



# public works & infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

## TENDER PLK 21/28

### **RETURNABLE DOCUMENTS**

**AND**

**TERMS OF REFERENCE**

**FOR**

**PANEL OF CONTRACTORS FOR  
PREVENTATIVE AND DAY TO DAY  
MAINTENANCE OF GENERATORS**

**FOR 24 MONTHS IN**

**MOPANI**

**AREAS**

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

**PLEASE TAKE NOTE**  
**CLOSING TIME: 11:00**

**BID NUMBER: PLK 21/ 28**  
**CLOSING DATE: 26/10/2021**

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

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

**TENDER DOCUMENTS MAY BE POSTED TO**

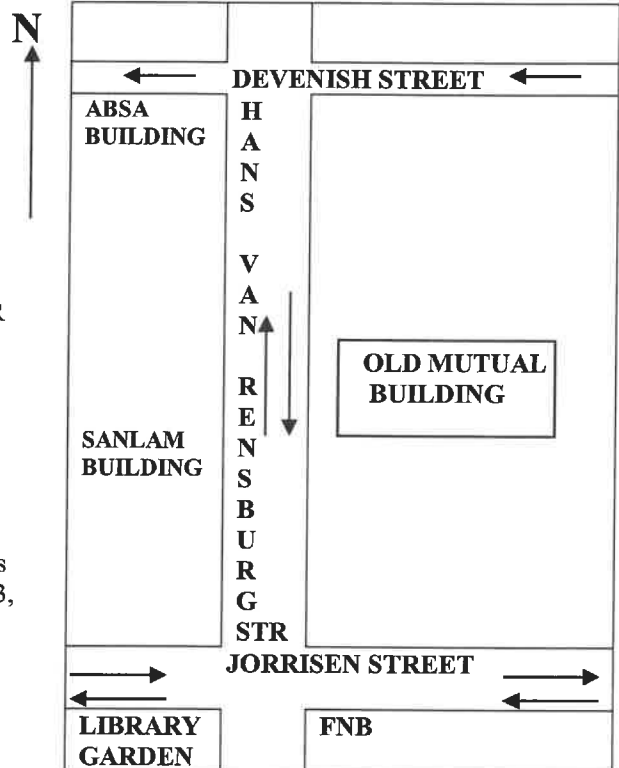
REGIONAL MANAGER  
Department of Public Works  
Private Bag X 9469  
POLOKWANE  
0700

ATTENTION: TENDER SECTION: ROOM 03, GROUND FLOOR

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

**OR**

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



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

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

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

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

**SUBMIT EACH TENDER IN A SEPARATE SEALED ENVELOPE.**

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

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



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

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES TENDERS FOR:

<b>Project title:</b>	Panel of Contractors for Preventative and Day to Day Maintenance of Generators for 24 months in Mopani Areas
<b>Reference no:</b>	7/1/1/2/7

<b>Tender no:</b>	PLK 21/28		
<b>Advertising date:</b>	30/09/2021	<b>Closing date:</b>	26/10/2021
<b>Closing time:</b>	11:00	<b>Validity period:</b>	12 Weeks (84 calendar days)

It is estimated that tenderers should have a CIDB contractor grading designation of **3 EB** or **3 ME\*** or higher.

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

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

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

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

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

**Tender no:** PLK 21/28

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

<input type="checkbox"/>	The tenderer will be required to submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
<input type="checkbox"/>	The tenderer will be required to submit his fully priced and completed sectional summary- and final summary pages with the tender.
<input type="checkbox"/>	Submission of Proof of 30% Subcontracting participation and related documents in terms of the Preferential Procurement Regulations 2017.
<input checked="" type="checkbox"/>	- Attach original certified copy of Electrical Trade Test Certificate. Certified copy must not be older than 3 months on tender closing date.  - Attach original certified copy of Diesel Mechanic Trade Test Certificate. Certified copy must not be older than 3 months on tender closing date.
<input checked="" type="checkbox"/>	- Attach valid original certified copy of Electrical Installation Regulation Registration 6(4) : Registration of Contractor. Certified copy must not be older than 3 months on tender closing date
<input checked="" type="checkbox"/>	- Attach original certified copy of Letter of Good Standing in Electrical / Mechanical / Electro mechanical / Millwright Field: Issued by Department of Labour. Certified copy must not be older than 3 months on tender closing date
<input checked="" type="checkbox"/>	- Cancellation should be initialed  - Attach Health and Safety Plan
<input checked="" type="checkbox"/>	- Financial Credibility : Provide Certified Copy of stamped bank rating from banking institute to justify the risk. certified copy must not be older than 3 months on tender closing date.  - Management : Contractor to attach Completion Letter or Certificate with reference for all previous similar project undertaken and completed successfully.  - Equipments : Contractor to provide evidence of registered certified copies vehicle with load capacity from 1 ton or above (the vehicle must be registered under the name of the company or the owner of the company). Certified copies must not be older than 3 months on tender closing date  - All bidders must submit required original certified copies. ( Copy of Certified copy is not allowed ). Certified copies must not be older than 3 months on tender closing date.

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

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

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

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

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

<b>Minimum functionality score to qualify for further evaluation:</b>	
<b>Functionality criteria:</b>	<b>Weighting factor:</b>

**Tender no:**

<b>Total</b>	<b>100 Points</b>

**Collection of tender documents**

Bid documents are available for free download on e-Tender portal [www.etenders.gov.za](http://www.etenders.gov.za)

Alternatively; Bid documents may be collected during working hours at the following address **78 Hans Van Rensburg Street, Old Mutual Building, Polokwane 0700**. A non-refundable bid deposit of R 200.00*€* is payable (cash only) on collection of the bid documents.

**Site inspection meeting**

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

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

Venue: N/A  
 Zoom Link: N/A  
 Date: N/A  
 Starting time: N/A

**Enquiries related to tender documents may be addressed to:**

<b>DPWI Project Manager:</b>	Ms PM Mametja	<b>Telephone no:</b>	015 291 6442
<b>Cell no:</b>	083 387 1629	<b>Fax no:</b>	015 297 4694
<b>E-mail:</b>	mosima.mametja@dpw.gov.za		

**Deposit / return of tender documents**

Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.


Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

PA-04 (EC): Notice and Invitation to Tender

All tenders must be completed in non-erasable ink and submitted on the official forms – (forms not to be re-typed).

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

<p>Mametja PM</p>		<p>2021/09/30</p>
<p>Name of Project Manager</p>	<p>Signature</p>	<p>Date</p>

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

**Tender no:** PLK 21/28

**OFFER**

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

Panel of Contractors for Preventative and Day to Day Maintenance of Generators for 24 months in Mopani Areas

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

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

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

<b>Rand (in words):</b>	
<b>Rand in figures:</b>	R

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

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

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

Company or Close Corporation: ..... ..... And: Whose Registration Number is: ..... And: Whose Income Tax Reference Number is: ..... CSD supplier number: .....	OR	Natural Person or Partnership: ..... ..... Whose Identity Number(s) is/are: ..... Whose Income Tax Reference Number is/are: ..... CSD supplier number: .....
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**AND WHO IS (if applicable):**

Trading under the name and style of: .....

**AND WHO IS:**

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

Name of representative	Signature	Date

**Tender no:** PLK 21/28

**WITNESSED BY:**

Name of witness	Signature	Date

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

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

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

**SECURITY OFFERED:**

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

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

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

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

.....

**Other Contact Details of the Tenderer are:**

Telephone No..... Cellular Phone No. ....

Fax No .....

Postal address .....

Banker ..... Branch.....

Bank Account No. .... Branch Code .....

Registration No of Tenderer at Department of Labour .....

**ACCEPTANCE**

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



**Tender no:** PLK 21/28

**The terms of the contract, are contained in:**

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

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

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

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

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

**For the Employer:**

Name of signatory	Signature	Date

<b>Name of Organisation:</b>	Department of Public Works
<b>Address of Organisation:</b>	

**WITNESSED BY:**

Name of witness	Signature	Date



Tender no: PLK 21/28

**Schedule of Deviations**

<b>1.1.1. Subject:</b>
<b>Detail:</b>
<b>1.1.2. Subject:</b>
<b>Detail:</b>
<b>1.1.3. Subject:</b>
<b>Detail:</b>
<b>1.1.4. Subject:</b>
<b>Detail:</b>
<b>1.1.5. Subject:</b>
<b>Detail:</b>
<b>1.1.6. Subject:</b>
<b>Detail:</b>

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

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

## DPW-03 (EC): TENDER DATA

<b>Project title:</b>	<b>Panel of Contractors for Preventative and Day to Day Maintenance of Generators for 24 months in Mopani Areas</b>
<b>Reference no:</b>	7/1/1/2/7

<b>Tender no:</b>	<b>PLK 21/28</b>	<b>Closing date:</b>	<b>26/10/2021</b>
<b>Closing time:</b>	<b>11:00</b>	<b>Validity period:</b>	<b>56 days</b>

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

**Tender no: PLK 21/28**



<b>C.1.4</b>	The Employer's agent is:																					
	Name:	<b>Ms. PM Mametja</b>																				
	Capacity:	<b>Departmental Project Manager</b>																				
	Address:	<b>77 Hans Van Rensburg Street, Polokwane 0700</b>																				
	Tel:	<b>015 291 6442 / 083 387 1629</b>																				
	Fax:	<b>015 297 4694</b>																				
	E-mail:	<b>mosima.mametja@dpw.gov.za</b>																				
<b>C.2.1 C.3.11</b>	<p><b>A. <u>ELIGIBILITY IN RESPECT OF CIDB REGISTRATION:</u></b></p> <p>The following tenderers who are registered with the CIDB, or are *capable of being so registered prior to the evaluation of submissions, are eligible to have their tenders evaluated (* tenderers who are capable of being so registered, or who have applied for registration but have not yet received confirmation of such registration, must provide, <u>with this tender</u>, acceptable documentary proof thereof):</p> <p>a) contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations, for a <b>EB</b> or <b>ME**</b> class of construction work; and</p> <p>b) contractors registered as potentially emerging enterprises with the CIDB who are registered in one contractor grading designation lower than that required in terms of a) above</p> <p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> <li>every member of the joint venture is registered with the CIDB;</li> <li>the lead partner has a contractor grading designation in the <b>EB</b> or <b>ME**</b> class of construction work; and</li> <li>the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations for a <b>EB</b> or <b>ME**</b> class of construction work</li> </ol> <p><b>** Delete "or select tender value range select class of construction works" where only one class of construction works is applicable</b></p> <p>A contract will be entered into with a tenderer who has in his employ management and supervisory staff satisfying the requirements of the scope of work for labour intensive competencies for supervisory and management staff. - <b>Applicable</b></p> <p><b>B. <u>INDICATE THE FUNCTIONALITY WEIGHTING APPLICABLE TO THIS BID:</u></b></p> <p><b>Note:</b> <i>Functionality will only be applied as a prequalification criterion. Such criteria are used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference.</i></p> <table border="1"> <thead> <tr> <th><b>Functionality Criteria</b></th> <th><b>Weighting Factor</b></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td><b>Total</b></td> <td><b>100 Points</b></td> </tr> </tbody> </table> <p><i>(Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)</i></p>		<b>Functionality Criteria</b>	<b>Weighting Factor</b>																	<b>Total</b>	<b>100 Points</b>
<b>Functionality Criteria</b>	<b>Weighting Factor</b>																					
<b>Total</b>	<b>100 Points</b>																					



**Minimum functionality score to qualify for further evaluation:**

(Total minimum qualifying score for functionality is 50 Percent).

**C ELIGIBILITY IN RESPECT OF RISK TO EMPLOYER:**

**Provisions applicable to Evaluation Method 1 and 2:**

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

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

**C.1. Technical risks:**

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

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

**C.1.2 Criterion 2: Contractual commitment**

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

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

**C.2 Commercial risks:**

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

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

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

Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.

Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.



