automatic connection in the event of a water cut: • A dual pump set shall be used for domestic water, a control system shall be configured to start the pumps when there is no municipal water supply. • A dual pump set with a jockey pump shall be used for firefighting. • The capacity of the pumps will vary with the size and capacity of the building.		
11.3	Location / Positioning of Water Storage Tanks in Buildings / Site: It is recommendable to position the water tank as close to a water meter as possible or in a place that will not be too far from the water supply and from the building to be supplied. This ensures we receive enough pressure head to continuously fill up the tank and that minimal piping material is used so as to not run into exorbitant costs.		

Name of Bidder	Signature	Date



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

ANNEXURE A

KZN South African Police Services

Forensic Science Laboratory alternative accommodation

ANNEXURES

	Pages	Total number of pages
Annexure "A" in total	1 - 67	67
Norm document of Annexure "A"	1 - 34	34
Reference documents of Annexure "A"	35 - 59	25
Drawing Annexures of Annexure "A"		8
5	60	
7	61	
8	62	
9	63	
10	64	
11	65	
20	66	
21	67	

IMPORTANT NOTE TO BIDDERS.

Besides the detailed specifications provided on the norm document, pages 4 - 34 of Annexure "A"; please pay attention to the Generic Items of requirements.

REFERENCES MADE TO THE GENERIC ITEMS FOR THE KZN FSL TENDER SPECIFICATIONS

#	GENERIC ITEM #	DESCRIPTION	PAGE #'s	REFERENCE DOCUMENT	TOTAL # OF PAGES
1	G1	HVAC System	1	Annexure "A"	1
2	G2	Plug Points	1	Annexure "A"	1
3	G3	Flooring	1	Annexure "A"	1
4	G4	Network Points	2	Annexure "A"	1
5	G5	Telephone	2	Annexure "A"	1
6	G6	Doors and Windows	2	Annexure "A"	1
7	G7	Walls and Ceilings	2	Annexure "A"	1
8	G8	Emergency Lighting	3	Annexure "A"	1
9	G9	Emergency Evacuation	3	Annexure "A"	1
10	G10	Fire Alarm and Suppression System	3	Annexure "A"	1
11	G11	Emergency Shower & Eye Wash Stations	3	Annexure "A"	1
12	G12	Change Rooms	3	Annexure "A"	1
13	G13	Chemical Drainage	3	Annexure "A"	1

REFERENCES MADE TO THE REMAINING NORM DOCUMENT WHICH IS IN ADDITION TO THE ABOVE GENERIC ITEMS FOR THE KZN FSL TENDER SPECIFICATIONS

14		Brigadier Section	4	Annexure "A"	1
15		Ballistics	.4 - .9	Annexure "A"	6
			35 - 39	Annexure "A"	5
			60	Drawing Annexure 5 of Annexure "A"	1
			61	Drawing Annexure 7 of Annexure "A"	1
			40 - 43	Annexure "A"	4
			62	Drawing Annexure 8 of Annexure "A"	1
16		Chemistry	.10 - .16	Annexure "A"	7
			61	Drawing Annexure 7 of Annexure "A"	1
			32 - 36	Annexure "A"	5
			60	Drawing Annexure 5 of Annexure "A"	1
			44	Annexure "A"	1
			63	Drawing Annexure 9 of Annexure "A"	1
			67	Drawing Annexure 21 of Annexure "A"	1
			45 - 49	Annexure "A"	5
			66	Drawing Annexure 20 of Annexure "A"	1
			50 - 54	Annexure "A"	4
17		Biology	16 - 21	Annexure "A"	6
			64	Drawing Annexure 10 of Annexure "A"	1
18		Question Document	22 - 23	Annexure "A"	2
			35 - 39	Annexure "A"	5
			60	Drawing Annexure 5 of Annexure "A"	1
			61	Drawing Annexure 7 of Annexure "A"	1

19	Polygraph	23	Annexure "A"	1
		35 - 39	Annexure "A"	5
		60	Drawing Annexure 5 of Annexure "A"	1
		61	Drawing Annexure 7 of Annexure "A"	1
20	Support Services	24 - 26	Annexure "A"	3
		35 - 39	Annexure "A"	5
		60	Drawing Annexure 5 of Annexure "A"	1
		61	Drawing Annexure 7 of Annexure "A"	1
21	Quality Management	26 - 27	Annexure "A"	2
22	General	27 - 31	Annexure "A"	5
		65	Drawing Annexure 11 of Annexure "A"	1
	Emergency Shower and Eye Wash	55 - 59	Annexure "A"	5

IMPORTANT NOTE TO BIDDERS.

Bidders are required to ensure compliance with, but not restricted to; the following legislation as reflected throughout the specification

Environmental Regulations: 5(1) Ventilation
Environmental Regulations: 3 Lighting (4) & (5)
Environmental Regulations: 9 Fire precautions and means of egression
OHS Act. Facility Regulations 4 Changing Rooms
National Environmental Management Act (NEMA)
All Municipal by-laws
OHS Act. General Safety Regulation 4 (2) (3) (6) (10) (11)
Hazardous Chemical Substances 10(2) (e)(ii) Controls of exposure to HCS
7(1)(c)NEMA Waste Act 59 of 2008
Municipal Gas Regulations
OHS Act Section 44 Pressure Equipment Regulations 17, 22



REPUBLIC OF SOUTH AFRICA
MINISTRY OF EDUCATION

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

KZN SAPS Forensic Science Laboratory alternative accommodation

ANNEXURE "A"

ANNEXURE "A"

The Bidder must please ensure they familiarise themselves and comply with all requirements as per this document for the KZN SAPS FSL alternative accommodation

#	GENERIC TO FACILITY				REQUIREMENTS	REFERENCE DOCUMENT
1	G1. HVAC SYSTEM				HVAC (Heating Ventilation and Air Conditioning) system for the control of: temperature; humidity and positive pressure. Fresh air circulation, with capabilities of controlling settings for different zones (Lab areas and office areas), which must also be Efficient and Economical.	Environmental Regulation: 5(1) Ventilation.
2	G.2 PLUG POINTS				Three plug points required in standard single offices.(1Xred, 2Xwhite multi socket)and 1xblue plug –UPS in Equipment Critical Areas - additional points as per office layout	
3	G.3 FLOORING				Standard flooring throughout all offices and laboratories unless otherwise specified – Heterogeneous Vinyl Flooring (PVC Resilient Vinyl Flooring) HYGIENIC CHEMICAL RESISTANT SEAMLESS FLOORING: Laboratory floors need to be slip-resistant, non-staining, non-permeable / non-absorbent / moisture-proof, durable, easy to clean and easy to maintain, Integral coved skirting that is seamless with the floor finish- 150mm up the wall	

Signed by Bidder

Date

ANNEXURE "A"

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#	GENERIC TO FACILITY			REQUIREMENTS	REFERENCE DOCUMENT
4	G.4 NETWORK POINTS			1 x Network Point per User / IT Equipment standard in all offices and laboratories, additional points as per office layout	
5	G.5 TELEPHONE			1xtelephone with cabling in each office and laboratory, additional as per office layout-TRUNKING AND DUCTING TO BE PROVIDED	
6	G.6 DOORS AND WINDOWS			<u>Doors and Windows</u> It is recommended that the external doors and the windows of the laboratory feature Interior glazing which will allow a view from within laboratory to the outside only, and will feature a mirror image to anyone looking into the laboratory. This will enhance the safety of the personnel, equipment and limit direct sunlight. Doors and windows – aluminium and glass	
7	G.7 WALL & CEILINGS			EPOXYCOATING, for walls and ceilings whose surfaces must be highly resistant to chemical damage and easily washed; Resistance to (Chemicals) diluted acids, alkalis, solvents, water, seawater and weather effects. Anti-microbial: to reduce contamination and spread of pathogens, also inhibiting the growth of bacteria and fungi. Colour neutral light grey paint throughout facility	

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ANNEXURE "A"

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	GENERIC TO FACILITY			REQUIREMENTS	REFERENCE DOCUMENT
8	G.8 EMERGENCY LIGHTING			Emergency lighting: Not less than Lux 0.3 at floor level; Labs; shooting ranges and chemical and general storage rooms not less than 20 Lux.	Environmental Regulation 3. Lighting: (4) and (5)
9	G.9 EMERGENCY EVACUATION			Emergency escape doors: hung to open outwards on opposite ends on the building. Stair cases for fire escapes be constructed of non-combustible material; Install suitable fire-fighting equipment as recommended by the fire chief.	Environmental Regulation 9 Fire precautions and means of egression
10	G.10 FIRE ALARM & SUPPRESSION SYSTEM			Fire suppression system throughout facility	As per Fire Chief Recommendations
11	G.11 EMERGENCY SHOWER & EYE WASH STATIONS			Combination drench shower and eye wash station	Pages 55 – 59 of Annexure "A"
12	G.12 CHANGE ROOMS			Showers (Male female); Sealing area; chairs/ benches; glazed windows; screen the entrance to afford privacy; facility for drying wet clothes	OHS Act, Facility regulation 4 changing rooms.
13	G. 13 CHEMICAL DRAINAGE			Plumbing for all areas where there is chemical drainage - must be connected to Grey Water Tank System and arrange proper waste removal	Must be in compliance with NEMA and Municipal by-laws.

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ANNEXURE "A"

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	Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
14	Brigadier	1	14	14	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 & 2 of Annexure "A"
	Secretary with waiting area	1	6	6	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 & 2 of Annexure "A"
	MIC	1	6	6	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 & 2 of Annexure "A"
	Main OCT / Security Control Room	1	20	20	As per Generic G1, 2, 3, 4, 5, 6, 7 Additional Requirement Additional split air-conditioning unit required 12000 BTU	Pages 1 & 2 of Annexure "A"
15	BALLISTICS					
	Colonel	1	12	12	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 & 2 of Annexure "A"
	Lt. Colonels	2	10	20	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 & 2 of Annexure "A"
	Captains	5	8	40	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 & 2 of Annexure "A"

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ANNEXURE "A"

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Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Warrant Officers Ballistics Analysts	42	8	336	As per Generic G1, 2, 3, 4, 5, 6, 7 Additional requirements: Individual work space /office must be 4 side single layer Brick walled with one bullet proof glass window on passage side wall with a locking solid wooden door with hydraulic arms. No external windows. Required on ground floor. 1 INCH THICK GLASS 30CMX20CM with aluminium frame	Pages 1 & 2 of Annexure "A"
Case Admin	2	6	12	As per Generic G1, 2, 3, 4, 5, 6, 7 Additional Requirements: Open plan office	Pages 1 & 2 of Annexure "A"
Safe Admin	1	6	6	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 & 2 of Annexure "A"
Administration	11	6	66	As per Generic G1, 2, 3, 4, 5, 6, 7 Additional Requirements: Open plan office Fifteen plug points and Networks point sets required as per standard provision	Pages 1 & 2 of Annexure "A"

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ANNEXURE "A"

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Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Consumables Store	1	10	10	Chemical storage room containing flammable liquids must be constructed of at least 2hrs fire resistant material; extraction fan with exhaust above the roof. In case of spillage the room must be able to contain the amount stored and 10% of it, floors must be non-porous to prevent leakages. Dimensions of Room – 2MX5M	OHS Act; General Safety Regulation 4: (2); (3); (6); (10).
Temporary waste Store	1	10	10	Must have firm impermeable; chemical resistant floors and a roof. (Liquid) storage area must be surrounded by an interception trench with a sump for intercepting and recovering potential spills. Must have a drainage system that is capable of storing the runoff water from the storage facility. (Liquid) waste storage must have a secondary containment system (bund) and be able to contain 10% more than its capacity Extraction ventilation system Dimensions of Room – 2MX5M	7(1)(c) NEMA Waste Act 59 of 2008. Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS
Incoming Walk-in-Safe	1	30	30	As per Generic G1, 2, 3, 4, 5, 6, 7, 8, 10 Extraction ventilation system Dimensions of Room – 6MX5M	Pages 1 – 3 of Annexure "A" Pages 35 – 39 of Annexure "A" Drawing Annexure 5 of Annexure "A" page 60 Drawing Annexure 7 of Annexure "A" page 61 Hazardous Chemical Substances:

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ANNEXURE "A"

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Description	Quantity	Norm in m ²	Total in m ²	Remarks	10(2)(e)(ii) Controls of exposure to HCS	
					Reference document	
Outgoing Walk-in-Safe	1	30	30	As per Generic G1, 2, 3, 4, 5, 6, 7,8,10 Extraction ventilation system Dimensions of Room – 6MX5M	Pages 1 – 3 of Annexure "A" Pages 35 – 39 of Annexure "A" Drawing Annexure 5 of Annexure "A" page 60 Drawing Annexure 7 of Annexure "A" page 61 Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS	
Ammunition Safe	1	20	20	As per Generic G1, 2, 3, 4, 5, 6, 7,8,10 Dimensions of Room – 4MX5M	Pages 1 – 3 of Annexure "A" Pages 40 – 43 of Annexure "A" Drawing Annexure 8 of Annexure "A" page 62 Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS	
Distance Determination Room	1	15	15	As per Generic G1, 2, 3, 4, 5, 6, 7,8,10,11 Power points and masonry work for the installation of (2) Two x furnace hoods connected to extractor fan. hot and cold water taps and basin 3Xwhite plug points in total required. Dimensions of Room – 3MX5M	Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;	

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ANNEXURE "A"

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Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Shooting Tank	1	30	30	As per Generic G1, 2, 3, 6, 7,8,10,13 Additional Requirements: Electrical point for pool pump machine Must have plumbing for shooting tank- cold water taps midway on side wall with hose nozzle fittings with stop valve, large water drain pipe for tank drainage. Due to weight of shooting tank- should be ground floor +- 10 Tons Power points and masonry work for the installation of tank pumps one x fume hood connected to extractor fan. Dimensions of Room – 3X10M	Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;
Shooting Range	1	30	30	As per Generic G1, 2, 3, 6, 7,8,10,11 Requirements: Steel & Concrete reinforced wall 30 cm thick three sides Masonry and electrical work for the installation one x fume hood connected to extractor fan. Dimensions of Room – 3X10M Should be on ground floor.	Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS

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ANNEXURE "A"

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Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
Etching Room	1	25	25	As per Generic G1, 2, 3,5, 6, 7,8,10,11 Requirements: Masonry and electrical work for the installation (3) x fume hoods connected to extractor fan. 4xwhite additional plug sockets required. (Multi sockets) Wash basin. Hot and cold water tap and basin Dimensions of Room -- 5mX5m	Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;
Microscope Room	1	70	70	As per Generic G1, 2, 3,4,5, 6, 7,8 Requirements: 14 x plug points and Networks point sets required as per standard provision No natural light Dimensions of Room -- 7MX10M	Pages 1 – 3 of Annexure "A"
Acquisition Room	1	72	72	As per Generic G1, 2, 3,4,5, 6, 7,8 Additional Requirements: 20 x plug points and Networks point sets required as per	Pages 1 – 3 of Annexure "A"

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ANNEXURE "A"

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standard provision			
Due to large load bearing +- 4500kg: should be situated on ground floor			
Non-static Flooring			
Air-conditioning supply to be 16A – 220V.			
24 hour air-conditioning required – 2 x 30 000btu internal 340 voltage.			
Windows to have black-out blinds – zero natural light.			
Dimensions of subdivided Room – 6MX10M +3M X 4M			
1X IBIS SERVER HALF METER ACCESS POINT AROUND THE SERVER OWN NETWORK INSTALLED BY TMS/FORENSIC TECHNOLOGIES SERVER ROOM FLOORS ANTI-STATIC DUE TO SENSITIVITY.			
Description	Quantity	Norm in m²	Total in m²
16 CHEMISTRY			
Colonel	1	12	12
Lt. Colonels	1	10	10
			Reference document
			Drawing Annexure 9 of Annexure "A" page 63
			Pages 1 – 3 of Annexure "A"
			Pages 1 – 3 of Annexure "A"

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Date

ANNEXURE "A"

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Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Captains	5	8	40	G1, 2, 3, 4, 5, 6, 7, 8 Additional requirements: Individual work space /office	Pages 1 – 3 of Annexure "A"
Warrant Officers Analysts	24	8	192	G1, 2, 3, 4, 5, 6, 7, 8 Dimensions of Room – Open Plan Offices x 2 (12 m x 8 m)	Pages 1 – 3 of Annexure "A"
Administration	9	6	54	G1, 2, 3, 4, 5, 6, 7, 8 Dimensions of Room – Open Plan Offices (9 m x 6 m)	Pages 1 – 3 of Annexure "A"
Administration	2	6	12	G1, 2, 3, 4, 5, 6, 7, 8 Dimensions of Room – Open Plan Offices (3m x 4m)	Pages 1 – 3 of Annexure "A"
Strong Rooms	3	16	48	As per Generic G1, 2, 3, 4, 5, 6, 7, 8, 10 Dimensions of Room – 4m x 4m -In safe 8m x 4m -out safe Extraction Fan System	Pages 1 – 3 of Annexure "A" Pages 35 – 39 of Annexure "A" Drawing Annexure 5 of Annexure "A" page 60 Drawing Annexure 7 of Annexure "A" page 61 Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS; OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)

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ANNEXURE "A"

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Chemical Store-room	4	8	32	As per Generic G1, 2, 3, 4, 6, 7, 8, 10, 11-outside Fire proof door-2 hrs min 2m x 4m (X4) Masonry and electrical work for the installation to extractor fan. Tap and Wash basin Fire Fighting Equipment Chemical storage room containing flammable liquids must be constructed of at least 2hrs fire resistant material; extraction fan with exhaust above the roof. In case of spillage the room must be able to contain the amount stored and 10% of it, floors must be non-porous to prevent leakages.	Pages 1 – 3 of Annexure "A" Page 44 of Annexure "A" Drawing Annexure 21 of Annexure "A" page 67 Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS; OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Lab consumable store	1	12	12	As per Generic G1, 2, 3, 4, 6, 7, 8, 10, 11 Requirements: Masonry and electrical work for the installation to extractor fan. Fire proof door-2 hrs min Fire Fighting Equipment Chemical storage room containing flammable liquids must be constructed of at least 2hrs fire resistant material; extraction fan with exhaust above the roof. In case of spillage the room must be able to contain the amount stored and 10% of it, floors must be	Pages 1 – 3 of Annexure "A" Pages 45 – 49 of Annexure "A" Drawing Annexure 20 of Annexure "A" page 66 Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;