	<p>The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs of confirming the acceptability of the detailed design before it is constructed.</p> <p>Alternative tender offer permitted: <span style="float: right;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></span></p>
<b>C.2.13.2</b>	The list of Returnable Documents identifies which of the documents a tenderer must complete when submitting a tender offer. The tenderer must submit his tender offer by completing the Returnable Documents, signing the "Offer" section in the "Form of Offer and Acceptance" and delivering the Returnable Documents back to the Department.
<b>C.2.13.5</b>	The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are as per Notice and Invitation to Tender T1.1.
<b>C.2.13.6</b> <b>C.3.5</b>	A two-envelope procedure will not be followed.
<b>C.2.15</b>	The closing time for submission of tender offers is as per Notice and Invitation to Tender T1.1.
<b>C.2.16</b>	The tender offer validity period is as per Notice and Invitation to Tender T1.1.
<b>C2.16.3</b>	Omit the wording of the last sentence for those projects which are subject to CPAP
<b>C.2.18</b>	<p>The tenderer will be required to submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts):</p> <p><input type="checkbox"/> Together with his tender; or <input type="checkbox"/> Within fourteen (14) calendar days of the date on which he has been requested to do so prior to the award of the contract.</p>
<b>C.2.19</b>	Access shall be provided for inspections, tests and analysis as may be required by the Employer.
<b>C.3.4.1</b> <b>C.3.4.2</b>	The location for opening of the tender offers, immediately after the closing time thereof shall be at: <b>78 Hans Van Rensburg Street, Polokwane 0700</b>
<b>C.3.8</b>	The words "responsive tender" and "acceptable tender" shall be construed to have the same meaning.
<b>C.3.9.3</b>	Omit the wording and replace with the following: "Notify the tenderer of all errors, omissions and/or rate imbalances that are identified in the tender offer and request the tenderer to, within a stipulated time, accept the total of prices as corrected in accordance with C.3.9.4."
<b>C.3.9.4</b>	Omit the wording of the first sentence and replace with the following: "In cases where tender offers contain errors, omissions and/or rate imbalances, these are to be corrected as follows:"
<b>C.3.9.4</b>	Add sub paragraph c) to C.3.9.4, as follows: "c) If the tenderer does not accept the corrected tender offer, or cannot reach consensus with the Employer on a corrected tender offer, the tender is to be classified as not acceptable/non responsive and removed from further contention."
<b>C.3.11.1</b>	The procedure for the evaluation of responsive tenders is Method 2: Financial Offer and Preference.
<b>C.3.13</b>	Add the following to sub paragraph a), as follows:  The tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) as a person prohibited from doing business with the public sector;
<b>C.3.17</b>	Provide to the successful tenderer one copy of the signed contract document.



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



Tender no: **PLK 21/28**

7.	<p>The security to be provided by the Service Provider will be one of the following, as indicated:</p> <p>(1) 2.5% cash deposit <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(2) 2.5% variable guarantee <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(3) retention of 2.5% of the Contract Sum (excluding VAT) <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(4) 1.25% cash deposit and a retention of 1.25% of the Contract Sum (excluding VAT) <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p><b>NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.</b></p>
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## PA-09 (EC): LIST OF RETURNABLE DOCUMENTS

<b>Project title:</b>	<b>Panel of Contractors for Preventative and Day to Day Maintenance of Generators for 24 months in Mopani Areas</b>		
<b>Tender / Quote no:</b>	PLK 21/ 28	<b>Reference no:</b>	7/1/1/2/7
<b>Receipt Number:</b>			

### 1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

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

<b>Tender document name</b>	<b>Number of pages issued</b>	<b>Returnable document</b>
Form of Offer and Acceptance (DPW-07 EC)	4 Pages	Yes
Declaration of Interest and Tenderer's Past Supply Chain Management Practices (PA-11)	4 Pages	Yes
Resolution of Board of Directors (PA-15.1) <i>(if applicable)</i>	1 Page	Yes
Resolution of Board of Directors to enter into Consortia or JV's (PA-15.2) <i>(if applicable)</i>	2 Pages	Yes
Special Resolution of Consortia or JV's (PA-15.3) <i>(if applicable)</i>	3 Pages	Yes
Preference points claim form in terms of the Preferential Procurement Regulations 2017 (PA – 16)	5 Pages	Yes
Certificate of independent Bid Determination (PA - 29)	4 Pages	Yes
Declaration Certificate for Local Production and Content for designated sectors (PA – 36 and Annexure/s C)	7 Pages	Yes
Fully completed Declaration of Designated Groups for Preferential Procurement (PA 40)	2 Pages	Yes
Registration on National Treasury's Central Supplier Database (CSD).	-	Yes
Particulars of Tenderer's Projects (DPW-09 EC)	2 Pages	Yes
Site Inspection Meeting Certificate (DPW-16 EC) <i>(if applicable)</i> .	1 Page	
Record of attending compulsory virtual bid clarification / site inspection meeting <i>(if applicable)</i> .	1 Page	
Record of Addenda to tender documents (DPW-21 EC)	1 Page	Yes
Site Inspection Meeting Certificate (DPW-16 EC) <i>(if applicable)</i>	1 Page	no
Proof of 30% Subcontracting participation and related documents in terms of the Preferential Procurement Regulations 2017 <i>(if applicable)</i> .		no

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

Tender no: *PLK 21/ 28*

**2. ADDITIONAL RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES**

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

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

**3. RETURNABLE DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT**

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

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

**4. OTHER DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT**

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

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

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

Tender no: *PLK 21/28*

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

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

**Signed by the Tenderer:**

<b>Name of representative</b>	<b>Signature</b>	<b>Date</b>

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

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

<b>Project title:</b>	<i>Panel of Contractors for Preventative and Day to Day Maintenance of Generators for 24 months in Mopani Areas</i>		
<b>Bid no:</b>	PLK 21/28	<b>Reference no:</b>	7/1/1/2/7

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

**1. CIDB REGISTRATION NUMBER (if applicable)**

2. Any legal person, including persons employed by the State<sup>1</sup>; or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where:

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

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

3.1 Full Name of bidder or his or her representative: .....

3.2 Identity number:.....

3.3 Position occupied in the Company (director, trustees, shareholder<sup>2</sup> ect .....

3.4 Company Registration Number: .....

3.5 Tax Reference umber:.....

3.6 VAT Registration Number: .....

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

<sup>1</sup> "State" means –

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

<sup>2</sup> "Shareholder" means –

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

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

3.7.1 If so, furnish the following particulars:

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

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

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

Any other particulars:  
 .....  
 .....

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

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

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

3.9.1 If so, furnish particulars.  
 .....  
 .....

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

evaluation and or adjudication of this bid?  YES  NO

3.10.1 If so, furnish particulars.

.....  
 .....

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

3.11.1 If so, furnish particulars:

.....  
 .....

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

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

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

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



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

**6. CERTIFICATION**

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

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

Name of Tenderer / bidder	Signature	Date	Position

This form has been aligned with SBD4 and SBD 8



## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

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

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

Held at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date)

**RESOLVED that:**

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

\_\_\_\_\_ (Project description as per Bid / Tender Document)

Bid / Tender Number: \_\_\_\_\_ (Bid / Tender Number as per Bid / Tender Document)

- \*Mr/Mrs/Ms: \_\_\_\_\_

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

and who will sign as follows: \_\_\_\_\_

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

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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:**

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-15.3: 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			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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).

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

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



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

## 2. DEFINITIONS

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



Pmin = Comparative price of lowest acceptable bid

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

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

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

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

## 6. BID DECLARATION

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

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

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

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

**8 SUB-CONTRACTING (relates to 5.5)**

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

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....%
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME/ a QSE YES / NO (delete which is not applicable)

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

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm .....

9.2 VAT registration number .....

9.3 Company registration number .....

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate/ Sworn Affidavit, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) Disqualify the person from the bidding process;
  - (b) Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution

**WITNESSES:**

- 1. ....
- 2. ....

.....

**SIGNATURE(S) OF BIDDER(S)**

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

.....

## PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

<b>Project title:</b>	Panel of Contractors for Preventative and Day to Day Maintenance of Generators for 24 months in Mopani Areas		
<b>Bid no:</b>	PLK 21/28	<b>Reference no:</b>	7/1/1/2/7

### INTRODUCTION

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

---

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

**(Bid Number and Description)**

in response to the invitation for the bid made by:

---

**(Name of Institution)**

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

I certify, on behalf of: \_\_\_\_\_ that:

**(Name of Bidder)**

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
  
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
  
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
  
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

Name of Bidder	Signature	Date	Position

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.





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

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

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

### 1. General Conditions

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

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

Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

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

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



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

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

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

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

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
1.PVC Coated Wire : 2.5mm ( Item No.2.31 ) _____ %	90% _____
2. PVC Coated Wire : 4.0mm ( Item No. 2.32 ) _____ %	90% _____
3. PVC Coated Wire : 6.0mm ( Item No. 2.34 ) _____ %	90% _____

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

(Tick applicable box)

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

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

The relevant rates of exchange information is accessible on [www.resbank.co.za](http://www.resbank.co.za)

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

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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



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

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

**IN RESPECT OF BID NO. ....**PLK 21/28**.....**

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

**NB**

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

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

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

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

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



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

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

Local content %, as calculated in terms of SATS 1286:2011	
---	--

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

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

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

**SIGNATURE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_





## Annex E

### Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	PLK 21/ 28	<b>Note: VAT to be excluded from all calculations</b>
(E2)	Tender description:	Panel of Contractor for Preventative and Day to Day	
(E3)	Designated products:		
(E4)	Tender Authority:	NDPWI	
(E5)	Tendering Entity name:		

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
<b>(E9) Total local products (Goods, Services and Works)</b>			

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

This total must correspond with Annex C - C24

**Signature of tenderer from Annex B**

\_\_\_\_\_

Date: \_\_\_\_\_

# PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender no: .....

Name of Tenderer .....

EME<sup>1</sup>  QSE<sup>2</sup>  Non EME/QSE (tick applicable box)

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

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

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

<sup>1</sup> EME: Exempted Micro Enterprise

<sup>2</sup> QSE: Qualifying Small Business Enterprise



# PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

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

**Signed by the Tenderer**

<b>Name of representative</b>	<b>Signature</b>
	<b>Date</b>

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

<b>Project title:</b>	<i>Panel of Contractor for Preventative and Day to Day Maintenance of Generators for 24 months in Mopani Areas</i>	
<b>Tender / quotation no:</b>	PLK 21/28	<b>Closing date:</b> 26/10/2021
<b>Advertising date:</b>	30/09/2021	<b>Validity period:</b> 56 days

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

#### 1.1. Current projects

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

**1.2. Completed projects**

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

Name of Tenderer	Signature	

## DPW-10.5 (FM): VARIABLE GUARANTEE – WORKS OF FACILITIES MANAGEMENT

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

To: **Department of Public Works**  
 Private Bag **X9469**  
**Polokwane**  
**0700**

Sir,

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

1. With reference to the contract between \_\_\_\_\_  
 \_\_\_\_\_ (hereinafter referred to as the "**Service Provider**") and the Government of the Republic of South Africa in its Department of Public Works (hereinafter referred to as the "**Employer**"), Contract/Tender No: **PLK 21/28**, WCS No: **N/A**, for the **Panel of Contractors for Preventative and Day to Day Maintenance of Generators for 24 months in Mopani Areas** (hereinafter referred to as the "**Contract**" for the sum of R \_\_\_\_\_, ( \_\_\_\_\_ ).  
 I/we, \_\_\_\_\_  
 in my/our capacity as \_\_\_\_\_ and hereby  
 representing \_\_\_\_\_ (hereinafter referred to as the "**Guarantor**") holds at the **Employer's** disposal the sum of R \_\_\_\_\_, ( \_\_\_\_\_ ) being 2.5% of the Contract Sum (excl. VAT), for the due fulfillment of the Contract.
2. I/We advise that the **Guarantor's** liability in terms of this guarantee shall be reduced as follows:
  - (a) Annually in equal portions, subject to (b) below;
  - (b) The last annual portion shall be reduced to 5% thereof on expiry of the Service Period;
  - (c) This guarantee shall expire on the date of the Certificate of Completion.
3. The **Guarantor** hereby renounces the benefits of the exceptions *non numeratae pecunia; non causa debiti; excussionis et divisionis*; and all other exceptions which could be pleaded against the enforcement of this guarantee, with the meaning and effect whereof I/we declare myself/ourselves to be conversant, and undertake to pay the **Employer** the amount guaranteed, during the period when the claim was received by the **Guarantor**, on receipt of a written demand from the **Employer**, to do so and which demand the **Employer**, may make if (in the **Employer's** opinion and sole discretion) the Service Provider:
  - (a) fails or neglects to comply with the terms and/or conditions of the Contract; or
  - (b) if the **Service Provider's** estate is sequestrated, liquidated or surrendered in terms of the insolvency laws of in force within the Republic of South Africa.
4. Subject to the above, but without in any way detracting from the **Employer's** rights to adopt any of the procedures provided for in the Contract, the said demand can be made by the **Employer**, at any stage prior to the expiry of this guarantee.
5. The amount paid by the **Guarantor** in terms of this guarantee may be retained by the **Employer** on condition that upon issue of the Completion Certificate, the **Employer** shall account to the **Guarantor** showing how this amount has been expended and refund any balance due to the **Guarantor**.
6. The **Employer** shall have the absolute right to arrange his affairs with the Service Provider in any manner which the **Employer** deems fit and the **Guarantor** shall not have the right to claim his release