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ANNEXURE "A"

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Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
GC-MS Lab 1	1	25	25	non-porous to prevent leakages. Dimensions of Room – 3m x 4m As per Generic G1, 2, 3, 4,5, 6, 7,8,10,11 Requirements: Pages 50 – 54 Annexure "A" Power Consumption section of the document Separate DB for 4 GCMS's UPS system for all 4 GCMS instruments and blue plugs Masonry and electrical work for the installation to extraction system. 5 x plug points and Networks point sets required as per standard provision 24 hour air-conditioning required – 1 x 30 000btu internal 340 voltage. Gas Cage and gas lines for the Helium gas from the cylinders to the instruments – required 2 stage pressure regulation, gas lines must be insulated to prevent corrosion , gas cage must be stainless steel and lockable with cylinder brackets	Pages 1 – 3 of Annexure "A" Pages 50 – 54 of Annexure "A" Municipal Gas Regulations OHSACT Section 44 Pressure Equipment Regulations 17,22

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ANNEXURE "A"

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Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
GC-MS Lab 2	1	25	25	Tap and Wash basin Dimensions of Room – 5M X 5M As per Generic G1, 2, 3, 4, 5, 6, 7, 8, 10, 11 Requirements: Pages 50 – 54 Annexure "A" Power Consumption section of the document Separate DB for 4 GCMS's UPS system for all 4 GCMS instruments and blue plugs Masonry and electrical work for the installation to extraction system. 5 x plug points and Networks point sets required as per standard provision 24 hour air-conditioning required – 1 x 30 000btu Internal 340 voltage. Gas Cage and gas lines for the Helium gas from the cylinders to the instruments Tap and Wash basin Dimensions of Room – 5M X 5M	Pages 1 – 3 of Annexure "A" Pages 50 – 54 of Annexure "A" Municipal Gas Regulations OHSACT Section 44 Pressure Equipment Regulations 17, 22
FT-IR Lab	1	16	16	As per Generic G1, 2, 3, 4, 5, 6, 7, 8, 10, 11 Additional Requirements: Masonry and electrical work for	Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;

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ANNEXURE "A"

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Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
RAMAN	1	16	16	the installation 1 x fume hood connected to extractor fan. Tap and Wash basin Dimensions of Room – 4M X 4M As per Generic G1, 2, 3, 4,5, 6, 7,8,10,11 Requirements: Masonry and electrical work for the installation 1 x fume hood connected to extractor fan. Tap and Wash basin Dimensions of Room – 4M X 4M Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;	
Destruction Preparation Store	1	16	16	As per Generic G1, 2, 3, 4,5, 6, 7,8,10,11 Requirements: Masonry and electrical work for the installation connected to extractor fan. Dimensions of Room – 4m x 4m Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;	
Admin Typing Rm	1	16	16	As per Generic G1, 2, 3, 4,5, 6, 7 Dimensions of Room – 4M X 4M Pages 1 – 3 of Annexure "A"	

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ANNEXURE "A"

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Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
Sample Preparation Room 1	1	15	15	As per Generic G1, 2, 3, 4,5, 6, 7,8,10,11 Masonry and electrical work for the installation 4 x fume hoods connected to extractor fan. Tap and Wash basin Dimensions of Room – 3M X 5M	Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS
Sample Preparation Room 2	1	15	15	As per Generic G1, 2, 3, 4,5, 6, 7,8,10,11 Masonry and electrical work for the installation 4 x fume hoods connected to extractor fan. Tap and Wash basin Dimensions of Room – 3M x 5M	Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS
Reference Material	1	20	20	As per Generic G1, 2, 3, 4,5, 6, 7,8,10,11 Requirements: Masonry and electrical work for the installation 2 x fume hoods connected to extractor fan. Tap and Wash basin Dimensions of Room – 5M x 4M	Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS

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ANNEXURE "A"

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Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Hard Waste Area Temporary storage	1	16	16	Must have firm impermeable; chemical resistant floors and a roof. (Liquid) storage area must be surrounded by an interception trench with a sump for intercepting and recovering potential spills. Must have a drainage system that is capable of storing the runoff water from the storage facility. (Liquid) waste storage must have a secondary containment system (bund) and be able to contain 10% more than its capacity Extraction ventilation system Dimensions of Room – 4M X 4M	7(1)(c) NEMA Waste Act 59 of 2008. Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS
Bulk Lab	1	30	30	As per Generic G1, 2, 3, 4, 5, 6, 7, 8, 10, 11 Masonry and electrical work for the installation 5 x fume hoods connected to extractor fan. Tap and Wash basin Dimensions of Room – 5M X 6M	Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS
17 BIOLOGY					Drawing Annexure 10 of Annexure "A" page 64
Colonel	1	12	12	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 – 2 of Annexure "A"
Lt. Colonels	1	10	10	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 – 2 of Annexure "A"

Signed by Bidder

Date

ANNEXURE "A"

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Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Captains	3	8	24	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 – 2 of Annexure "A"
Evidence Recovery Laboratory (ER)	1	208	208	Dimensions of Room – (13M X 6M) = 208sqm As per Generic G1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 Double door glass and aluminium needed to receive oversized evidence and equipment. <u>Tap and basin:</u> 1 x tap and basin located on entrance side of the laboratory. Epoxy resin counter tops. <u>Workstations (20) and Examination bench (2)</u> Each workstation to have three (white), one (red) and one (blue) plug points Each workstation to have one network point One pole from ceiling per clustered of four unit in the centre to hold trunking of cables Light above each work station and examination bench <u>Dark Rooms:</u> 2 X dark rooms each with dimensions of 2.5m X 2.5m Foot pedal light switch to control lighting.	Pages 1 – 3 of Annexure "A" Pages 55 – 59 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS

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Date

ANNEXURE "A"

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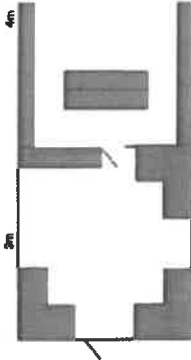
Evidence Recovery Laboratory (ER) continued				5 X plug points per dark room Closed doors with no space allowing light in. No windows <u>Drying Rooms:</u> 1 X drying rooms each with a dimension of 5mX 2.5m door that closes 10 (white) , 2 (blue) plug points No windows <u>Overnight Storage:</u> 1 X overnight storage rooms with a dimension of 3mX2.5m Door that closes 1 network point per room 3 (white), 1 (blue) plug points per room Access control door 4 X eye wash station – one next to basin, one next to emergency shower and two at rear of the ER Laboratory.					
Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document				
Reagent Prep Laboratory	1	20	20	As per Generic G1, 2, 3, 4,5, 6, 7,8,9,10,11 Dimensions of Room – (4M X 5M) Floor space for refrigerator Double basin and tap fitted onto a Corian countertop with counter space next to the sink to store Millipore system. Special plumbing for Millipore-separate water inlet and outlet. 8 (white), 2 (blue) and 2 (red)	Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS				

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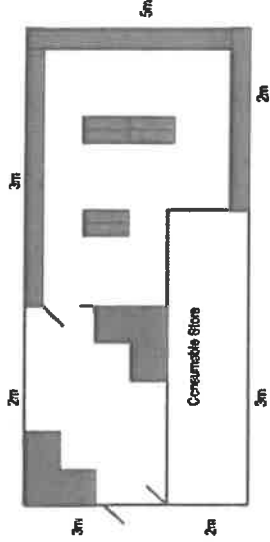
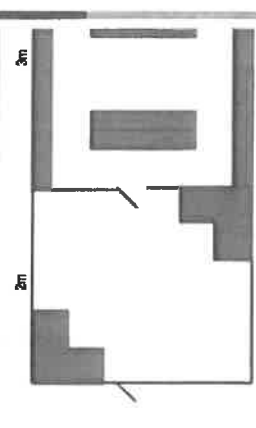
Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Locker and change Room	1	20	20	As per Generic G1, 2, 3, 4, 5, 6, 7, 12 Dimensions of Room – (4M X 5M) Tap and basin on counter top 0.6m X 4m	Pages 1 – 3 of Annexure "A"
Exhibit Safe	1	28	28	As per Generic G1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Dimensions of Room – 4M X 7M Network points: 4 - Plug points: 8 (white), 3 (blue), 3 (red) - Office (3 x 4m) with inter-leading access-controlled walk-in safe (4x4m) fitted with extraction system	 Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS

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Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Exhibit Dispatch	1	25	25	As per Generic G1, 2, 3, 4,5, 6, 7,8,9,10 Dimensions of Room – 5M X 5M Network points: 2 - Plug points: 6(white),2(blue), 2 (red) - Office (2.5 x 5m) with inter-leading access-controlled walk-in safe (2.5 x 5m) fitted with extraction system	Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS 
Case Intervention	1	20	20	As per Generic G1, 2, 3, 4,5, 6, 7,8,9,10 Dimensions of Room – 5,M X 4M Network points: 2 - Plug points: 6 (white), 2 (blue), 2 (red) - Office (3 x 4m) with inter-leading access-controlled walk-in safe (2 x 4m) fitted with extraction system	Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS 

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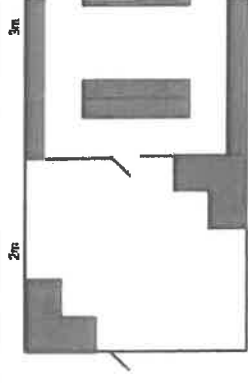
Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
DNA Status Laboratory	1	35	35	As per Generic G1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Dimensions of Room – 5M X 7M	Pages 1 – 3 of Annexure "A"
DNA Reporting Laboratory	1	70	70	As per Generic G1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Dimensions of Room – 10M X 7M One pole from ceiling per clustered of four unit in the centre to hold trunking of cables Light above each work station and examination bench	Pages 1 – 3 of Annexure "A"
DNA Review Laboratory	1	40	40	As per Generic G1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Dimensions of Room – 8M X 5M One pole from ceiling per clustered of two unit in the centre to hold trunking of cables Light above each work station and examination bench	Pages 1 – 3 of Annexure "A"

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Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
DNA Administration:	1	20	20	As per Generic G1, 2, 3, 4,5, 6, 7,8,9,10 Dimensions of Room – 5M X 4M Office (3 x 4m) with inter-leading access-controlled walk-in safe (4x4m) fitted with extraction system - Walk-in safe extraction system	 Pages 1 – 3 of Annexure "A" Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS
ER Review	4	6	24	As per Generic G1, 2, 3, 4,5, 6, 7,8,9,10 Dimensions of Room – 6M X 4M	Pages 1 – 3 of Annexure "A"
Biological Waste Temporary Storage	1	20	20	As per Generic G1, 2, 3, 4,5, 6, 7,8,9,10 Dimensions of Room – 4M X 5M Must have firm impermeable; chemical resistant floors and a roof. (Liquid) storage area must be surrounded by an interception trench with a sump for intercepting and recovering potential spills. Must have a drainage system that is capable of storing the runoff water from the storage facility. (Liquid) waste storage must have a	Pages 1 – 3 of Annexure "A" 7(1)(c) NEMA Waste Act 59 of 2008. Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS

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ANNEXURE "A"

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	Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
	ER Consumables	1	16	16	As per Generic G1, 2, 3, 4, 5, 6, 7, 8, 9, 10 Chemical storage room containing flammable liquids must be constructed of at least 2hrs fire resistant material; extraction fan with exhaust above the roof. In case of spillage the room must be able to contain the amount stored and 10% of it, floors must be non-porous to prevent leakages. Dimensions of Room – 4M X 4M	Pages 1 – 3 of Annexure "A" OHS Act; General Safety Regulation 4: (2); (3); (6); (10).
18	QUESTIONED DOCUMENTS					
	Colonel	1	12	12	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 – 2 of Annexure "A"
	Lt Colonels	1	10	10	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 – 2 of Annexure "A"
	QD Analysts	10	8	80	As per Generic G1, 2, 3, 4, 5, 6, 7 NOT OPEN PLAN 10 X Individual work space /office.	Pages 1 – 2 of Annexure "A"

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Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Case registration	1	8	8	As per Generic G1, 2, 3, 4, 5, 6, 7 Dimensions of Room – 2M X 4M	Pages 1 – 2 of Annexure "A"
Exhibit Management	1	8	8	As per Generic G1, 2, 3, 4, 5, 6, 7 LINKED TO WALKIN SAFE Dimensions of Room – 2M X 4M	Pages 1 – 2 of Annexure "A"
Walk-in Safe (strong Room)	1	8	8	As per Generic G1, 2, 3, 4, 6, 7 Extraction System Dimensions of Room – 2M X 4M	Pages 1 – 2 of Annexure "A" Pages 35 - 39 of Annexure "A" Drawing Annexure 5 of Annexure "A" page 60 Drawing Annexure 7 of Annexure "A" page 61 Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;
Examination Room	1	12	12	As per Generic G1, 2, 3, 4, 5, 6, 7 Dimensions of Room – 3M X 4M	Pages 1 – 2 of Annexure "A"
Digital / Microscope room	1	12	12	As per Generic G1, 2, 3, 4, 5, 6, 7 Dimensions of Room – 3M X 4M	Pages 1 – 2 of Annexure "A"

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ANNEXURE "A"

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19	POLYGRAPH					
	Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
	Storage room	1	8	8	As per Generic G1, 2, 3, 4, 5, 6, 7 Dimensions of Room – 2M X 4M	Pages 1 – 2 of Annexure "A" Pages 35 – 39 of Annexure "A" Drawing Annexure 5 of Annexure "A" page 60 Drawing Annexure 7 of Annexure "A" page 61 Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS
	Offices (Polygraph analysts)	2	8	16	As per Generic G1, 2, 3, 4, 5, 6, 7 3 X Individual work space /office.	Pages 1 – 2 of Annexure "A"
	Polygraph Examination Suite	1	12	12	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard Safety glass 1cm thickness with one way viewing mirror tinted glass Sound proof walls (in an area with very low traffic) Dimensions of Room – 3M X 4M	Pages 1 – 2 of Annexure "A"
	Polygraph Waiting Room	1	8	8	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 – 2 of Annexure "A"

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	Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
20	SUPPORT SERVICES					
	Lt Colonels	1	10	10	G1, 2, 3, 4, 5, 6, 7	Pages 1 – 2 of Annexure "A"
	Officers	5	8	40	G1, 2, 3, 4, 5, 6, 7	Pages 1 – 2 of Annexure "A"
	HRM-Admin	4	8	32	G1, 2, 3, 4, 5, 6, 7 Dimensions of Room – 2 X OFFICES (4m x 4m)	Pages 1 – 2 of Annexure "A"
	SCM-Admin Fleet-2 Facility-2 MGP-2 Demand-4	10	8	80	G1, 2, 3, 4, 5, 6, 7 Dimensions of Room – 2 X Offices (4m x 4m) Fleet & Facility 1 x Office (4m x 4m + Store rm 4m x 2m) MGP 1 x Office (4m x 6m) Demand	Pages 1 – 2 of Annexure "A"
	Finance-Admin Fin & Admin-2 Bookkeeping-2	4	8	32	G1, 2, 3, 4, 5, 6, 7 Dimensions of Room – 2 x Offices (4m x 4m)	Pages 1 – 2 of Annexure "A"
	Finance Standing Advance	1	30	30	G1, 2, 3, 4, 5, 6, 7, 8, 10 Dimensions of Room – 1 x Office (6m x 5m) subdivided into 3 areas (3m x 5m)(3m x 3m)(3m x 2m) as per layout-2 x entrance points Security measures : 2 x Service Counter solid separated by 1 cm	Pages 1 – 2 of Annexure "A"

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ANNEXURE "A"

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Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
CCTV Sever Rm	1	12	12	thickness safety glass and aluminium- Security gates at both external doors and windows with push button and biometric access.	Pages 1 – 2 of Annexure "A"
Telkom Operator	1	8	8	G1, 2, 3, 4, 5, 6, 7 Dimensions of Room – 3M X 4M 4,5m high ceiling to allow for floating flooring 2x12 000 btu air conditioners	Pages 1 – 2 of Annexure "A"
Security and Cleaners Changes Rms	2	10	20	G1, 2, 3, 4, 5, 6, 7, 12 1 x Male 1 x Female	Pages 1 – 3 of Annexure "A"
TMS Equipment Store	1	15	15	G1, 2, 3, 4, 5, 6, 7, Dimensions of Room – 5M X 3M	Pages 1 – 2 of Annexure "A"
Boarded Items Store	1	15	15	Dimensions of Room – 5M X 3M	
Tyre Store	1	15	15	Dimensions of Room – 5M X 3M	
Bulk Store	1	20	20	Dimensions of Room – 4M X 5M	

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ANNEXURE "A"

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Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
Stationary & Toner Store	1	20	20	Fire protection system Dimensions of Room – 5M X 4M	OHS Act; General Safety Regulation 4; (11
Cleaning Agents Store	1	20	20	Fire protection system Dimensions of Room – 5M X 4M	OHS Act; General Safety Regulation 4; (11
Archiving Documents	1	160	160	As per Generic G1, 2, 3, 4, 5, 6, 7,8,10 Dimensions of Room – 16M X 10M Floor load bearing –should be ideally on ground floor. Security measures: Service Counter solid separated by thick safety glass and aluminium, Security gates at both external doors and windows with push button and biometric access. Fire protection system	Pages 1 – 3 of Annexure "A" OHS Act; General Safety Regulation 4; (11
Walk-in Safe	1	6	6	G1, 2, 3, 4, 5, 6, 7,8,10	Pages 1 – 3 of Annexure "A" Pages 35 – 39 of Annexure 'A' Drawing Annexure 5 of Annexure "A" page 60 Drawing Annexure 7 of Annexure "A" page 61 Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS

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ANNEXURE "A"

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	Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
21	QUALITY MANAGEMENT					
	Colonel	1	12	12	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 – 2 of Annexure "A"
	Lt. Colonels	1	10	10	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 – 2 of Annexure "A"
	Captains	3	8	24	As per Generic G1, 2, 3, 4, 5, 6, 7	Pages 1 – 2 of Annexure "A"
	Warrant Officers	16	8	128	As per Generic G1, 2, 3, 4, 5, 6, 7 Dimensions of Room – 4 X Individual work space Ballistics 1 x 6M X 6M Chemistry 1 x 6M X 6M Biology 1 x 6M X 6M QDS 1 x 5M X 4M	Pages 1 – 2 of Annexure "A"
22	GENERAL					
	Training Rooms	2	21	42	As per Generic G1, 2, 3, 4, 5, 6, 7 With inter-leading concertina doors separating both rooms Dimensions of Room – 2 x 3.5M X 6M	Pages 1 – 2 of Annexure "A"

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Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Kitchen	1	6	6	One kitchen per floor / number of members or building layout	
Meeting Room	1	30	30	As per Generic G1, 2, 3, 4, 5, 6, 7, 8,	Pages 1 – 3 of Annexure "A"
PPE Store-room	2	20	40	Fire protection system Dimensions of Room – 5M X 4M X 2	OHS Act; General Safety Regulation 4: (11
Duplicating Rm Photocopier	2	6	12	As per Generic G1, 2, 3, 4, 5, 6, 7, 8, 10	Pages 1 – 3 of Annexure "A"
Computer Server Room	1	8	8	1 per floor. As per Generic G1, 2, 3, 4, 5, 6, 7, 8, 10	Pages 1 – 3 of Annexure "A"
Central Case Management (Reception, Registration & Intervention)	1	132	132	As per Generic G1, 2, 3, 4, 5, 6, 7 Dimensions of Room – 11M X 12M Additional plug & network points G2 X 18 As per Central Case Reception Layout – Drawing 11 of Annexure "A"	Pages 1 – 2 of Annexure "A" Drawing Annexure 11 of Annexure "A" page 65

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Date

ANNEXURE "A"

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Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
Central Exhibit Dispatch	2	9	18	As per Generic G1, 2, 3, 4, 5, 6, 7 Dimensions of Room – 3M X 3M	Pages 1 – 2 of Annexure "A"
Consultation Rm	1	9	9	As per Generic G1, 2, 3, 4, 5, 6, 7 Dimensions of Room – 3M X 3M	Pages 1 – 2 of Annexure "A"
Hazardous Waste External	1	20	20	Dimensions of Room – 5M X 4M Must have firm impermeable; chemical resistant floors and a roof. (Liquid) storage area must be surrounded by an interception trench with a sump for intercepting and recovering potential spills. Must have a drainage system that is capable of storing the runoff water from the storage facility. (Liquid) waste storage must have a secondary containment system (bund) and be able to contain 10% more than its capacity. Be well ventilation. Access controlled to prevent unauthorised entry	7(1)(c) NEMA Waste Act 59 of 2008. Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;
Lounge / Dining Room	1	40	40	As per Generic G1, 2, 3, 4, 5, 6, 7, 8 Dimensions of Room – 8M X 6M Double basin and taps, hydro boil plug points for appliances,	Pages 1 – 3 of Annexure "A"

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Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
First Aid Room	1	8	8	As per Generic G1, 2, 3, 4, 5, 6, 7, 8 Basin and tap	Pages 1 – 3 of Annexure "A"
Emergency Generator Room	1	12	12	To be provide to run the facility due to present load shedding problem UPS Systems to be implemented-Blue plugs	

IMPORTANT NOTE

- Not in a flood zone area
- Secure solid brick wall perimeter fencing around entire facility-2.5m high & security lighting
- Access controlled vehicle and pedestrian gates (trucks must be able to enter and leave without difficulty
- Security requirements that will comply to the functions of all Units.
- Access control buzzer is required at the entrance. Turnstiles, metal detectors, scanners
- All types of furniture, even if fixed; will be the responsibility of the Client.
- All offices must be able to house a safe of +-300kg per sqm

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ANNEXURE “A”

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- h. Entire facility to be installed with CCTV Security systems, all labs, safes, exterior, entrance points, case reception, general areas**

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**1.1.6 SAPS 13 walk-in fire arm exhibit safe and station walk-in fire-arm safe
(New construction)
See Annexure 5**

GENERAL

Room size as indicated on an approved needs assessment document.

CONSTRUCTION

Foundations to be a minimum 600 x 230 mm concrete strip foundations (3:3:1 mix ratio @ 30 MPa) with the top surface of the foundation 340 mm minimum below the natural ground level, for stable soil conditions. Where suspect soil conditions exist, a qualified and registered *structural engineer* must be appointed to design a suitable foundation.

Walls and plinth walls to be 200 mm thick reinforced in-situ casted concrete as specified by a professional registered *structural engineer*. Walls to be finished on both sides with a 20 mm thick cement plaster finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in light colour (Beige etc.) on a suitable universal primer paint. SABS approved damp proof sheeting to be installed in walls at level of concrete surface bed.

Alternatively, walls may be constructed as follows:

A 330 mm thick cavity wall constructed of a burnt clay brick, laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every fifth consecutive brick layer. All joints between bricks to be properly filled with mortar. All corners to be properly tied-in with overlapping brick work. The central cavity between brick skins to be in-situ casted concrete (3:3:1 mix ratio @ 30 MPa) with (Product code 888) 200 x 200 x 12 mm diameter mild steel mesh reinforcing vertically installed inside the concrete core. Walls to be finished on both sides with a 20 mm thick cement plaster finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in light colour (Beige etc.) on a suitable universal primer paint.

Ceiling to be 170 mm minimum thick reinforced concrete slab as specified by registered *structural engineer*, finished on the underside with 20 mm thick cement plaster, finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in colour: White on a suitable universal primer paint. Floor to ceiling height to be minimum 2550 mm (30 brick layers).

Roof construction and covering as per *architect's* specifications.

Floor to be 25 mm steel trowel floated cement screed on top of 75 mm thick in-situ casted concrete surface bed (3:2:1 mix ratio @ 30 MPa) with (Product code 193) 200 x 200 x 5.6 mm diameter mild steel mesh reinforcing, on top of hard core filling material compacted in layers not exceeding 150 mm. Cement screed to be finished with clear penetrating concrete sealant in accordance with manufacturer's specifications. SABS approved damp proof sheeting to be installed under the concrete surface bed on top of the hard core layer compaction.

Strong room door to be a SABS approved single heavy duty category 2 safe door, installed in accordance with the manufacturer's specifications and preferably by an accredited installer recommended by the manufacturer.

Telescopic safe ventilators are to be installed inside the walls of the large item store in accordance with the manufacturer's specifications. The strong room door manufacturer will normally also supply the *telescopic safe ventilators*. No windows in walls.

A retractable **security gate** manufactured from mild steel is to be installed on the inside of the strong room door opening. The security gate must have a properly fitted floor slider guide as well as side and top frame – top frame to have top slider guide. Security gate to be finished with baked enamel paint in colour: Grey.

A **service counter** will be provided inside the fire arm safe for dispatch / receive and record keeping purposes. Provide a mild steel security trellis on top of the counter with a 100 mm opening between counter top and the underside of trellis security panel.

Shelving for hand guns to be a standalone pigeonhole type, durable mild steel racking system finished with baked enamel powder coated epoxy. The racks must be at least 300 mm deep.

A **wall mounted bullet trap** suitable for hand held firearms and rifles with a **SABS** minimum product quality standard to be mounted against the wall in front of the counter, as indicated on Annexure 5.

Rifle rack for hand rifles and shot guns as per detail drawings. Annexure 6.

MECHANICAL

A **SABS** approved **De-humidifier** shall be installed inside the fire arm safe in strict accordance with the manufacturer's specifications. The climatic zone in which the police station is located, must be considered when specifying the unit size. It is preferred that a registered *mechanical engineer* specify the equipment and oversee the installation.

Dehumidifiers

The most common way to dehumidify an environment is to cool the air being treated to a temperature well below the dew point and, thus, remove moisture from the air as water droplets. The treated air is then heated to the required temperature and the resultant relative humidity is a product of the amount of moisture removed by cooling and the final temperature of the air being treated.

This approach though practical, simple and common, has a number of significant problems. Firstly, the energy cost in cooling and then reheating air is quite substantial and should be considered as a factor in the long term running of any environment. Secondly, the amount of moisture removed from the air is proportional to the temperature differential and a system will often have to be oversized in order to be suitable for a wide range of environmental conditions experienced in many places. This is a particular problem in cool environments. And finally, it is very difficult to get accurate control using these sorts of systems, which may lead to cycling such that the system constantly seeks to adjust the conditions and this leads to regular increases and decreases in temperature and humidity, which is in itself detrimental to the storage of collection material.

Desiccant dehumidification is the removal of moisture from the air within a storage area by using a substance (desiccant) that is able to absorb moisture. The desiccant is subsequently heated, outside the controlled area to remove the absorbed moisture after which it can be reused. Such systems can achieve the low levels of dehumidification required for archival storage in most environments and are more energy efficient than the common cooling and heating approach described above. It is therefore recommended that the desiccant dehumidifier be considered other than the refrigerant.

ELECTRICAL

Lighting

A nominal lighting level of 350 *lux* must be achieved.

Luminaries are of 600 x 600 *mm LED* format with a cool white colour rendering and must have *SABS* approval. Luminaries must be of recessed type as used in office areas but be installed with proprietary surface mount steel frame finished in white powder coating. Conduit and draw boxes (63 *mm* diameter) will be cast into roof slab with luminary draw boxes directly behind the designated positions of luminaries. A centrally located 20 *mm* conduit entry will be provided for cable access to a surface mounted dual type (Infrared – Ultra Sonic) occupancy sensor. If the lighting design requires a centrally located luminary, the occupancy sensor will be positioned off-centre. All other conduit for electrical installations will be of 25 *mm* diameter.

An external red/green (default) *LED* indicator light, mounted directly above the passage door (category-2 door) at a height of 2300 *mm* above finished floor level (*AFFL*) and must also be activated by the internal occupancy sensor. No external or internal light switches will be provided.

Switched socket outlets

A single 100 x 100 *mm* recessed normal power switched socket outlet with white steel face plate at 300 *mm AFFL* are provided for the dehumidifier.

Electronic fire detection

A centrally located surface mounted smoke detector will be provided. This smoke detector will be associated with the fire detection control panel located in the behind counter area of the *CSC*.

Closed circuit television

The architecture of all *CCTV* systems must be *IP* based. Static cameras must be of *PoE* type.

One surface mounted static camera must be provided on the inside of the room at an appropriate location to monitor the entrance. The position must be selected in a manner whereby shelving and storage items do not impede the line of sight to the entrance. A 20 *mm* diameter conduit will be installed from the designated camera position to the ceiling void in adjacent proximity of the *CCTV*, access control, data & telephone welded wire mesh cable tray.

It is recommended that all data *CAT-5/CAT-6* be of blue or grey insulation and bundled together on one half of the cable tray and that all *CCTV* and access control *CAT-5/CAT-6* cables be of purple insulation and bundled together on the opposite half of the cable tray.

Electronic access control

The architecture of all access control systems must be *IP* based. The door controllers will be installed in the ceiling void above the ceiling slab. A single 100 x 50 *mm* emergency power single pole Isolator with red steel faceplate and appropriately shaved earth will be provided in a weather proof slide lid type synthetic enclosure in the ceiling void in the approximate position of the door controller. It is recommended that the door controllers can also function in an off-line mode.

The category-2 door will be furnished with the following electronic access control devices:

- Magnetic lock with integrated door monitor and associated striker plate.
- Biometric reader.

The magnetic lock will be installed at approximately 2000 *mm* *AFFL* on the side wall of the entrance and in a vertical orientation. A 100 x 50 *mm* recessed draw box with steel faceplate will be installed in a vertical position in the side wall of the entrance and next to the magnetic lock mounting position. A 20 *mm* diameter conduit will be installed from the draw box to the ceiling void near of the door controller.

A surface mounted biometric reader will be installed at 1200 *mm* *AFFL* on the opening side of the category-2 door, no closer than 300 *mm* from the door frame. A recessed 63 *mm* diameter draw box will be installed in a position directly behind the designated position of the biometric reader. A 20 *mm* diameter conduit will be installed from the draw box, internal to the wall and ceiling slab and will enter the ceiling void in a symmetrically clustered formation with the other access control conduit routes associated with the same room.

**1.1.7 SAPS 13 walk-in fire arm exhibit safe and station walk-in fire-arm safe
(Existing facilities)
See Annexure 7**

GENERAL

Room size as existing.

CONSTRUCTION

Foundations as existing.

Walls as existing.

Existing walls to be a minimum of 220 mm thick brick work construction finished with a 20 mm thick cement plaster finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in light colour (Beige etc.) on a suitable universal primer paint.

Existing window openings to be bricked up and finished to match existing walls. In case of a *heritage building*, the required permission must be obtained from the provincial heritage counsel for the required changes.

Ceiling to be 170 mm minimum thick reinforced concrete slab as specified by registered structural engineer, finished on the underside with 20 mm thick cement plaster, finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in light colour: White on a suitable concrete primer paint. Floor to ceiling height to be minimum 2550 mm (30 brick layers).

Should a concrete ceiling be absent, a purpose made, 2 mm thick mild steel sheet metal ceiling must be installed with proper support, in replacement of the existing ceiling. The structure of the ceiling is to be designed by a registered building professional, either being an *architect* or a *structural engineer*. Mild steel ceiling to be finished with two coats enamel paint in colour: White on one coat lead free metal primer paint.

Roof construction and covering as existing.

Floor to be 25 mm steel trowel floated cement screed on top of 75 mm thick in-situ casted concrete surface bed (3:3:1 mix ratio @ 30 MPa) with (Product code 193) 200 x 200 x 5.6 mm diameter mild steel mesh reinforcing, on top of hard core filling material compacted in layers not exceeding 150 mm. Cement screed to be finished with clear penetrating concrete sealant in accordance with manufacturer's specifications. SABS approved damp proof sheeting to be installed under the concrete surface bed on top of the hard core layer compaction.

Strong room door to be a SABS approved single heavy duty category 2 safe door, installed in accordance with the manufacturer's specifications and preferably by an accredited installer recommended by the manufacturer.

Telescopic safe ventilators are to be installed inside the walls of the large item store in accordance with the manufacturer's specifications. The strong room door manufacturer will normally also supply the *telescopic safe ventilators*. No windows in walls.

1.1.8 SAPS 13 walk-in ammunition exhibit safe and station walk-in ammunition safe (New construction)
See Annexure 8

GENERAL

Room size as indicated on an approved needs assessment document.

CONSTRUCTION

Foundations to be a minimum 600 x 230 *mm* concrete strip foundations (3:3:1 mix ratio @ 30 *MPa*) with the top surface of the foundation 340 *mm* minimum below the natural ground level, for stable soil conditions. Where suspect soil conditions exist, a qualified and registered *structural engineer* must be appointed to design a suitable foundation.

Walls and plinth walls to be 200 *mm* thick reinforced in-situ casted concrete as specified by a professional registered *structural engineer*. Walls to be finished on both sides with a 20 *mm* thick cement plaster finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in light colour (Beige etc.) on a suitable universal primer paint. SABS approved damp proof sheeting to be installed in walls at level of concrete surface bed.

Alternatively, walls may be constructed as follows:

A 330 *mm* thick cavity wall constructed of a burnt clay brick, laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every fifth consecutive brick layer. All joints between bricks to be properly filled with mortar. All corners to be properly tied-in with overlapping brick work. The central cavity between brick skins to be in-situ casted concrete (3:3:1 mix ratio @ 30 *MPa*) with (Product code 193) 200 x 200 x 5.6 *mm* diameter mild steel mesh reinforcing vertically installed inside the concrete core. Walls to be finished on both sides with a 20 *mm* thick cement plaster finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in light colour (Beige etc.) on a suitable universal primer paint.

Ceiling to be 170 *mm* minimum thick reinforced concrete slab as specified by registered structural engineer, finished on the underside with 20 *mm* thick cement plaster, finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in light colour: White on a suitable universal primer paint. Floor to ceiling height to be minimum 2550 *mm* (30 brick layers).

Roof construction and covering as per *architect's* specifications.

Floor to be 25 *mm* steel trowel floated cement screed on top of 75 *mm* thick in-situ casted concrete surface bed (3:3:1 mix ratio @ 30 *MPa*) with (Product code 193) 200 x 200 x 5.6 *mm* diameter mild steel mesh reinforcing, on top of hard core filling material compacted in layers not exceeding 150 *mm*. Cement screed to be finished with clear penetrating concrete sealant in accordance with manufacturer's specifications. SABS approved damp proof sheeting to be installed under the concrete surface bed on top of the hard core layer compaction.

Strong Room Door to be a SABS approved single heavy duty category 2 safe door, installed in accordance with the manufacturer's specifications and preferably by an accredited installer recommended by the manufacturer.

Telescopic safe ventilators are to be installed inside the walls of the large item store in accordance with the manufacturer's specifications. The strong room door manufacturer will normally also supply the *telescopic safe ventilators*. No windows in walls.

A retractable **security gate** manufactured from mild steel is to be installed on the inside of the strong room door opening. The security gate must have a properly fitted floor slider guide as well as side and top frame – top frame to have top slider guide. Security gate to be finished with baked enamel paint in colour: Grey.

A **service counter** will be provided inside the fire arm safe for dispatch / receive and record keeping purposes. Provide a mild steel security trellis on top of the counter with a 100 mm opening between counter top and the underside of trellis security panel.

Shelving for ammunition to be a standalone multipurpose, heavy-duty mild steel racking system finished with baked enamel powder coated epoxy and have 38 mm thick Pine shelving slats. The racks must be at least 600 mm deep and have a payload of 2200 kg.