on account of any conduct alleged to be prejudicial to the **Guarantor**. Without derogating from the foregoing, any compromise, extension of the contract period, indulgence, release or variation of the **Service Provider's** obligation shall not affect the validity of this guarantee.

- 7. This undertaking is neither negotiable nor transferable, and
  - (a) must be surrendered to the **Guarantor** at the time when the **Employer** accounts to the **Guarantor** in terms of clause 5 above, or
  - (b) shall lapse in accordance with clause 2 (c) above; and
  - (c) shall not be interpreted as extending the **Guarantor's** liability to anything more than payment of the amount guaranteed.

SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 200\_\_

**AS WITNESS**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

\_\_\_\_\_  
**By and on behalf of**  
\_\_\_\_\_  
\_\_\_\_\_

(insert the name and physical address of the guarantor)

**NAME:** \_\_\_\_\_

**CAPACITY:** \_\_\_\_\_  
(duly authorized thereto by resolution attached marked Annexure A)

**DATE:** \_\_\_\_\_

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

## DPW-15 (EC): SCHEDULE OF PROPOSED SUBCONTRACTORS

<b>Project title:</b>	<i>Panel of Contractors for Preventative and Day to Day Maintenance of Generators for 24 months in Mopani Areas</i>		
<b>Tender no:</b>	PLK 21/28	<b>Reference no:</b>	7/1/1/2/7

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

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

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

<b>Name of representative</b>	<b>Signature</b>	<b>Capacity</b>	<b>Date</b>

<b>Name of organisation:</b>	
------------------------------	--



## DPW-16 (EC): SITE INSPECTION MEETING CERTIFICATE

<b>Project title:</b>	<b><i>Panel of Contractors for Preventative and Day to Day Maintenance of Generators for 24 months in Mopani Areas</i></b>		
<b>Tender no:</b>	<i>PLK 21/28</i>	<b>Reference no:</b>	<i>7/1/1/27</i>
<b>Closing date:</b>	<i>26/10/2021</i>		

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

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

Name of Tenderer	Signature	Date

Ms Mametja PM		
Name of DPW Representative	Signature	Date

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

<b>Project title:</b>	<i>Panel of Contractors for Preventative and Day to Day Maintenance of Generators for 24 months in Mopani Areas</i>		
<b>Tender no:</b>	<i>PLK 21/28</i>	<b>Reference no:</b>	<i>7/1/1/2/7</i>

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

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

Name of Tenderer	Signature	Date

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

Name of Tenderer	Signature	Date



## DPW-22 (EC): PARTICULARS OF ELECTRICAL CONTRACTOR

<b>Project title:</b>	<i>Panel of Contractors for Preventative and Day to Day Maintenance of Generators for 24 months in Mopani Areas</i>		
<b>Tender no:</b>	PLK 21/28	<b>Reference no:</b>	7/1/1/2/7

<b>Name of Electrical Contractor:</b>	
<b>Address:</b>	
<b>Electrical Contractor registration number at the Electrical Contracting Board of S.A.:</b>	

Name of Tenderer	Signature	Date

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

<b>Project title:</b>	<i>Panel of Contractors for Preventative and Day to Day Maintenance of Generators for 24 months in Mopani Areas</i>		
<b>Tender no:</b>	<i>PLK 21/ 28</i>	<b>Reference no:</b>	<i>7/1/1/2/7</i>

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

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

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

These net amounts will be adjusted as follows:

### FORMULA:

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

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

A = the amount (R) of adjustment

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

Y = exchange rate at the closing date of tender submission

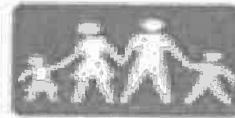
Z = exchange rate on the date of payment.

Name of Tenderer	Signature	Date



**public works**

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA



**EXPANDED PUBLIC WORKS PROGRAMME**

**BIDDER NUMBER: PLK 21/28**

**REPUBLIC OF SOUTH AFRICA**

**DEPARTMENT OF PUBLIC WORKS**

**TENDER**

**FOR A TWENTY FOUR MONTHS (24) MONTHS CONTRACT**

**FOR**

**PANEL OF CONTRACTORS FOR PREVENTATIVE AND DAY TO DAY MAINTENANCE OF**

**GENERATORS**

**FOR 24 MONTHS**

**IN MOPANI AREAS**

**OFFICE OF THE REGIONAL MANAGER**

**DEPARTMENT OF PUBLIC WORKS**

**PRIVATE BAG X9469**

**POLOKWANE**

**0700**



# public works & infrastructure

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Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

## **DEPARTMENT OF PUBLIC WORKS**

### **PROCUREMENT DOCUMENTATION GUIDELINES**

### **FACILITIES MANAGEMENT**

### **PREVENTATIVE AND DAY-TO-DAY MAINTENANCE**

# SEPTEMBER 2015

## PROCUREMENT DOCUMENTATION GUIDELINES FOR PREVENTATIVE AND DAY-TO-DAY MAINTENANCE

### 1 GENERAL NOTES

- 1.1 The Standard for Uniformity in Construction Procurement published in terms of the Construction Industry Development Board (CIDB) Act, 2000 (Act no. 38 of 2000), the Standardized Construction Procurement Documents for Engineering and Construction Works as issued by the CIDB and any other relevant documentation pertaining thereto must be studied and all principles in this regard must be applied to all procurement documentation, practices and procedures

### 2 COMPILING OF PROCUREMENT DOCUMENTS

- 2.1 The three volume approach has been adopted by the Department for procurement documents for building contracts

This guideline document is intended to assist the Works Managers with the compilation of procurement documents for Preventative and Day-to Day Maintenance

The procurement documents shall be formatted and compiled under the standard headings and sequencing of documents for the three volume approach, as indicated in the table below

- 2.2 The Standard for Uniformity in Construction Procurement has no requirement for colour coding component documents. It is nevertheless recommended that any colour identification of component documents be undertaken in accordance with the provisions of SANS 10403, as this standard is recognized by the CIDB as best practice

SANS 10403 suggests that for ease of identification of the various sections, each section may be printed on different coloured paper or be separated with coloured paper. Where this is done, the colours for each subcomponent should be as indicated in the table below

The Department recommends that the documentation be printed on white paper and be separated with the relevant coloured pages

- 2.3 The standard headings, sequencing of documents and colour coding for the three volume approach for building contracts, are as indicated in the table below:

#### THREE VOLUME APPROACH

DESCRIPTION	COLOUR	DOCUMENT
Cover Page	Choice	Preventative and Day to Day Maintenance Procurement Document Cover Sheet
<b>VOLUME 1: TENDERING PROCEDURES</b>	White	Separation sheet
<b>T1.1 Tender Notice and Invitation to Tender</b>	White	Separation sheet
Notice and Invitation to Tender	White	PA-04 (FM: PDM)
<b>T1.2 Tender Data</b>	Pink	Separation sheet
Tender Data	Pink	DPW-03 (FM: PDM)
<b>VOLUME 2: RETURNABLE DOCUMENTS</b>	Yellow	Separation sheet
<b>T2.1 List of Returnable Documents</b>	Yellow	Separation sheet
List of Returnable Documents	Yellow	PA-09 (FM: PDM)
<b>C1.1 Form of Offer and Acceptance</b>	Yellow	Separation sheet
Form of Offer and Acceptance	Yellow	DPW-07(FM: PDM)
<b>T2.2 Returnable Documents required for tender</b>	Yellow	Separation sheet

<b>evaluation purposes</b>		
Declaration of Interest and Tenderer's Past Supply Chain Management Practices	Yellow	PA-11(EC)
Certification of Independent Bid Determination	Yellow	PA-29
Resolution of Board of Directors	Yellow	PA-15.1
Resolution of Board of Directors to enter into Consortia or Joint Ventures	Yellow	PA-15.2
Special Resolution of Consortia or Joint Ventures	Yellow	PA-15.3
Clarification / Briefing Meeting Certificate	Yellow	DPW-16 (FM: PDM)
Preference Points Claim Form in terms of the Preferential Procurement Regulations 2011	Yellow	PA-16
Particulars of Tenderer's Projects	Yellow	DPW-09 (EC)
Declaration Certificate for Local Production and Content for Designated Sectors	Yellow	PA-36
<b>T2.2 Returnable Documents that will be incorporated into the contract</b>	Yellow	Separation sheet
Record of Addenda to tender documents	Yellow	DPW-21(EC)
Particulars of Electrical Contractor	Yellow	DPW-22(EC)
Mechanical / Electrical / Security Work material and equipment schedules	Yellow	Project specific
Schedule for Imported Materials and Equipment	Yellow	DPW-23 (FM: PDM)
<b>T2.2 Returnable Documents: Other Documents that will be incorporated into the contract</b>	Yellow	Separation sheet
Other documents to be incorporated into the contract	Yellow	Documents as required
<b>VOLUME 3: CONTRACT</b>	Yellow	Separation sheet
<b>Part C1: Agreement and Contract Data</b>	Yellow	Separation sheet
<b>C1.2 Contract Data</b>	Yellow	Separation sheet
Contract Data	Yellow	DPW-04 (FM: PDM)
<b>C1.3 Form of Guarantee</b>	White	Separation sheet
Form of Guarantee	White	DPW-10.6 (FM: PDM)
<b>Part C2: Pricing Data</b>	Yellow	Separation sheet
<b>C2.1 Pricing Instructions</b>	Yellow	Separation sheet
Pricing Instructions	Yellow	Project specific. PG-02.3 (FM: PDM)
<b>C2.2 Bills of Quantities / Rates Schedules</b>	Yellow	Separation sheet
Bills of Quantities / Rates Schedules	Yellow	Project specific
<b>Part C3: Scope of Work</b>	Blue	Separation sheet
<b>C3 Scope of Work</b>	Blue	Separation sheet
Scope of Work	Blue	Project specific. PG-01.3 (FM: PDM)
Occupational Health and Safety Specification	Blue	Project specific
Expanded Public Works Programme (EPWP) Specifications	Blue	Project specific
Other technical specifications that are required	Blue	Specifications as required
<b>Part C4: Site Information</b>	Green	Separation sheet
<b>C4 Site Information</b>	Green	Separation sheet
Site Information	Green	Project specific. PG-03.3 (FM: PDM)

### 3 PRICING INSTRUCTIONS

The document PG-02.3 (FM: PDM): Pricing Instructions which is to be included in Part C2 must be adjusted as necessary by the Works Manager to suit the specific project

### 4 SCOPE OF WORK

The document PG-01.3 (FM: PDM): Scope of Work which is to be included in Part C3 must be adjusted as necessary by the Works Manager to suit the specific project

### 5 SITE INFORMATION

The document PG-03.3 (FM: PDM): Site Information which is to be included in Part C4 must be adjusted as necessary by the Works Manager to suit the specific project

## PG-01.1 (FM: PDM) SCOPE OF WORKS – (FM: PDM (2015) 1<sup>st</sup> EDITION:

<b>Project title:</b>	<i>PANEL OF CONTRACTORS FOR PREVENTATIVE AND DAY TO DAY MAINTENANCE OF GENERATORS FOR 24 MONTHS IN MOPANI AREA</i>		
<b>Tender no:</b>	<i>PLK21/28</i>	<b>Reference no:</b>	<i>7/1/1/2/7</i>

### C3. Scope of Works

#### CONTENTS

##### C3.1 STANDARD SPECIFICATIONS

- SANS 10142 – WIRING REGULATIONS.
- OHS ACT
- SPECIFICATION APPLICABLE TO GENERATORS.
- HT
- LV
- SANS 10142 – 1 & 2.
- SANS 10400 – NATIONAL BUILDING REGULATIONS.
- LOCAL MUNICIPALITY BY-LAWS AND REQUIREMENTS.