MECHANICAL

A **SABS approved De-humidifier** shall be installed inside the fire arm safe in strict accordance with the manufacturer's specifications. The climatic zone in which the police station is located, must be considered when specifying the unit size. It is preferred that a registered *mechanical engineer* specify the equipment and oversee the installation.

Dehumidifiers

The most common way to dehumidify an environment is to cool the air being treated to a temperature well below the dew point and, thus, remove moisture from the air as water droplets. The treated air is then heated to the required temperature and the resultant relative humidity is a product of the amount of moisture removed by cooling and the final temperature of the air being treated.

This approach though practical, simple and common, has a number of significant problems. Firstly, the energy cost in cooling and then reheating air is quite substantial and should be considered as a factor in the long term running of any environment. Secondly, the amount of moisture removed from the air is proportional to the temperature differential and a system will often have to be oversized in order to be suitable for a wide range of environmental conditions experienced in many places. This is a particular problem in cool environments. And finally, it is very difficult to get accurate control using these sorts of systems, which may lead to cycling such that the system constantly seeks to adjust the conditions and this leads to regular increases and decreases in temperature and humidity, which is in itself detrimental to the storage of collection material.

Desiccant dehumidification is the removal of moisture from the air within a storage area by using a substance (desiccant) that is able to absorb moisture. The desiccant is subsequently heated, outside the controlled area to remove the absorbed moisture after which it can be reused. Such systems can achieve the low levels of dehumidification required for archival storage in most environments and

are more energy efficient than the common cooling and heating approach described above. It is therefore recommended that the desiccant dehumidifier be considered other than the refrigerant.

ELECTRICAL

Lighting

A nominal lighting level of 350 *lux* must be achieved.

Luminaries are of 600 x 600 *mm LED* format with a cool white colour rendering and must have *SABS* approval. Luminaries must be of recessed type as used in office areas but be installed with proprietary surface mount steel frame finished in white powder coating. Conduit and draw boxes (63 *mm* diameter) will be cast into roof slab with luminary draw boxes directly behind the designated positions of luminaries. A centrally located 20 *mm* conduit entry will be provided for cable access to a surface mounted dual type (Infrared – Ultra Sonic) occupancy sensor. If the lighting design requires a centrally located luminary, the occupancy sensor will be positioned off-centre. All other conduit for electrical installations will be of 25 *mm* diameter.

An external red/green (default) *LED* indicator light, mounted directly above the passage door (category-2 door) at a height of 2300 *mm* above finished floor level (*AFFL*) and must also be activated by the internal occupancy sensor. No external or internal light switches will be provided.

Switched socket outlets

A single 100 x 100 *mm* recessed normal power switched socket outlet with white steel face plate at 300 *mm AFFL* are provided for the dehumidifier.

Electronic fire detection

A centrally located surface mounted smoke detector will be provided. This smoke detector will be associated with the fire detection control panel located in the behind counter area of the *CSC*.

Closed circuit television

The architecture of all *CCTV* systems must be *IP* based. Static cameras must be of *PoE* type.

One surface mounted static camera must be provided on the inside of the room at an appropriate location to monitor the entrance. The position must be selected in a manner whereby shelving and storage items do not impede the line of sight to the entrance. A 20 *mm* diameter conduit will be installed from the designated camera position to the ceiling void in adjacent proximity of the *CCTV*, access control, data & telephone welded wire mesh cable tray.

It is recommended that all data *CAT-5/CAT-6* be of blue or grey insulation and bundled together on one half of the cable tray and that all *CCTV* and access control *CAT-5/CAT-6* cables be of purple insulation and bundled together on the opposite half of the cable tray.

Electronic access control

The architecture of all access control systems must be *IP* based. The door controllers will be installed in the ceiling void above the ceiling slab. A single 100 x 50 *mm* emergency power single pole isolator with red steel faceplate and appropriately shaved earth will be provided in a weather proof slide lid type synthetic

enclosure in the ceiling void in the approximate position of the door controller. It is recommended that the door controllers can also function in an off-line mode.

The category-2 door will be furnished with the following electronic access control devices:

- Magnetic lock with integrated door monitor and associated striker plate.
- Biometric reader.

The magnetic lock will be installed at approximately 2000 mm *AFFL* on the side wall of the entrance and in a vertical orientation. A 100 x 50 mm recessed draw box with steel faceplate will be installed in a vertical position in the side wall of the entrance and next to the magnetic lock mounting position. A 20 mm diameter conduit will be installed from the draw box to the ceiling void near of the door controller.

A surface mounted biometric reader will be installed at 1200 mm *AFFL* on the opening side of the category-2 door, no closer than 300 mm from the door frame. A recessed 63 mm diameter draw box will be installed in a position directly behind the designated position of the biometric reader. A 20 mm diameter conduit will be installed from the draw box, internal to the wall and ceiling slab and will enter the ceiling void in a symmetrically clustered formation with the other access control conduit routes associated with the same room.

1.1.18 Flammable liquid exhibit store

See Annexure 21

GENERAL

Room size as indicated on an approved needs assessment document.

A flammable liquid store is to be a loose standing building as specified by a registered *architect* in conjunction with a registered *fire engineer* in order to perform a rational fire design for the structure if required.

CONSTRUCTION

Foundations to be a minimum 600 x 230 mm concrete strip foundations (3:3:1 mix ratio @ 30 MPa) with the top surface of the foundation 340 mm minimum below the natural ground level, for stable soil conditions. Where suspect soil conditions exist, a qualified and registered *structural engineer* must be appointed to design a suitable foundation.

Pilinth walls to be constructed of a burnt clay brick, laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every consecutive brick layer from foundation up to floor screed height. SABS approved damp proof sheeting to be installed in walls at level of concrete surface bed.

Walls to be constructed of a burnt clay brick, laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every fifth consecutive brick layer. All joints between bricks to be properly filled with mortar. All corners to be properly tied-in with overlapping brick work. Walls to be finished on both sides with a 20 mm thick cement plaster finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in light colour (Belge etc.) on a suitable universal primer paint.

Ceiling to be 170 mm minimum thick reinforced concrete slab as specified by registered *structural engineer*, finished on the underside with 20 mm thick cement plaster, finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in colour: White on a suitable universal primer paint. Floor to ceiling height to be minimum 2550 mm (30 brick layers).

Roof construction and covering as per *architect's* specifications.

Floor to be 25 mm steel trowel floated cement screed on top of 75 mm thick in-situ casted concrete surface bed (3:3:1 mix ratio @ 30 MPa) with (Product code 193) 200 x 200 x 5.6 mm diameter mild steel mesh reinforcing, on top of hard core filling material compacted in layers not exceeding 150 mm. Cement screed to be finished with clear penetrating concrete sealant in accordance with manufacturer's specifications. Finished floor slab to be 170 mm below the entrance door threshold in order to provide a liquid catchment area. Finished floor screed to be finished with suitable chemical resistant and liquid proofing sealant. SABS approved damp proof sheeting to be installed under the concrete surface bed on top of the hard core layer compaction.

Strong room door to be a SABS approved single heavy duty category 2 safe door, installed in accordance with the manufacturer's specifications and preferably by an accredited installer recommended by the manufacturer. The bottom of the door to

1.1.16 SAPS 13 alcohol exhibit store (New construction)

See Annexure 19

GENERAL

Room size as indicated on an approved needs assessment document.

CONSTRUCTION

Foundations to be a minimum 600 x 230 *mm* concrete strip foundations (3:3:1 mix ratio @ 30 *MPa*) with the top surface of the foundation 340 *mm* minimum below the natural ground level, for stable soil conditions. Where suspect soil conditions exist, a qualified and registered *structural engineer* must be appointed to design a suitable foundation.

Pilnth walls to be constructed of a burnt clay brick, laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every consecutive brick layer from foundation up to floor screed height. *SABS* approved damp proof sheeting to be installed in walls at level of concrete surface bed.

Walls to be constructed of a burnt clay brick, laid in stretcher bond brick laying pattern, with wire mesh brick reinforcing in every fifth consecutive brick layer. All joints between bricks to be properly filled with mortar. All corners to be properly tied-in with overlapping brick work. Walls to be finished on both sides with a 20 *mm* thick cement plaster finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in light colour (Beige etc.) on a suitable universal primer paint.

Ceiling to be 170 *mm* minimum thick reinforced concrete slab as specified by registered *structural engineer*, finished on the underside with 20 *mm* thick cement plaster, finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in colour: White on a suitable universal primer paint.

Floor to ceiling height to be minimum 2720 *mm* (32 brick layers) to ensure sufficient space above the large items access door opening for installation of a roller shutter door.

Roof construction and covering as per *architect's* specifications.

Floor to be 25 *mm* steel trowel floated cement screed on top of 75 *mm* thick *in-situ* casted concrete surface bed (3:3:1 mix ratio @ 30 *MPa*) with (Product code 193) 200 x 200 x 5.6 *mm* diameter mild steel mesh reinforcing, on top of hard core filling material compacted in layers not exceeding 150 *mm*. Cement screed to be finished with clear penetrating concrete sealant in accordance with manufacturer's specifications. *SABS* approved damp proof sheeting to be installed under the concrete surface bed on top of the hard core layer compaction.

Strong room door to be a *SABS* approved single heavy duty category 2 safe door, installed in accordance with the manufacturer's specifications and preferably by an accredited installer recommended by the manufacturer.

A Large items access door should be installed in the wall opposite the strong room door. Door to be a lockable heavy duty galvanised mild steel roller shutter door, minimum 1800 *mm* wide, and installed on the inside of the door opening. (Padlocks with same keys). Padlock latches x 2 are to be provided on the bottom inside on

both sides of the roller shutter door. The outside of the door opening must be fitted with a lockable, purpose made mild steel sliding security gate manufactured from 20 x 20 x 2 mm mild steel square profile tubing and finished with two coats enamel paint on one coat lead free metal primer paint. The mild steel sliding door to be lockable from the inside only. Provide an *in-situ* casted concrete ramp on the outside of the door opening with the ramp not exceeding 1:10 rise.

The sliding gate must have the following features:

- A full length overhead anti lift rail.
- Lockable from the inside with a padlock (Same size padlock and same key set as padlock used for roller shutter door).
- A 200 x 200 x 2 mm mild steel plate cover integrated into the sliding gate to prevent external access / tampering with padlock.

Telescopic safe ventilators are to be installed inside the walls of the large item store in accordance with the manufacturer's specifications. The strong room door manufacturer will normally also supply the telescopic ventilators. No windows in walls.

A retractable security gate manufactured from mild steel is to be installed on the inside of the strong room door opening. The security gate must have a properly fitted floor slider guide as well as side and top frame – top frame to have top slider guide. Security gate to be finished with baked enamel paint in colour: Grey.

Shelving units to be placed against the long end walls of the room with a middle row in-between allowing for a minimum of 900 mm wide circulation in-between shelving units. Shelving to be a standalone multipurpose, heavy-duty mild steel racking system finished with baked enamel powder coated epoxy and have 38 mm thick Pine shelving slats. The racks must be at least 600 mm deep and have a payload of 2200 kg.

ELECTRICAL

Lighting

A nominal lighting level of 350 lux must be achieved.

Luminaries are of 600 x 600 mm LED format with a cool white colour rendering and must have **SABS** approval. Luminaries must be of recessed type as used in office areas but be installed with proprietary surface mount steel frame finished in white powder coating. Conduit and draw boxes (63 mm diameter) will be cast into roof slab with luminary draw boxes directly behind the designated positions of luminaries. A centrally located 20 mm conduit entry will be provided for cable access to a surface mounted dual type (Infrared – Ultra Sonic) occupancy sensor. If the lighting design requires a centrally located luminary, the occupancy sensor will be positioned off-centre. All other conduit for electrical installations will be of 25 mm diameter.

An external red/green (default) **LED** Indicator light, mounted directly above the passage door (category-2 door) at a height of 2300 mm above finished floor level (**AFFL**) and must also be activated by the internal occupancy sensor. No external or internal light switches will be provided.

Bulkhead lighting on exterior of building will be positioned in such manner that an external **LED** bulkhead with cool white colour rendering at 2300 mm **AFFL** will either be directly above the external entrance or centrally located between two adjacent

store room entrances, if near. External bulkhead lighting will be controlled by means of photocells.

Switched socket outlets

A single 100 x 100 mm recessed normal power switched socket outlet with steel face plate at 300 mm AFFL is provided for cleaning and general maintenance purposes.

Electronic fire detection

A centrally located surface mounted smoke detector will be provided. This smoke detector will be associated with the fire detection control panel located in the behind counter area of the CSC.

Closed circuit television

The architecture of all CCTV systems must be IP based. Static cameras must be of PoE type.

Two surface mounted static cameras must be provided on the inside of the room at appropriate locations to monitor the respective entrances. Positions must be selected in a manner whereby shelving and storage items do not impede the line of sight to the entrances. A 20 mm diameter conduits will be installed from the designated camera positions to the ceiling void in adjacent proximity of the CCTV, access control, data & telephone welded wire mesh cable tray.

It is recommended that all data CAT-5/CAT-6 be of blue or grey insulation and bundled together on one half of the cable tray and that all CCTV and access control CAT-5/CAT-6 cables be of purple insulation and bundled together on the opposite half of the cable tray.

Electronic access control

The architecture of all access control systems must be IP based. The door controllers will be installed in the ceiling void above the ceiling slab. A single 100 x 50 mm emergency power single pole isolator with red steel faceplate and appropriately shaved earth will be provided in a weather proof slide lid type synthetic enclosure in the ceiling void in the approximate position of the door controller. It is recommended that the door controllers can also function in an off-line mode.

The category-2 door will be furnished with the following electronic access control devices:

- Magnetic lock with integrated door monitor and associated striker plate.
- Biometric reader.

The magnetic lock will be installed at approximately 2000 mm AFFL on the side wall of the entrance and in a vertical orientation. A 100 x 50 mm recessed draw box with steel faceplate will be installed in a vertical position in the side wall of the entrance and next to the magnetic lock mounting position. A 20 mm diameter conduit will be installed from the draw box to the ceiling void near of the door controller.

A surface mounted biometric reader will be installed at 1200 mm AFFL on the opening side of the category-2 door, no closer than 300 mm from the door frame. A recessed 63 mm diameter draw box will be installed in a position directly behind the designated position of the biometric reader. A 20 mm diameter conduit will be installed from the draw box, internal to the wall and ceiling slab and will enter the

ceiling void in a symmetrically clustered formation with the other access control conduit routes associated with the same room.

The roller shutter door will not be furnished with electronic access control.

The exterior steel slide gate will be furnished with the following electronic access control devices:

- Magnetic lock with integrated door monitor and associated striker plate.
- Biometric reader.

The magnetic lock will be installed at approximately 2000 *mm AFFL* on the side wall of the entrance and in a vertical orientation and be located on the lockable padlock side of the slide gate. A 100 x 50 *mm* recessed draw box with steel faceplate will be installed in a vertical position in the side wall of the entrance and next to the magnetic lock mounting position. A 20 *mm* diameter conduit will be installed from the draw box, internal to the wall and ceiling slab and will enter the ceiling void in a symmetrically clustered formation with the other access control conduit routes associated with the same room.

A surface mounted biometric reader will be installed at 1200 *mm AFFL* on the inside and opening side of the sliding gate, no closer than 300 *mm* from the door. A recessed 63 *mm* diameter draw box will be installed in a position directly behind the designated position of the biometric reader. A 20 *mm* diameter conduit will be installed from the draw box, internal to the wall and ceiling slab and will enter the ceiling void in a symmetrically clustered formation with the other access control conduit routes associated with the same room.

1.1.17 SAPS 13 alcohol exhibit store (Existing facilities)

See Annexure 20

GENERAL

Room size as existing.

CONSTRUCTION

Foundations as existing.

Pilinth walls as existing.

Walls as existing.

Existing walls to be a minimum of 220 *mm* thick brick work construction finished with a 20 *mm* thick cement plaster finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in light colour (Belge etc.) on a suitable universal primer paint.

Existing window openings to be bricked up and finished to match existing walls. In case of a *heritage building*, window openings must be secured on the inside of the room by means of a purpose made expanded mild steel mesh which is welded inside an angle iron frame. The screen and frame must be fixed against the inside of the wall, over the window opening by means of anchor bolts. The screen and frame is to be finished with two coats enamel paint in colour: Grey on one coat lead free metal primer paint, and to be secured over window opening with anchor bolts.

Ceiling to be 170 *mm* minimum thick reinforced concrete slab as specified by registered structural engineer, finished on the underside with 20 *mm* thick cement plaster, finished with a steel trowel and covered with 2 x coats Acrylic base PVA paint in colour: White on a suitable universal primer paint.

Should a concrete ceiling be absent, a purpose made, 2 *mm* thick mild steel sheet metal ceiling must be installed with proper support, in replacement of the existing ceiling. The structure of the ceiling is to be designed by a registered building professional, either being an *architect* or a *structural engineer*. Mild steel ceiling to be finished with two coats enamel paint in colour: White on one coat lead free metal primer paint.

Roof construction and covering as existing.

Floor to be 25 *mm* steel trowel floated cement screed on top of 75 *mm* thick *in-situ* casted concrete surface bed (3:3:1 mix ratio @ 30 MPa) with (Product code 193) 200 x 200 x 5.6 *mm* diameter mild steel mesh reinforcing, on top of hard core filling material compacted in layers not exceeding 150 *mm*. Cement screed to be finished with clear penetrating concrete sealant in accordance with manufacturer's specifications. Where timber floors are existing, it must be replaced in accordance with the above floor specification. SABS approved damp proof sheeting to be installed under the concrete surface bed on top of the hard core layer compaction.

Strong room door to be a SABS approved single heavy duty category 2 safe door, installed in accordance with the manufacturer's specifications and preferably by an accredited installer recommended by the manufacturer.

**5977 Series MSD
Site Preparation Checklist**

Gases are supplied by tanks, internal distribution system, or gas generators. Tank supplies require two staged, pressure regulation.

To connect tubing to the supply, it must have one 1/8-inch Swagelok female connector for each gas.

Make sure that your regulator has the appropriately sized adapter to end with a 1/8-inch Swagelok female connector. (The URL of Swagelok's web site is <http://www.swagelok.com> to help assist in finding connectors.) It is recommended two (2) step regulators be used with 1/8" size outlets.

5977 GC/MS Series Gas Flow Limitations

Feature	5977 Series
High Vacuum Pump Type 1	Turbo
High Vacuum Pump Type 2	Diffusion
Carrier Gas Optimal gas flow ml/min (a)	1.0 – 1.5
Carrier Gas Max recommended gas flow, ml/min	2.0
Carrier Gas Max gas flow, ml/min (b)	2.4
Reagent Gas Flow (EI/CI – CI application) 25 PSI max	1.0 – 2.0
Max column id	0.32mm (30m)

a Total gas flow into the MSD: column flow plus reagent gas flow (if applicable).

b Expect degradation of spectral performance and sensitivity.

1. Purity specification given is the minimum acceptable purity. Major contaminants can be water, oxygen, or air.
2. Pre-cleaned 1/8" copper tubing and 1/8-inch Swagelok® fittings are supplied as part of the ship kit to connect the collision cell gas to the collision cell inlet fitting.
3. Never use liquid thread sealer to connect fittings.

**5977 Series MSD
Site Preparation Checklist****5977 Series Gas Flow Limitations**

High Vacuum Pump	Diffusion Pump	Performance turbo	Performance turbo	Performance turbo, EI/PCI/NCI	Performance turbo
Source	Standard	Standard	Extractor	Extractor / CI	HES
Optimal gas flow, ml/min (a)	1.0	1.0 to 2.0	1.0 to 2.0	1.0 to 2.0	1.0 to 2.0
Maximum recommended gas flow, ml/min	2.0	4.0	4.0	4.0	4.0
Maximum gas flow, ml/min (b)	2.4	6.5	6.5	4.0	6.5
Max column id	0.32mm (30m)	0.53mm (30m)	0.53mm (30m)	0.53mm (30m)	0.53mm (30m)

a Total gas flow into the MSD: column flow plus reagent gas flow (if applicable)

b Expect degradation of spectral performance and sensitivity

5977 Series Carrier and Reagent Gases

Carrier and reagent gas requirements	Typical pressure range (psi)	Typical flow (ml/min)
Helium (required)	50 to 80	20 to 50 (column and split flow)
Hydrogen (optional) (a)	50 to 80	20 to 60 (column and split flow)
Methane reagent gas (required for CI operation)	15 to 25	1 to 2
Isobutane reagent gas (optional)	15 to 25	1 to 2
Ammonia reagent gas (optional)	5 to 8	1 to 2
Carbon dioxide reagent gas (optional)	15 to 20	1 to 2

a Hydrogen gas can be used for the carrier gas but specifications are based on Helium as the carrier gas and please observe all hydrogen gas safety cautions.

**Gas Selection**

Agilent recommends that carrier and detector gases be 99.9995% pure. Air needs to be zero grade or better. Agilent also recommends using traps to remove hydrocarbons, water and oxygen.



5977 Series MSD Site Preparation Checklist

5977 Series Carrier and Reagent Gases Purity.

Carrier and reagent gas requirements	Purity	Note
Helium (Carrier)	99.9995%	hydrocarbon free
Hydrogen (Carrier)	99.9995%	SFC Grade
Methane reagent gas (required for CI operation)	99.998%	Research or SFC grade
Isobutane reagent gas (optional)	99.99%	Instrument grade
Ammonia reagent gas (optional)	99.9995%	Research or SFC grade
Carbon dioxide reagent gas (optional)	99.995%	SFC Grade

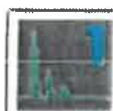
For both the GC and MSD it is recommend two (2) step regulators be used with 1/8" size outlets.



Remote Diagnostics

Easy access to diagnostic information and to the system operator helps our service engineers diagnose problems or share information. We recommend these features to help support your new system:

1. A LAN connection for the Data Acquisition and Data Analysis PC is recommended to provide remote diagnostics capability for the 5977 GC/MS System.
2. A phone line close to the instrument is strongly recommended for communication with the system operator.



Other considerations

Basic Tools

Your GC/MS comes with a few basic tools and consumables depending on the specific inlet and detector that you ordered. Here is a general list which one will get with the instruments or should have on-hand.

Tool or consumable	Notes
Inlet wrench	Replacing inlet septa and liners.

**Agilent****5977 Series MSD
Site Preparation Checklist**

T10 and T20 Torx wrenches	Remove tray. Remove covers to access EPC modules, traps, and possible leaks.
¼-inch nut driver	Column Nut
1/8-inch Tee, Swagelok, brass	Connect gas supplies
1/8-inch nuts & ferrules, Swagelok, brass	Connect gas supplies
1.5 mm and 2.0 mm hex driver	Source maintenance (disassembly)
Tool bag	Used to hold GC and MS tools
Q-Tips	Used to clean source parts
Cloths	Used to keep surfaces clean and parts clean
Gloves	Used to reduce contamination on parts GC and MS

MSD Maintenance supplies

Description	Part number
Abrasive paper, 30 µm	5061-6896
Alumina powder	393706201
Cloths, clean (package of 15)	05980-80051
Cloths, cleaning (package of 300)	9310-4828
Cotton swabs (package of 100)	5080-5400
Foreline pump oil, Inland 45	6040-0634
Gloves, clean, large	8650-0030
Gloves, clean, small	8650-0029
Grease, Apiezon L, high vacuum	6040-0289
IDP-3 Tip Seal Maintenance Kit (Tip Seal, Cloth, Scouring Pad, Swab, Gloves, Filter)	G7077-67018

Ferrules

Blank, graphite-vespel	5181-3308
------------------------	-----------

GC/MS interface – Standard connectors

0.3-mm id, 85% Vespel 15% graphite, for 0.10-mm id columns	5062-3507
0.4-mm id, 85% Vespel 15% graphite, for 0.20-mm id and 0.25-mm id columns	5062-3508
0.5-mm id, 85% Vespel 15% graphite, for 0.32-mm id columns	5062-3506
0.8-mm id, 85% Vespel 15% graphite, for 0.53-mm id columns	5062-3538

GC/MS interface – Finger Tight connectors

0.4-mm id, 85% Vespel 15% graphite, for 0.10 to 0.25-mm id columns, short, 10/pk	5181-3323
0.5-mm id, 85% Vespel 15% graphite, for 0.32-mm id columns, short, 10/pk	5062-3514
0.8-mm id, 85% Vespel 15% graphite, for 0.45 to 0.53-mm id columns, short, 10/pk	5062-3512

Miscellaneous parts and supplies

Filament assembly, EI	G7005-60053
Filament assembly, CI	G7005-80000
HES EI Filaments	G7002-60001
Foreline pump oil (1 liter)	6040-0621



Agilent

5977 Series MSD

Site Preparation Checklist

Foreline exhaust oil mist trap	G1099-80039
Octafluoronaphthalene (OFN), 1 pg/ul	5188-5348
Octafluoronaphthalene (OFN), 100 fg/ul	5188-5347
10 fg/uL OFN GC/MS Checkout std 3 x 1mL	5190-0585
100 pg/ul Benzophene in Isooctane	8500-5440
Perfluorotributylamine (PFTBA), certified (10 gram)	8500-0856
Perfluorotributylamine (PFTBA) sample kit	05971-60571
PFDTD, CI Calibrant	8500-8510
PFHT	5188-5357
Sample, evaluation, hydrocarbons (Eval Demo Mixture)	05970-60045

Important Customer Web Links

For additional information about our solutions,

please visit our web site

Need to get information? Literature Library

Need to know more? Customer Education

Need technical support, FAQs?

Need supplies?

<https://www.agilent.com/>

<https://www.agilent.com/en-us/library/>

<https://www.agilent.com/en-us/training-events>

<https://www.agilent.com/>

<https://www.agilent.com/en/products/lab-supplies>

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Rev: B.01.08

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Agilent

54

0800 202 202
24 HR TOLL-FREE EMERGENCY SPILL RESPONSE

CALL OUR BRANCHES
DBN: 031 274 2300 (tel:0312742300)
PMB: 033 386 1033 (tel:0333861033)
JHB: 011 312 0218 (tel:0113120218)
CPT: 021 510 7010 (tel:0215107010)

(<https://www.drizit.com>)

HOME (/) ABSORBENTS

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(/OIL-SEPARATORS)

SAFETY CABINETS

(/SAFETY-CABINETS)

EYE WASHERS

(/EYE-WASHERS)

OTHER PRODUCTS

(/DRIZIT-OTHER-PRODUCTS)

(/DRIZIT-OPERATIONS)

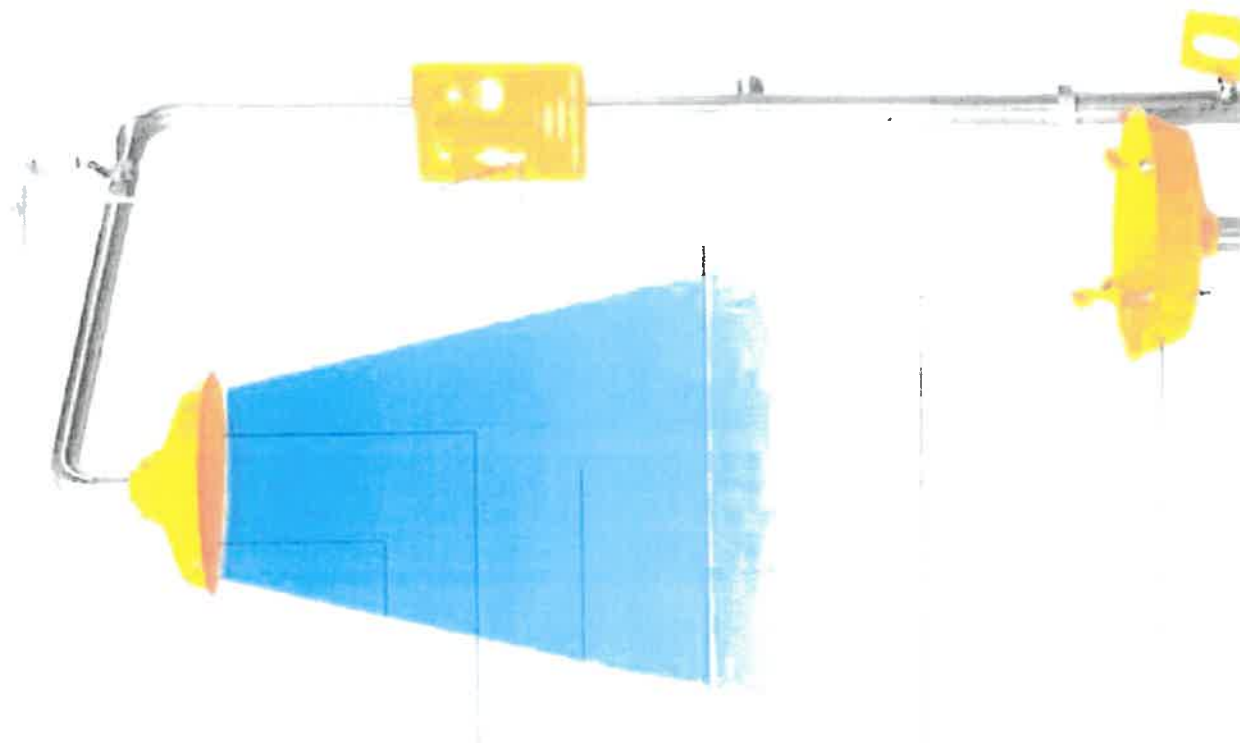
OPERATIONS

EYE WASH SHOWER STATIONS



ELIMINATE EMERGENCY ACCIDENT HAZARDS FROM CHEMICAL LIQUID SPRAYING ON BODY, EYES & FACE.

The contaminated personnel can reach emergency wash station within 10s. The reach for wash station should be kept free of barriers; when the eye wash station and sprayer is used at the same time, the delivered water flow can meet the requirement (Section 4.1.4, 4.5.5, 7.4.4).



The contaminated personnel can reach emergency wash station within 10s. The reach for wash station should be kept free of barriers; when the eye wash station and sprayer is used at the same time, the delivered water flow can meet the requirement (Section 4.1.4, 4.5.5, 7.4.4).

Flash valve. Shall be able to be opened in one second and leak down constant without hand holding (Section 4.2).

Shower. It is required to transfer water 300 Gal in 15 min (75.7 l/min, ie. 20 gal/min) (Section 4.1.1, 4.5.5).

Shower head. It is proper to fit 82" (208.3cm) to 96" (248.3 cm) from the ground and no other barriers are allowed within 1.5m around (Section 4.1.2, 4.5.4).

Flushing Width. The flushing water coverage diameter should be more than 20" (50.8cm) when the shower head is 60" (152.4cm) from the application ground (Section 4.1.5).

Draw bar of flushing valve. It is proper to keep it 82" (208.3cm) to 96" (248.3cm) from the ground and no other barriers are allowed within 1.5m around (Section 4.1.2, 4.5.4).

Nozzle of eye wash station. It is required to keep clean and prevent from air pollutant (Section 5.1.3).

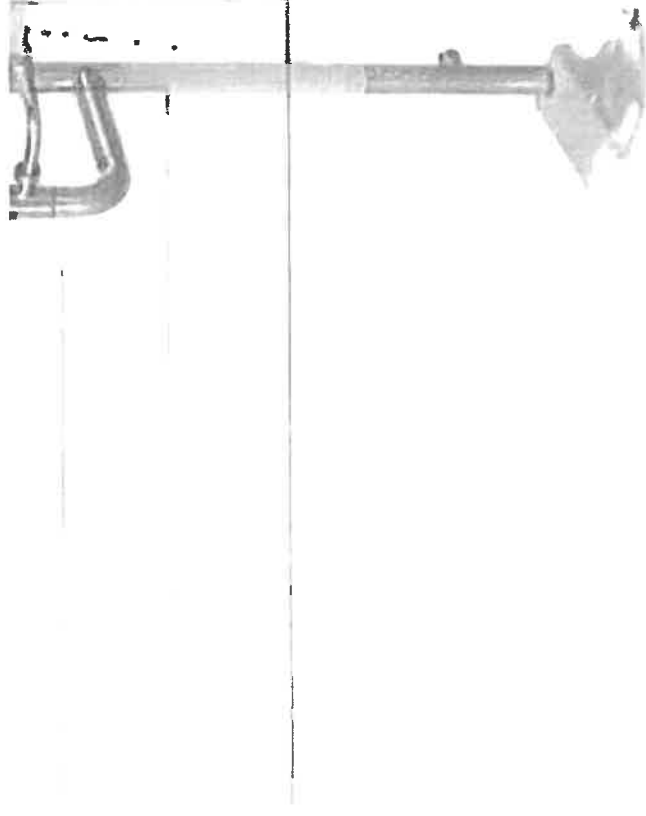
Height of the eye wash station outflow nozzle. It is proper to keep it 33" (83.8 cm) to 45" (114.3 cm) from the ground and no other barriers are allowed within 1.5m around, including the wall (Section 5.4.4, 6.4.4).

Combination detach shower and eye wash station

required for the eye wash station to provide at least 20 Gal (75.4L/min) of flushing water within 15min and the separate eye wash station is required to provide at least 4.5 Gal of flushing water within 15min.

Normal open valve of eye wash station pushing handle. It is required to be able to be opened within one second without hand holding.

Push handle of eye wash station. It is required to be easily identified and operated (Section 5.2, 6.2)



COMBINATION DRENCH SHOWER AND EYE-WASH WG7052FY

PRODUCT CHARACTERISTICS

Materials: ABS plastic + 304 stainless steel.

Main pipe fittings adopt stainless steel materialized oil resistance, acid proof, alkali prevention and saline solution performances.

Push handle and pedal switches are at your option for flexible control of switch and easy operation; the flashing valve controlled by the draw bar of the sprayer can be opened in a second and kept open with no need for hand holding.

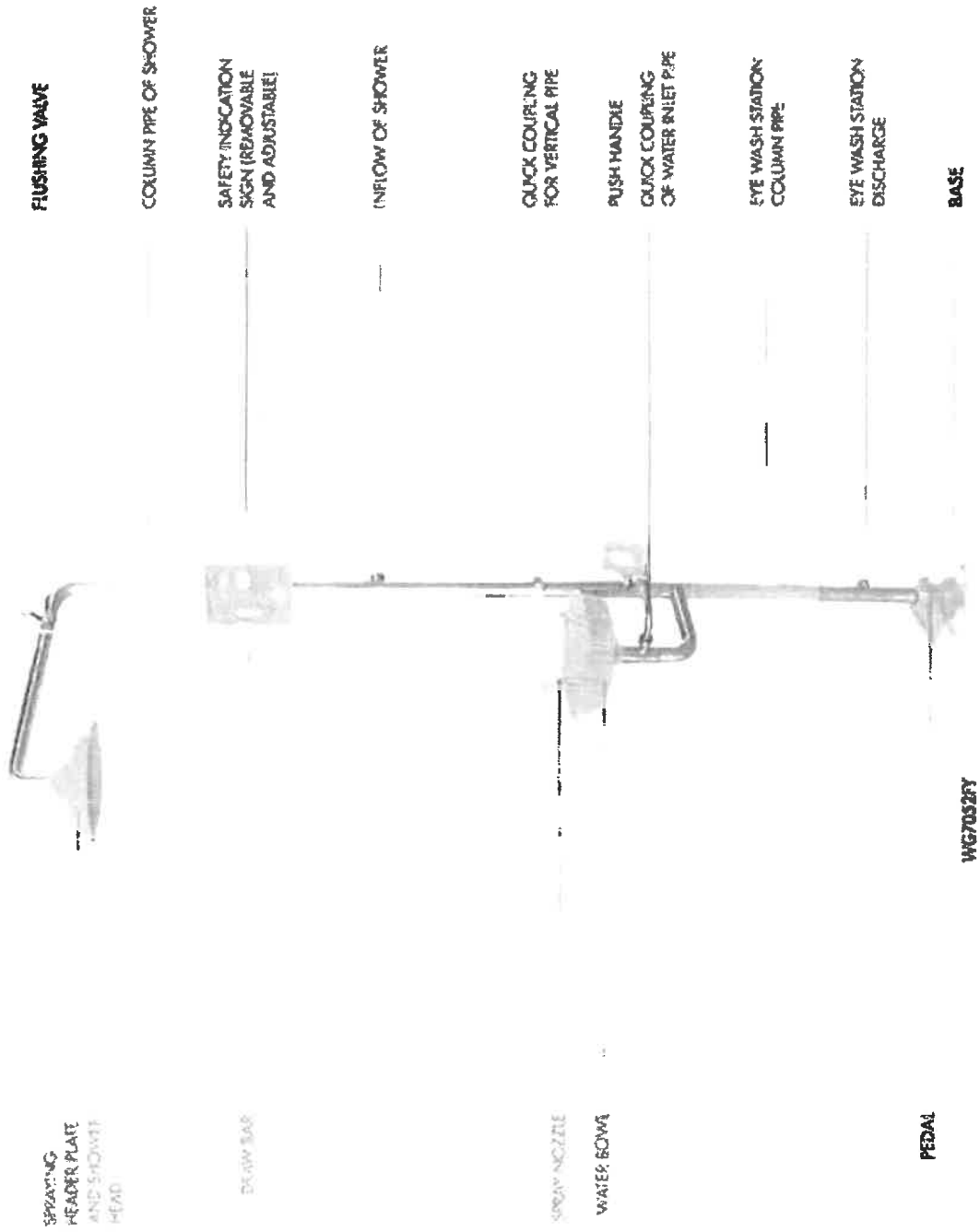
Living water supplies.