##### C3.2 SCOPE OF SERVICES

CONTENTS	DESCRIPTION	PAGES
C3.2.1	GENERAL SCOPE	
C3.2.2	OFFICIAL ORDER FOR REPAIRS	
C3.2.3	TYPE OF REPAIRS	
C3.2.4	JOB CARDS / "E" FORMS FOR REPAIRS	
C3.2.5	SUBMISSION OF SUPPLIER'S INVOICES	
C3.2.6	MATERIAL OF EQUAL QUALITY	
C3.2.7	REDUNDANT MATERIAL, RUBBISH AND WASTE	
C3.2.8	RESPONSE TIME	
C3.2.9	FUEL FILTRATION AND WATER AND SEPARATOR	
C3.2.10	ELECTRONIC CONTROLLER FOR GENERATOR PLANT	
C3.2.11	EXHAUST SYSTEM INSULATION (LAGGING)	
C3.2.12	WARNING NOTICES	
C3.2.13	MAINTENANCE OF METAL PLANT COMPONENTS	
C3.2.14	GENERATING PLANT MAINTENANCE AND SERVICING (PLANNED)	
C3.2.15	OPERATING & MAINTENANCE (O&M) DOCUMENTS	
C3.2.16	SCHEDULED WORK	
C3.2.17	UNSCHEDULED WORK	
C3.2.18	CHECK LISTS FOR MAINTENANCE ON PETROL AND DIESEL GENERATORS	



### **C3.2.1: GENERAL SCOPE**

The plant rooms and containers in which generating plant is accommodated shall be maintained in a clean & serviceable condition. The requirements for plant room and environs maintenance are specified. The relevant schedules shall be completed at every maintenance visit and submitted for record & payment.

This tender involves the servicing of emergency standby generator plants situated in military and police bases, state buildings and structures falling under the control of the Department or other departments hereafter referred to as "user" departments.

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

The generating sets covered under this contract comprise various configurations between 4 to 12 cylinder engines manufactured by companies such as Rolls Royce, Deutz, Cummins, A.D.E. Caterpillar, Volvo and others to a maximum size of 1.2 NVA. (Insert the maximum size of generator in the area)

Some plants are equipped with automatic change over panels such as Meissner, Circon Elmelectron and others.

At premises where computers, delicate tests, machines and passenger lifts are in operation, the services cannot be done during normal working hours and arrangement must be made for performing the services on Saturdays or after hours, which shall form part of the contract at no extra cost.

Simulated power failures in conjunction with all parties concerned are also to be arranged at sets where it is not possible for any damage to sets in the event of negligence or poor workmanship. Any damage to user department equipment which results from the contractor's actions shall be an insured risk by the contractor.

No claims will be considered for specialised labour and advice, equipment or special equipment or transportation of same for services/repairs/maintenance.

Certain new replacement components are specified on a provisional basis to be installed as required.

During each visit to a plant the contractor shall attend to all items listed on each checklist. All irregularities and comments must be reported by the contractor in the spaces provided in the check lists. A duplicate copy of the completed check lists for each visit must be kept in the plant room and the contractor must make provision in each plant room for a document holder secured to the wall for this purpose. The contractor shall allow for & arrange for the reproduction of the proforma checklists at his own cost for the use in all plant rooms.

The work shall be carried out by a competent technician all in accordance with the OHS as amended.

### **C3.2.2 OFFICIAL ORDER FOR REPAIRS**

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

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

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





to the Contractor in writing.

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

Special arrangements are applicable for emergency repairs which are stipulated in clause C3.2.3.1. No payments shall be made for work executed without the necessary written authority.

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

### **C3.2.3 TYPE OF REPAIRS**

#### **C3.2.3.1 EMERGENCY REPAIRS**

Emergency repair works consist of urgent action taken on normalizing or temporarily relieving where danger, need or distress occurred. Only breakdowns which affect public health, loss of people/buildings and sensitive equipment shall be treated as emergency repairs. Breakdowns involving personal comfort shall not be considered as emergency repairs unless authorized as such by the Regional Manager of this Department.

Emergency repairs after hours may be executed without receipt of an official complaint number, and only on the instruction of an official of this Department. The Contractor shall, however, ensure that the official of the Client department signs the job card. The Contractor shall also ensure that he obtains the official complaint number from the Department on the following working day. No payment shall be made without a complaint number, duly completed and signed job card.

#### **C3.2.3.2 NORMAL REPAIRS**

Normal repairs are repair works where danger or distress does not dictate immediate attention but must still be attended to within 48 hours after the call has been logged and the Contractor has been informed of the call.

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

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

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

Incomplete and incorrect job cards shall be returned to the contractor with his invoice. Contractors are to state the name of the client department, for which the work was done, for example, SAPS/SANDF/Justice etc. on their job cards.

See sample in C3.5.



### **C3.2.5 SUBMISSION OF SUPPLIER'S INVOICES**

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

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

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

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

### **C3.2.6 MATERIAL OF EQUAL QUALITY**

New parts, components and material used shall be of equal or similar specification and shall match the existing item that is being replaced. Only genuine parts are acceptable to the Department and the use of pirate parts shall not be allowed. The Contractor shall submit to the Department any supplier's or factory guarantee of repaired or replaced components together with his invoice and ensure that such guarantees are not jeopardized in any way.

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

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

### **C3.2.7 REDUNDANT MATERIAL, RUBBISH AND WASTE**

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

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

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

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

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

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



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

### **C3.2.8 RESPONSE TIME**

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

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

Permission for any extension shall be granted in writing.

For emergency services the response time shall within 4 hours. Response time is applicable to all scheduled, non-scheduled and emergency services.