It applies for eliminating the harm caused by chemical liquid spraying to body, eyes and face; the sprayer is used to wash away chemical pollutants on face and eyes in emergency

It complies with regulations of ANSI/SES on emergency eye wash station and showering equipment – ANSI Z358-2012.

The inlet of eye wash station he inlet of vertical eye wash station is 1450mm from the ground

The outlet of eye wash station is 210mm from the ground.



PRODUCT SPECIFICATION

MATERIALS DESCRIPTION:

Main pipe fittings: 304 series of stainless steel.

Water basin: ABS plastic; draw bar, spraying header, cross bar, vertical.

Column pipe: baking varnish galvanized steel; base: aluminum casting.

Shower head: 240mm (9.4) 304 series of stainless steel. The shower head and spraying header are 210cm from the ground.

Spraying header plate: ABS plastic; dimension: 255x75 (diameter, height/mm).

Valve: 1 inch female thread, stainless steel, full flow continuous opening ball valve.

Initiating device: galvanized steel triangular draw bar.

Spraying header: 1 inch baking varnish galvanized tube

Column pipe of sprayer: 1+1/4 inch baking varnish galvanized tube.

Inflow of sprayer: 1 inch male thread.

Flow rate of sprayer: up to 75.6L/min under 1.4 kgf/cm² pressure (delivers 300 gallons of water in 15min)

Eye wash station is equipped with pneumatic spray nozzle and continuous opening ball valve controlled by paddle-type handle.

Quick coupling: vertical pipe 42mm, water inlet pipe 20mm.

Water bowl: ABS plastic; dimension: 320x95 (diameter, height/mm).

Quick coupling: for vertical: pipe the diameter is 42mm, 304 stainless steel; for water inlet pipe, the diameter is 20mm, 304 stainless steel.

Spray head: 304 series of stainless steel, with dust cover; green ABS plastic eye/face wash nozzle, with self-closing nozzle protection cover, reducing pollution probability. The spraying header is 100cm from the ground.

Valve: 1/2 inch female thread, stainless steel materials.

Inlet of eye wash station: 1/2 inch female thread.

Discharge of eye wash station: 1 inch female thread.

Flow rate of eye wash station: it is up to 11.4L/min under 2.1 kgf/cm² pressure (delivers 45 gallons of water in 15min).

Column pipe of eye wash station: 1+1/4 inch baking varnish galvanized tube.

Weight: 9.5Kg.

Package: carton, 30x83x35 (height, length, width/cm).



public works &
infrastructure

Department
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

KZN SAPS Forensic Science Laboratory alternative accommodation

DRAWING ANNEXURES

Under sides to be lined with 20mm black desert plaster, with steel towel flitch, provide 2 coats of Asada base.

Mail slot security
grid with 100mm clear space
between rails
and counter top

Pro-throwback security

12.1 V and electrons across conduction and valence band.

Telegraphia

Ready to be attached board
with black reinforcement every
5th brick layer.
Rebar internal with steel towel.
Provides SABS approved DPC
under walls and floors.

2014-15 Week 10 Fire Arm
Score

Green's counter top
Weld constructed by Blue

Well mounted bullet traps with minimum SABS product standard, mounted against wall for tracking scale of this activity

gold with 10mm clear space between ribs
and counter top —————

[illegible]

Shipping as per winter standard specification declared

25 mm steel round flanged demand screen on top of surface bed (32 x 1 m) made of Shalpani with R.Cote (143) 240 x 240 x 6 mm diameter floor mesh supporting on top of hard core filling material compacted in layers not exceeding 150 mm.

coated under concrete slab on top of well compacted filling.

1:29:11

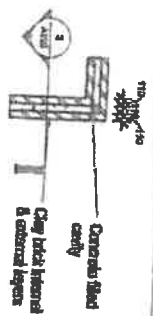
22

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Guideline documents only**

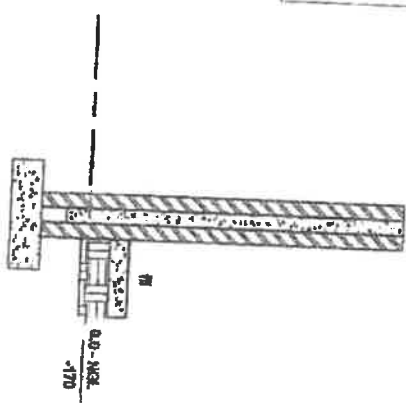
**Guideline documents only.
Construction drawings by**

professional in compliance with SANS 10400.

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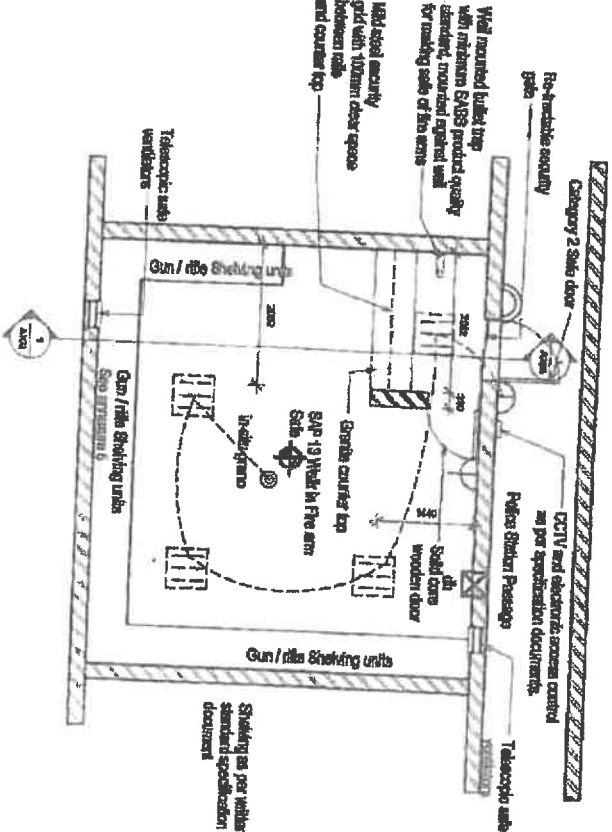


Floor plan (Alternative construction method)



1:20

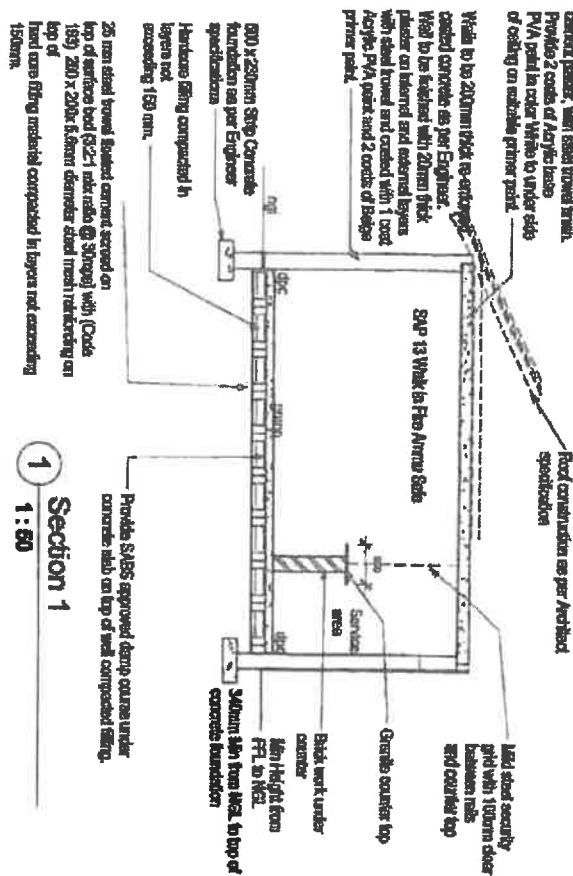
一、總論



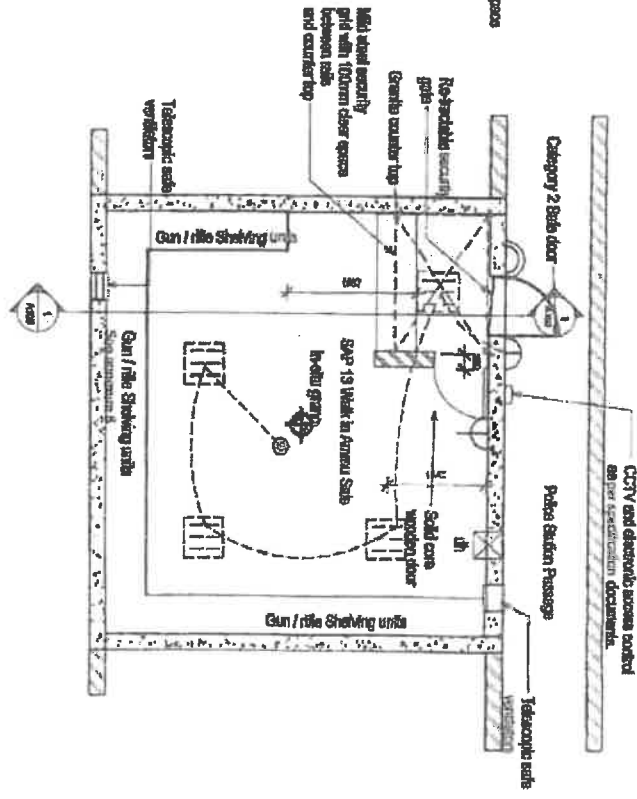
Brookfield Legend	
	Luminaire: 600 x 600mm LED with cool white color rendering
	LED red neon indicator light above door
	Red neon lighting LED with cool white 2300 AFTL
	Signtex (100 x 100) recessed board with steel face plate, 300mm x 60
	Occupancy sensor
	Status indicator
	Door turnstile

**SAPS 13 WALK-IN FIRE ARM EXHIBIT SAFE & STATION WALK- IN FIRE ARM
SAFE (NEW CONSTRUCTION)**

170mm Reinforced concrete slab as per Engineer's specifications.
Under slab to be finished with 20mm thick cement plaster, with steel trowel finish.
Provide 2 coats of Acrylic base
PVA paint in order to finish to under side of ceiling on outside primer coat.

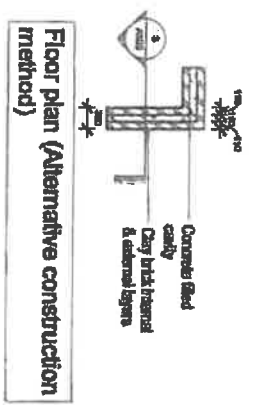


1 Section 1
1 : 50

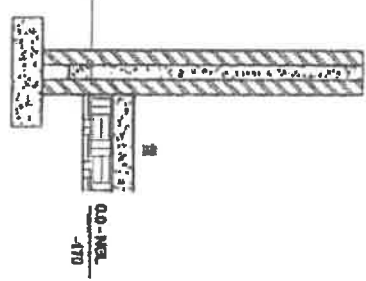


2 Floor Plan
1 : 50

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Floor plan (Alternative construction method)

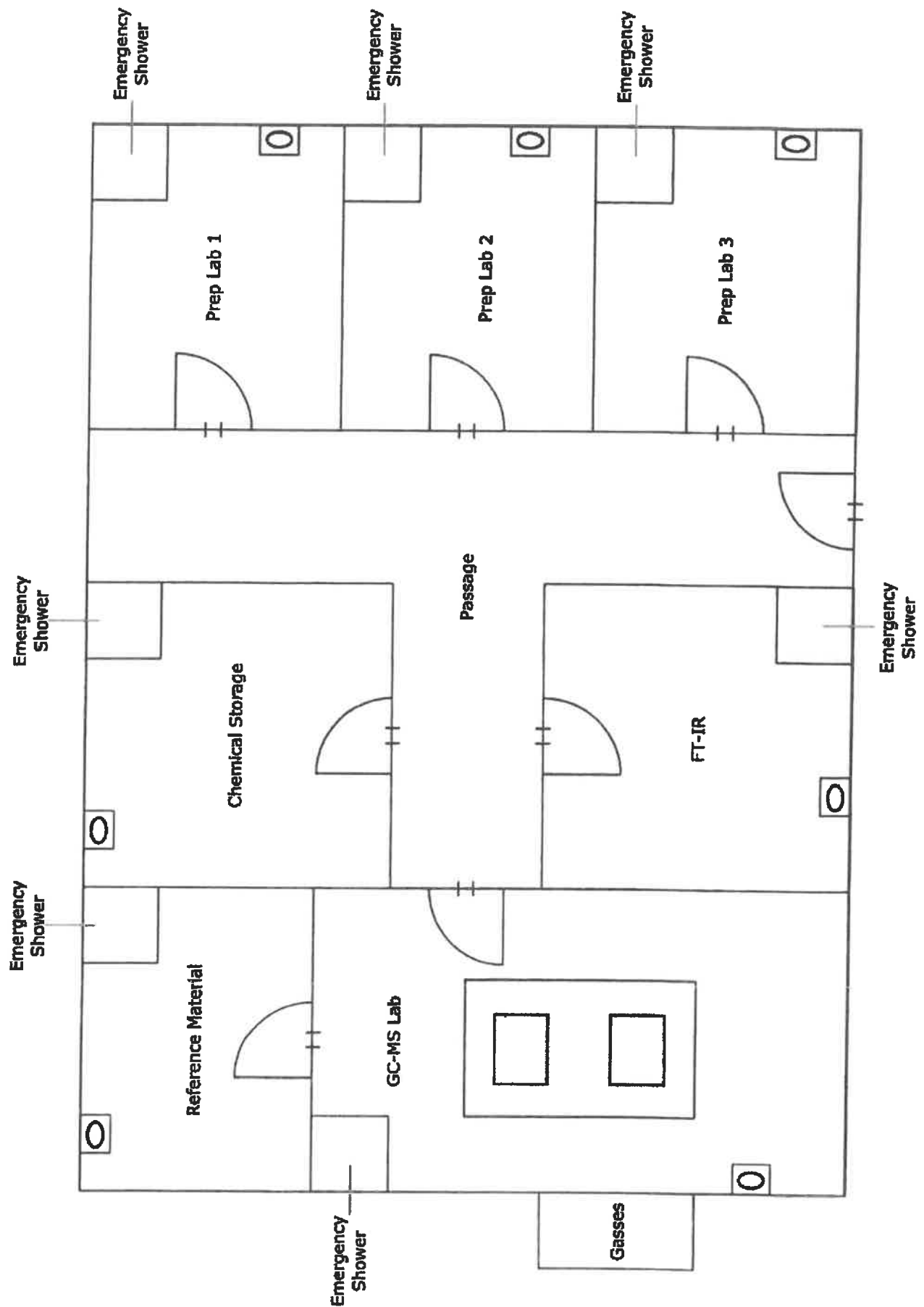


3 Section 2 (Alternative)
1 : 25

Electrical Legend	
	Luminaires: 600 x 600mm LED with cool white color rendering
	LED indicator: 100mm x 100mm door
	LED lighting: 100mm x 100mm door with 2500 APTL
	Single LED: 100mm x 100mm recessed socket with steel face plate, 300mm dia
	Occupancy sensor
	Smoke detector
	Fire alarm

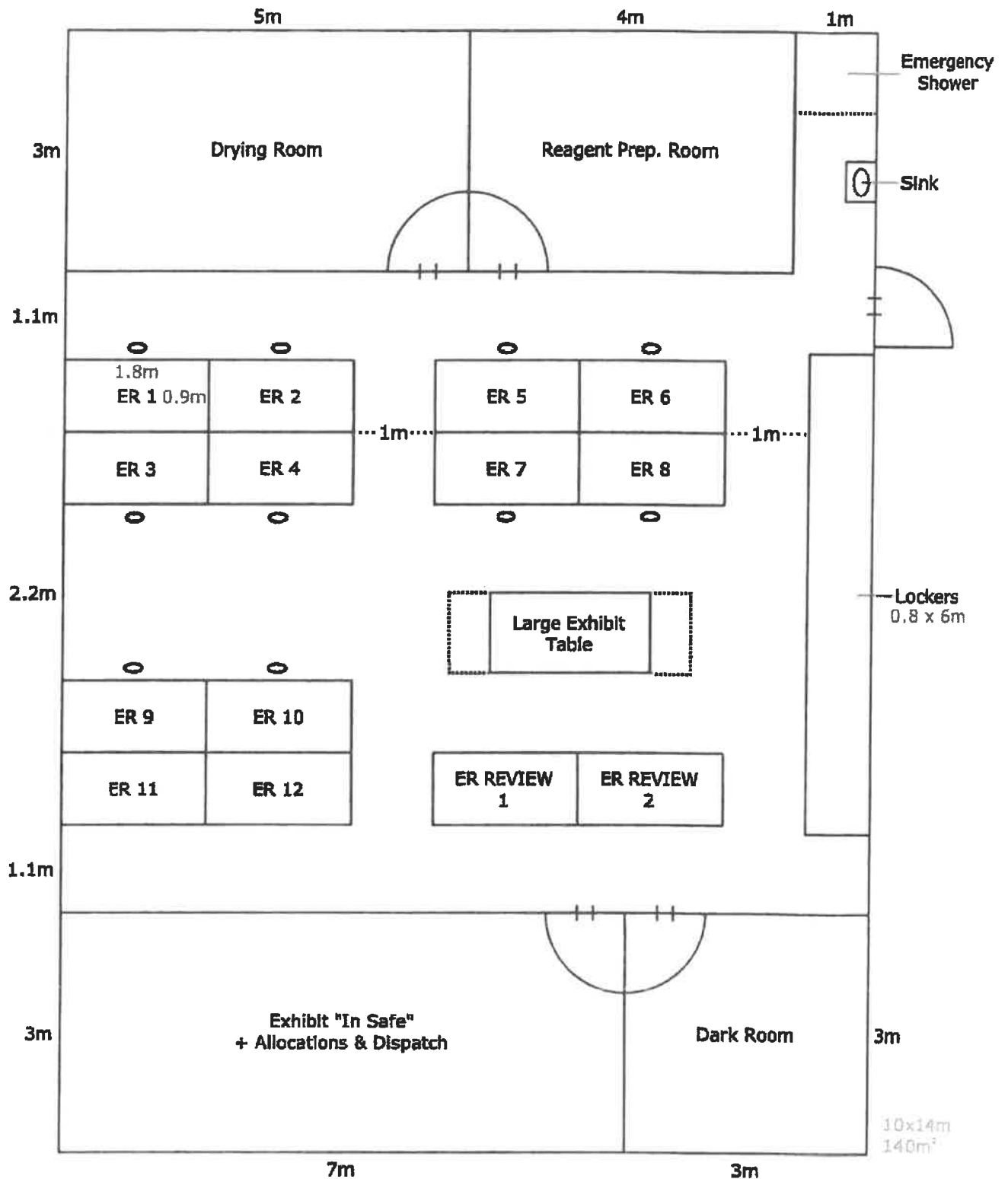
Drawing Annexure 9

Chemistry Lab Space



Drawing Annexure 10

~~ANNEXURE~~ - Biology Lab

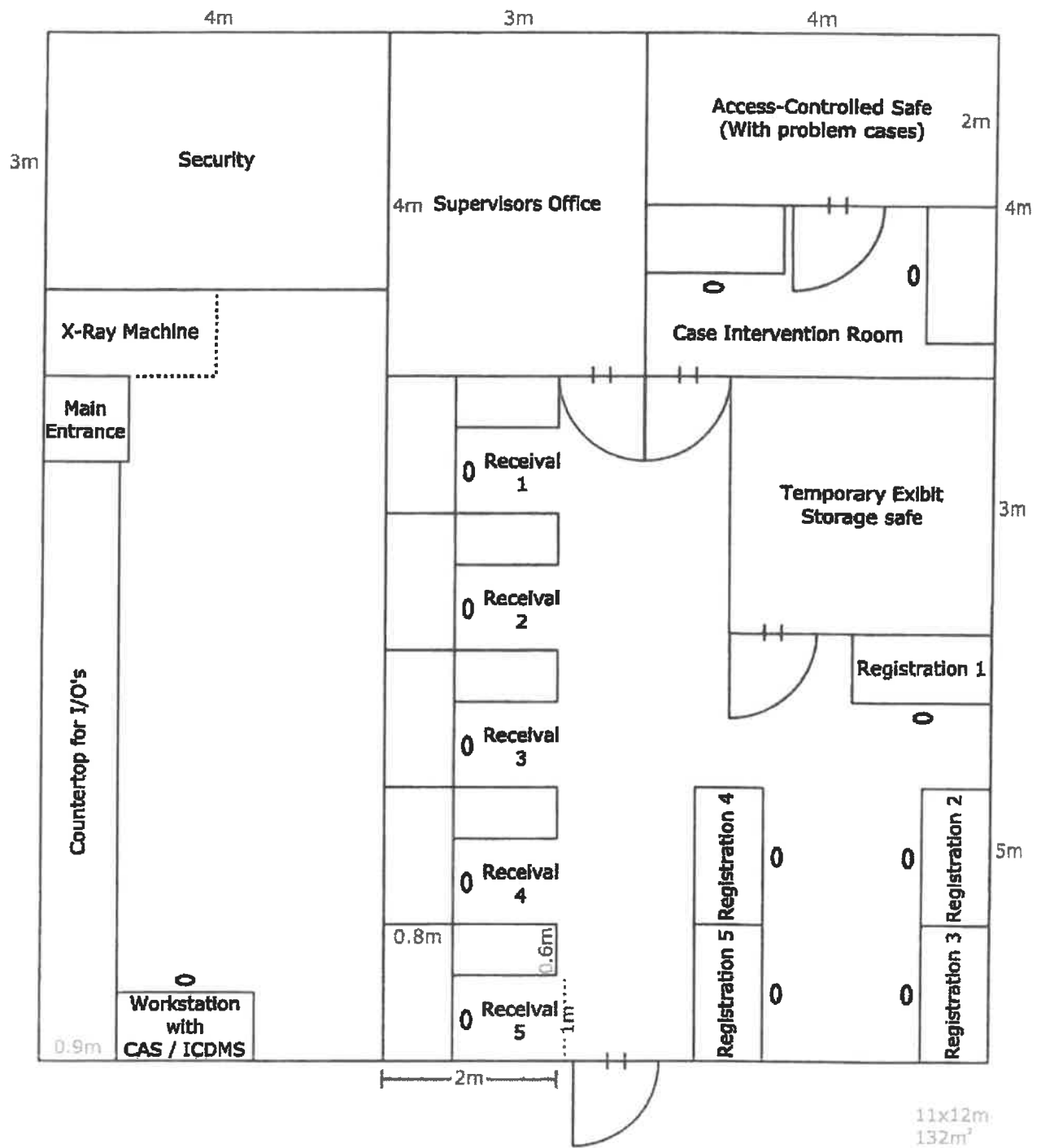


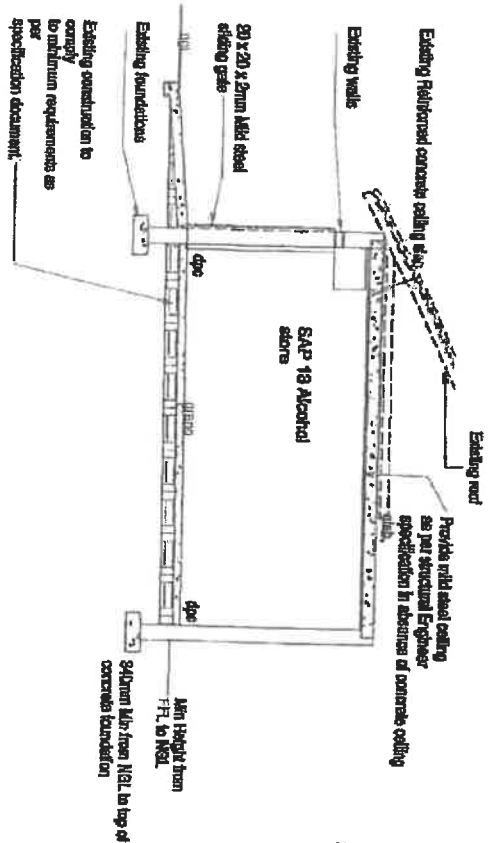
*Large exhibit table - undercounter storage cupboards (For lab consumables)

1x2m
or
1x3m

Drawing Annexure 11

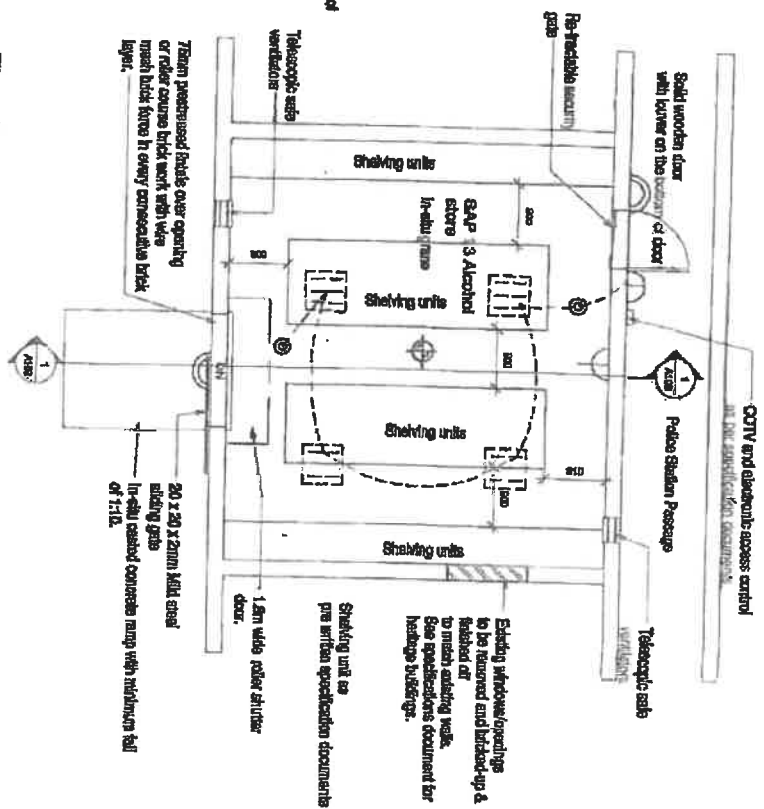
Centralised Case Reception





1
Section 1
1 : 50

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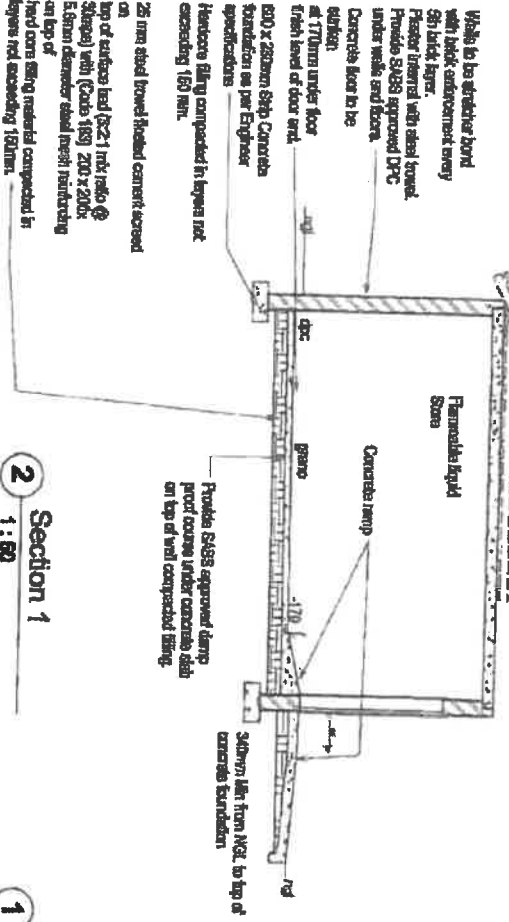


2
Floor Plan
1 : 50

Electrical Legend	
	Luminaire 800 x 600mm LED with cool white color rendering
	LED red/green indicator light above door
	Bulkhead lighting LED with cool white 8300 AFTL
	Single 100 x 100 recessed socket with steel face plate, 300mm dia
	Occupancy sensor
	Smoke detector

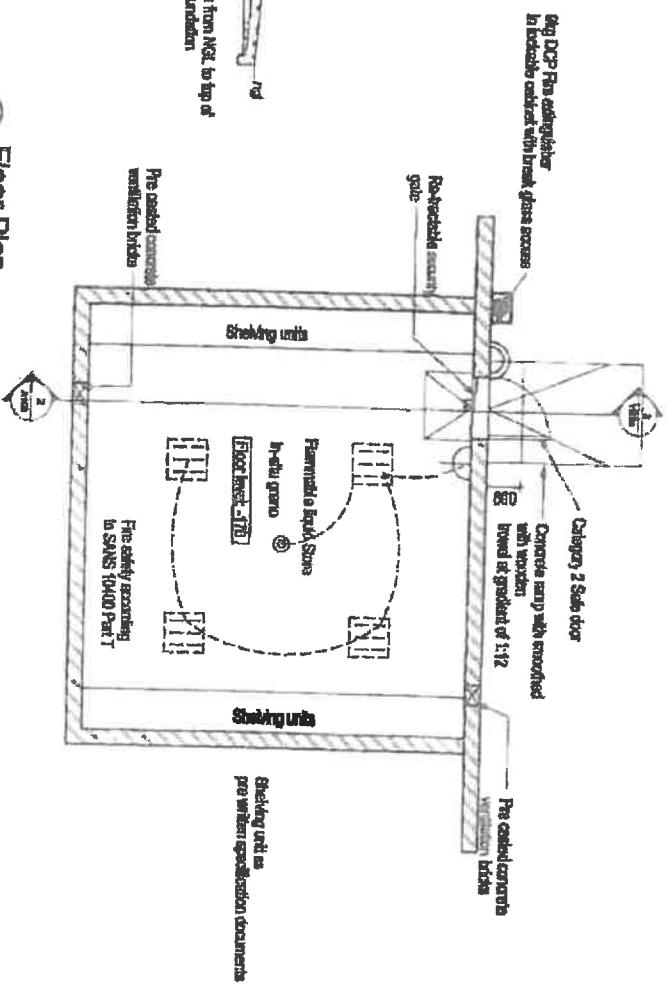
170mm Concrete re-inforcement slab as per Engineer's specifications.
Under slab to be finished with 20mm thick concrete plaster, finished with steel trowel. Provide 2 coats of Acrylic based PVA paint in color White to under side of ceiling.

Roof design as per Architect building design.



2 Section 1
1:50

1 Floor Plan
1:50



Drawings not for construction purposes.
Guideline documents only.
Construction drawings by registered building professional in compliance with SANS 10400.
Drawings to be read in conjunction with typed minimum standards; store; documents.

Electrical Legend	
	Luminaire: 600 x 600mm LED with cool white 230 APTL
	Switch: 100 x 100 recessed switch with steel face plate, 300mm x 100mm
	Occupancy sensor
	Smoke detector

ANNEXURE "B"

Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
GENERIC TO FACILITY				REQUIREMENTS	REFERENCE DOCUMENT
G1. HVAC SYSTEM				HVAC (Heating Ventilation and Air Conditioning) system for the control of: temperature; humidity and positive pressure. Fresh air circulation, with capabilities of controlling settings for different zones (Lab areas and office areas), which must also be Efficient and Economical.	Environmental Regulation: 5(1) Ventilation.
G.2 PLUG POINTS				Three plug points required in standard single offices. (1Xred, 2Xwhite multi socket)and 1xblue plug –UPS in Equipment Critical Areas - additional points as per office layout	
G.3 FLOORING				Standard flooring throughout all offices and laboratories unless otherwise specified – Heterogeneous Vinyl Flooring (PVC Resilient Vinyl Flooring) HYGIENIC CHEMICAL RESISTANT SEAMLESS FLOORING: Laboratory floors need to be slip-resistant, non-staining, non-permeable / non-absorbent / moisture-proof, durable, easy to clean and easy to maintain, Integral coved skirting that is seamless with the floor finish- 150mm up the wall	

GENERIC TO FACILITY				REQUIREMENTS	REFERENCE DOCUMENT
G.4 NETWORK POINTS				1 x Network Point per User / IT Equipment standard in all offices and laboratories, additional points as per office layout WIFI throughout facility as a dual backup system	
G.5 TELEPHONE				1xtelephone with cabling in each office and laboratory, additional as per office layout- TRUNKING AND DUCTING TO BE PROVIDED	
G.6 DOORS AND WINDOWS				Doors and Windows It is recommended that the external doors and the windows of the laboratory feature interior glazing which will allow a view from within laboratory to the outside only, and will feature a mirror image to anyone looking into the laboratory. This will enhance the safety of the personnel, equipment and limit direct sunlight. Doors and windows – aluminium and glass	
G.7 WALL & CEILINGS				EPOXYCOATING , for all laboratory walls and ceilings whose surfaces must be highly resistant to chemical damage and easily washed; Resistance to (Chemicals) diluted acids, alkalis, solvents, water, seawater and weather effects. Anti-microbial: to reduce contamination and spread of pathogens, also inhibiting the growth of bacteria and fungi. Colour neutral light grey paint throughout facility	
G.8 EMERGENCY LIGHTING				Emergency lighting: Not less than Lux 0.3 at floor level; Labs: shooting ranges and chemical and general storage rooms not less than 20 Lux.	Environmental Regulation 3. Lighting: (4) and (5)
G.9 EMERGENCY EVACUATION				Emergency escape doors: hung to open outwards on opposite ends on the building. Stair cases for fire escapes be constructed of non-combustible material; Install suitable fire-fighting equipment as recommended by the fire chief.	Environmental Regulation 9 Fire precautions and means of egression

GENERIC TO FACILITY				REQUIREMENTS	REFERENCE DOCUMENT
G.10 FIRE ALARM & SUPPRESSION SYSTEM				Fire suppression system throughout facility-Also specialized system for environments where there is large volumes of paper stored	Environmental Regulation 9 Fire precautions and means of egression As per Fire Chief Recommendations
G.11 EMERGENCY SHOWER & EYE WASH STATIONS				Combination drench shower and eye wash station	Specification as per annexure : Emergency Shower
G.12 CHANGE ROOMS				Showers (Male female); Seating area: chairs/benches; glazed windows; screen the entrance to afford privacy; facility for drying wet clothes	OHS Act, Facility regulation 4 changing rooms.
G. 13 CHEMICAL DRAINAGE				Plumbing for all areas where there is chemical drainage - must be connected to Grey Water Tank System and arrange proper waste removal Fixed or portable system	Must be in compliance with NEMA and Municipal by-laws.
Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
Brigadier	1	14	14	As per Generic G1, 2, 3, 4, 5, 6, 7	
Secretary with waiting area	1	10	10	As per Generic G1, 2, 3, 4, 5, 6, 7	
MIC & Admin.	2	6	12	As per Generic G1, 2, 3, 4, 5, 6, 7	

Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
BALLISTICS					
Commander	1	12	12	As per Generic G1, 2, 3, 4, 5, 6, 7	
Officer	2	10	20	As per Generic G1, 2, 3, 4, 5, 6, 7	
Officer	5	8	40	As per Generic G1, 2, 3, 4, 5, 6, 7	
Members (Analysts)	46	8	368	As per Generic G1, 2, 3, 4, 5, 6, 7 Four side single layer brick walls, with A locking solid wooden door with hydraulic arms, with one bulletproof glass window 40cm X 40cm on door, no external windows, washing basin with workbench and table, safe, shelving.	
Members	15	6	90	As per Generic G1, 2, 3, 4, 5, 6, 7 Open plan	
METALLURGICAL ENGINEERING					
Analysis Workstations	1	100	100	As per Generic G1, 2, 3, 4, 5, 6, 7	

Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
CHEMISTRY					
Commander	1	12	12	As per Generic G1, 2, 3, 4, 5, 6, 7	
Officer	2	10	20	As per Generic G1, 2, 3, 4, 5, 6, 7	
Officer	5	8	40	As per Generic G1, 2, 3, 4, 5, 6, 7	
Members	35	6	210	As per Generic G1, 2, 3, 4, 5, 6, 7	
ALCOHOL ANALYSIS					
Office space	1	100	100	As per Generic G1, 2, 3, 4, 5, 6, 7	
FIRE DEBRIS ANALYSIS					
Office space	1	80	80	As per Generic G1, 2, 3, 4, 5, 6, 7	

Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
BIOLOGY					
Commander	1	12	12	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Officer	1	10	10	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Officers	3	8	24	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Members	46	6	276	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
DNA Personnel					
Case Management					
Officer	1	10	10	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	

Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
Officer	2	8	16	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Members	14	6	84	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
DNA Sample Submission					
Officer	2	8	16	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Members	14	6	84	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
DNA Process					
DNA ISOLATION					
Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
				As per Generic	

Officers	5	8	40	G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Members	40	6	240	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and water to two points and electricity supply to work stations	
PRE-AMPLIFICATION					
Officers	5	8	40	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Members	40	6	240	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and water to two points and electricity supply to work stations	
POST-AMPLIFICATION					
Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Officer	1	8	8	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Members	4	6	24	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems	

					and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Administration and Data Capture	1	54	54		As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and water to two points and electricity supply to work stations	
DNA REPORTING						
Officer	1	10	10		As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
STATUS REPORTING OFFICE					As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Officer	1	8	8		As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Members	6	6	36		As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and water to two points and electricity supply to work stations	
Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document	
DNA PRIORITY CASES						
Officers	2	8	16		As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems	

						and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Members	12	6	72			As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
CASE REVIEW							
Officer	1	10	10			As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Officers	3	8	24			As per Generic G1, 2, 3, 4, 5, 6, 7 Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Members	18	6	108			As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document		
HUMAN ID DNA PROCESS LAB							
						As per Generic G1, 2, 3, 4, 5, 6, 7	

Officer	1	10	10	Standard office specs with air-conditioning systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Officers	2	8	16	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
Members	17	6	102	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS	
QUESTIONED DOCUMENTS					
Commander	1	12	12	As per Generic G1, 2, 3, 4, 5, 6, 7	
Officer	1	10	10	As per Generic G1, 2, 3, 4, 5, 6, 7	
Members	14	8	112	As per Generic G1, 2, 3, 4, 5, 6, 7	
Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
SAU					
Officers	3	8	24	As per Generic G1, 2, 3, 4, 5, 6, 7	

QUALITY MANAGEMENT						
Commander	1	12	12	As per Generic G1, 2, 3, 4, 5, 6, 7		
Officer	1	10	10	As per Generic G1, 2, 3, 4, 5, 6, 7		
Officers	3	8	24	As per Generic G1, 2, 3, 4, 5, 6, 7		
Members	24	6	144	As per Generic G1, 2, 3, 4, 5, 6, 7		
Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document	
SUPPORT SERVICES						
Commander	1	10	10	As per Generic G1, 2, 3, 4, 5, 6, 7		

Officers	4	8	32	As per Generic G1, 2, 3, 4, 5, 6, 7		
Members	13	6	78	As per Generic G1, 2, 3, 4, 5, 6, 7		
Members	38	6	228	As per Generic G1, 2, 3, 4, 5, 6, 7 separate offices per discipline of 18m ² HRM X 2, Fin x 2, SCM MGP X 1, Fleet X 1, Facility X 1, Demand x 2, Loss Management x 1 +(3 x 22m open plan) Service counters at HRM, Finance, SCM: MGP, Facility, Fleet & Demand		
SUPPORT SPACE PER WORKPLACE AREA : A						
Reception (Regional Head)	1	16	16	As per Generic G1, 2, 3, 4, 5, 6, 7		
Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document	
Main CCTV/Security Control Room	1	20	20	As per Generic G1, 2, 3, 4, 5, 6, 7		
<u>BALLISTICS</u>						

Incoming Walk-in-Safe	1	30	30	Dehumidifier, Access control for safety and security purposes. Shelving floor to ceiling 40*100cm steel, 40*1500cm	OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Outgoing Walk-in-Safe	1	30	30	Dehumidifier, Access control for safety and security purposes. Shelving floor to ceiling 40*100cm steel, 40*1500cm	OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Ammunition Safe	1	20	20	Dehumidifier, Access control for safety and security purposes. Shelving floor to ceiling 40*100cm steel, 40*1500cm	OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Distance Determination Room / Shooting Range	1	100	100	Kelver bags on one wall, floor to ceiling. Extraction fan, sound proof, distance determination room must be separated from the shooting range room (12sqm) the distance determination room must have an extractor fan, washbasin, chemical storage cabinets. a "make safe" area with a supervision viewing screen prior to entering the shooting range(2x2 meters)	Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;
Shooting Tank	1	30	30	Shooting tank with water pump with cold water taps midway on sidewall with hose nosel fitting with stop valves and water drain pipe for tank drainage. Should be on the ground floor due to weight of the tank approximately 10 tons. Extractor fan and fumehood connected to the shooting tank. Shooting tank to fit room which will be 3 x10m. Concrete walls reinforced by steel.	Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;
Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Workroom	1	30	30	Steel Washbasin, workbench with vices.	
Etching Room	1	25	25	3x chemical storage cabinets, with three fume hoods connected to extractor fans.	Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;

Microscope Room	2	25	50	As per Generic G1, 2, 3, 4, 5, 6, 7 no natural light, no windows.	
Acquisition Room	1	50	50	20x high Amperage plug points & network point sets required as per standard provision. Non static flooring. Windows to have black out blinds-zero natural light. IBIS server should be stored in the common server room. IBIS network installed by TMS/ FT	
<u>CHEMISTRY</u>					
Walk-In Safes In	1	50	50		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Walk-In Safes Out	1	100	100		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Chemical Store-room (Wet & Dry Chemicals)	4	8	32		Hazardous Chemical Substances: 10(2)(e)(i) Controls of exposure to HCS, OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
Lab consumable store	1	12	12		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
GC-MS Lab	2	25	50	Requirements: ANNEXURE B (attached document from supplier) Power Consumption section of the document	Municipal Gas Regulations OHSACT Section 44 Pressure Equipment Regulations 17,22

					Separate DB for 4 GCMS's UPS system for all 4 GCMS instruments and blue plugs Masonry and electrical work for the installation to extraction system. 5 x plug points and Networks point sets required as per standard provision 24 hour air-conditioning required – 2 x 30 000btu internal 340 voltage. Gas Cage and gas lines for the Helium gas from the cylinders to the instruments	
FT-IR Lab	1	16	16		Additional Requirements: Masonry and electrical work for the installation 1 x fume hood connected to extractor fan. Tap and Wash basin Dimensions of Room --	
RAMAN	1	16	16		Requirements: Masonry and electrical work for the installation connected to extractor fan.	
Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document	
LCMS / Wet Chemistry Instrumentation Lab	1	16	16	Walk in Fridge For wet exhibits(Kat plant)	Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS; OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)	

Toxicology & Fire Lab	1	16	16		Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;
Liquor & Prep Lab	1	12	12		Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;
Reference Material	1	20	20		Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;
Sample Preparation Rooms	3	12	36		Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;
Hard Waste Area	1	16	16		
Bulk Lab	1	30	30	For multiple and/ big exhibits from the Clan lab	
<u>ALCOHOL ANALYSIS</u>					
Alcohol Analysis Laboratory	1	180	180		
Sample Preparation Laboratory	1	150	150		Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS;

Long Term Storage	1	400	400	
<u>DRUG ANALYSIS</u>				
Drug Instrument Laboratory	1	80	80	
Description	Quantity	Norm in m²	Total in m²	Remarks
Sample Preparation Laboratory	1	120	120	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS
Walk-In Safes	5	50	250	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS
Dark Room	1	16	16	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS
Drying Room	1	16	16	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply
Large Exhibit Room	1	16	16	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply
				Reference document
				OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)

Exhibit Prep Room	1	16	16	Standard laboratory specs with HVAC systems and water to one point and electricity supply to one work station and one large examination table each	
DNA Isolation short term storage	1	16	16	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	
Evidence Recovery Labs & DNA submission	1	20	20	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	
Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Reagent Prep Lab	1	16	16	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	
DNA Isolation Laboratory (non-tissue)	1	16	16	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	
DNA Isolation Laboratory (tissue-lane)	1	16	16	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	

Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Walk in fridges	2	15	30	WITH SHELVES AND COMPARTMENTS	
Walk in freezer	1	20	20	WITH SHELVES AND COMPARTMENTS	
DNA Comparison Laboratories	3	10	30	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	
DNA Intelligence Report Lab	3	12	36	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	
Biological Waste Disposal	1	20	20		
<u>DNA PROCESSING AND REPORTING</u>					
<u>CRIME SAMPLE PROCESSING</u>					

Sample submission	1	100	100	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply		
Description	Quantity	Norm in m²	Total in m²	Remarks		
Manual Isolation Laboratories	3	100	300	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply		
Short Term Storage Cuttings	1	50	50	WITH SHELVES AND COMPARTMENTS		
Long Term storage Walk-in-Freezer	1	100	100	WITH SHELVES AND COMPARTMENTS		
QPCR Laboratory	1	80	80	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply		
Short Term sample storage QPCR	1	30	30	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM		

					WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	
PCR Set-up Laboratory	1	100	100		As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	
Description	Quantity	Norm in m ²	Total in m ²	Remarks		Reference document
Short Term storage Aplicons	1	30	30	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply		
STR Gazer Profile Analysis	1	100	100	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply		
Reagent preparation	1	60	60	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply		
Reagent storage	1	50	50	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS		

DNA Kit consumable storage freezer	1	30	30	WITH SHELVES AND COMPARTMENTS	
DNA process consumables and PPE	1	100	100	WITH SHELVES AND COMPARTMENTS	
REFERENCE IN (RI) SAMPLE PROCESSING					
Sample receivable	1	60	60	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	
Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
Short Term sample storage and problem cases	1	100	100	WITH SHELVES AND COMPARTMENTS	
Sample prep submission	1	100	100	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	
				WITH SHELVES AND COMPARTMENTS and DCP fire suppressant system	

RI docket storage	1	300	300	
RI consumable store- preamp	1	50	50	WITH SHELVES AND COMPARTMENTS
Anti-chamber	1	50	50	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply
RI Processing Laboratory	1	120	120	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply
RI sample re-route area	1	30	30	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply
Description	Quantity	Norm in m²	Total in m²	Remarks
DNA REPORTING				
Status reporting Officers	2	50	100	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply
				Reference document

Writing reporting Officers	3	50	150	As per Generic	
DNA Review	2	50	100	G1, 2, 3, 4, 5, 6, 7	
Long term DNA case storage	1	500	500	WITH SHELVES AND COMPARTMENTS DCP fire suppression system	
HUMAN ID LABORATORY					
Tissue isolation laboratory	1	100	100	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	
Tissue storage walk-in freezer	1	30	30	WITH SHELVES AND COMPARTMENTS	
Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Manual isolation references samples	1	50	50	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	
				As per Generic	

Post isolation	1	100	100	G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	
DNA Profile Analysis	1	20	20	As per Generic G1, 2, 3, 4, 5, 6, 7 Standard laboratory specs with HVAC systems and electricity supply to work stations AND ROOM WITH SHELVES AND COMPARTMENTS Standard laboratory specs with HVAC systems and 10 plug points with electricity supply	
<u>QUESTIONED DOCUMENTS</u>					
Examination Room	1	8	8		
Digital Room	1	8	8		
Microscope Room	1	8	8		
Special Chemical Analysis	1	8	8		
Exhibit Layout Room	1	12	12		

Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Chemical Analysis Lab	1	12	12		
Walk-in Safe	1	12	12		OHS Act; General Safety Regulation 4; (2); (3); (6); (10). OHS Act; General Safety Regulation 4; (11)
Consumable Store-room	1	12	12		
Outgoing Exhibit Room	1	16	16		OHS Act; General Safety Regulation 4; (2); (3); (6); (10). OHS Act; General Safety Regulation 4; (11)
<u>SAU</u>					
Polygraph Examination Suites	2	12	24	1 x examination room with one way viewing glass and sound proof	
Polygraph Consulting Room	1	12	12		
Polygraph Waiting Room	1	12	12	1 x holding cell for the suspects/accused	

Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
<u>SUPPORT SERVICES</u>					
First Aid Room	1	12	12		
Emergency showers at specific Laboratories	10	3	30		
<u>SUPPLY CHAIN STORES</u>					
General stores	1	20	20		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Stationary	1	20	20		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Cleaning material	1	24	24		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Bullet proof stores	1	20	20		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)

Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Chemical store room	1	20	20		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Receiving store	1	12	12		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Boarded items store	1	20	20		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Tyre store	1	20	20		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Walk-in Safe GPA	1	20	20		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Walk-in Safe Ammunition	1	12	12		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Walk-in Safe Fire Arms	1	16	16		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4: (11)
Lab Chemicals Store Wet	1	40	40		Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS; OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4

Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
Lab Chemicals Store Dry	1	40	40		Hazardous Chemical Substances: 10(2)(e)(ii) Controls of exposure to HCS; OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4
Glass Consumable Store	1	40	40		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation 4
PPE Store-room	1	40	40		OHS Act; General Safety Regulation 4: (2); (3); (6); (10). OHS Act; General Safety Regulation
<u>FINANCE & ADMINISTRATION</u>					
Finance and Administration Registry	1	170	170		
Archives	1	510	510		
<u>CLAIM SECTION</u>					
Receiving area for claims	1	8	8		

Description	Quantity	Norm in m²	Total in m²	Remarks	Reference document
FINANCIAL ACCOUNTING CASHIER OFFICE					
Cashier office	1	16	16		
<u>LECTURE BLOCK,</u> <u>CANTEEN,</u> <u>ENTERTAINMENT</u>					
Lecture / Tea Rooms	1	70	70		
Lecture / Tea Rooms	1	36	36		
Lecture / Tea Rooms	1	110	110		
Board-Room	1	104	104		
Board-Room	1	60	60		
Board-Room	1	33	33		

Description	Quantity	Norm in m ²	Total in m ²	Remarks		Reference document
Central Case Reception	1	150	150			
GENERAL						
Cleaners / Security change rooms	2	24	48			
Computer server room	1	20	20			
Sub-Computer server room	4	4	16			
Kitchen			88			
Municipal refuse area	1	30	30			
Hazardous waste area	1	30	30			

Description	Quantity	Norm in m ²	Total in m ²	Remarks	Reference document
Under-cover parking for official light vehicles			150 bays and not m ² .		
Open parking			100 bays and not m ²		

Name of Bidder

Signature of Bidder

Date



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

**CONFIRMATION TO UNDERTAKE
TENANT INSTALLATION REQUIREMENTS BY BIDDER.**

BID NO	DBN24/10/03
REFERENCE NO	24/2/1/2/10/6301/296
PROJECT TITLE	<i>SAPS : REQUEST FOR APPROVAL TO PROCURE ALTERNATIVE READILY AVAILABLE ACCOMMODATION AND PARKING FOR FORENSIC SCIENCE LABORATORY FOR A PERIOD OF THREE TO FIVE YEARS USING A TWO WAY STAGE : REQUIRED SPACE MEASURING 13229,50 SQUARE METRES AND 250 PARKING BAYS (OPEN AND UNDERCOVER) IN DURBAN AND SURROUNDING AREARS EXCLUDING DURBAN SOUTH. THE BUILDING SHOULD BE WITHIN 20KM RADIUS FROM CITY HALL AS A POINT OF REFERENCE.</i>
DATE OF ADVERT	25 October 2024
CLOSING DATE	19 November 2024

I, the undersigned (Full Name) _____ hereby confirm to provide office accommodation as per DPW11.1 LS (specification on minimum requirements – office accommodation) and undertake/execute/implement and effect Tenant Installation requirements at **my cost** according to the Clients specifications and contribution as per DPW08.03 LS (Bid offer /office accommodation).

Signature

Date

Position

Name of bidder