### **C3.2.9 FUEL FILTRATION AND WATER AND SEPARATOR**

A fuel filtration and water separation system (filter & separator) which is entirely separate from the fuel supply line and line filter to the engine shall be provided when requested by the Departmental Representative. This filtration and water separation system must be dedicated to purifying the content of the storage system / tank by way of the cleaning processes which are applied while circulating the fuel through the filter & separator unit.

The filtration system must be able to handle diesel fuel of "high" and of "low" sulphur content for an indefinite period. The suction line of the system must be connected to the lowest part of the storage system / tank. The return line must be connected in the top section of the storage system / tank in such a position and in such a way that the flow of fuel within the storage system / tank between the fuel return point and the fuel suction point will induce scouring of the bottom of the system / tank to effectively capture sediment and water in the to be filtered fuel.

The filtration unit must filter the diesel fuel, removing suspended particles of effective diameters down to 5 micron. In addition, it must separate all water from the fuel and the fuel storage system and automatically dispose of / dump such water into an open, removable receptacle for disposal at the installation or in a suitable position outside the building. Separation of the fuel and water must be sufficiently effective that the discharged water will meet the standard required for it to be disposed of into a municipal drain and sewer system.

The filter and water separator unit must draw its power from the DC batteries used to power the relevant generator set. The circulating pump shall be provided with a controller programmed to switch the pump through not more than three complete on and off cycles of equal time (ie 50% on; 50% off) , per hour, with a deviation of not more than 10 % ±. The pump must be capable of a duty cycle of not less than 60% running time. The flow rate through the circulating pump must be between 1 l /min and 1,25 l /min.

The filter cartridge of the filter and water separator unit must be replaceable, and, in normal operational conditions, not require replacement within periods shorter than three months. The replacement units must be readily available.

The filtration & separator system may be mounted against the wall of the plant room or on the inside of a converted shipping container, which may house the installation as may be specified elsewhere in this document.

The tank shall be fitted with a suitable filter, a full height gauge glass, “low fuel level” alarm, giving an audible and visible signal on the switchboard as well as a low-low fuel level cut-out.

An electrically operated pump with sufficient length of oil resistant hose to reach 2m beyond the door shall be supplied, for each set for filling the fuel tank/s from 200 litre drums.

The interconnection fuel piping shall consist of copper tubes and the connection to vibrating components shall be in flexible tubing with armored covering.

**C3.2.10 ELECTRONIC CONTROLLER FOR GENERATOR PLANT**

Where instructed the existing generator set controller shall be replaced by a new electronic device. The control panel wiring, components and metalwork shall be altered as necessary to accommodate the new unit. Any panel alterations shall preserve the protection class of the enclosure and any new finishes shall match the existing enclosure finish.

Prior to installation of the new device the manufacturer’s product data sheets shall be submitted for record purposes.

A drawing of all alterations shall be submitted at completion of the work. Drawings shall include wiring diagrams & panel layouts. The wiring diagrams shall represent the complete control system, not merely the alterations & additions.

**C3.2.10.1 Particulars**

<u>Description:</u>	Microprocessor based control & monitoring unit including integral display & tactile functions & operating software.
<u>Display:</u>	LCD graphic touchscreen with backlight 192x64 pixel analogue or digital presentation.
<u>Transfer switch control:</u>	Contact or motorised circuit breaker control.
<u>Automatic clock &amp; calendar:</u>	Integral
<u>Data download &amp; setup:</u>	R-S232 port plus interface cable for personal computer (pc) download & analysis shall include facility to download the stored event log and perform the complete controller setup from a pc. Setup, download & analysis software for Windows based pc shall be included.
<u>Minimum Control &amp; Monitor functions:</u>	<ul style="list-style-type: none"> <li>• Mains voltage</li> <li>• Mains fail/restore</li> <li>• Alternator voltage</li> <li>• Alternator line currents</li> <li>• Frequency</li> <li>• Incoming supply voltage failure timer phase</li> <li>• Incoming supply restore timer</li> <li>• Transfer switch timer</li> <li>• Cool-off timer</li> <li>• Repeat start control</li> </ul>
Displays :	Volts frequency ampere, battery voltage, running time.
Alarms :	Refer to part .....
<u>Compatibility:</u>	The contractor is entirely responsible for ensuring that the



new controller controls & monitors the plant in accordance with the original manufacturer's specifications.

Controller Unit:

Procurement & delivery to site of the unit excluding installation, testing & commissioning. Number of units irrespective of the plant rating. Applicable to all ratings of diesel powered plant.

**C3.2.11 EXHAUST SYSTEM INSULATION (LAGGING)**

The exhaust systems consisting of the pipework & silencers from which asbestos based lagging has been removed where lagging does not exist, shall be fitted with new insulation (lagged) for thermal & acoustic purposes. Flexible joints in pipework shall not be lagged nor sections of exhaust pipe external to the plant room or container. Lagging shall consist of preformed moulded sections of high density mineral free fibre. The sections shall be sheathed overall in a woven or other approved membrane to which is applied three coats of heat resistant aluminium or zinc-rich paint including primer in accordance with the paint manufacturer's specifications. At flanges & other units the lagging shall butt up to the face thereof. The ends of silencers shall be lagged to the same thickness as the silencer. At bends in pipework the lagging shall be sectored to butt without gaps between sectors.

All exhaust lagging shall be 30mm thick.

Pipework: Linear length of pipework lagged & clad including bends & butting to flanges, flexible & fittings, sheath & painting.

Silencers: Item lagged and clad complete including ends.

**C3.2.12 WARNING NOTICES**

Where necessary existing signs shall be replaced and the new signs shall conform to the requirements of SANS. Existing signs shall be removed and the remaining fixing holes in the wall, door or panel shall be made good and refinished to match the surrounding area. Refinishing is measured elsewhere.

The signs shall (Warning Notices) manufactured from a UV resistant ABS plastics sheet 2,5mm thick. Lettering and graphics on the sheet shall consist of either screen printed or adhesive characters in a UV resistant material. Lettering & graphics shall be non-fading suitable for an outdoors application. Fixing holes (4) shall be formed at each corner of the sign.

The format & artwork of all signs are subject to the approval of the Departmental Representative.

Fixings, including the making of holes in the support surface shall consist of the following:

- On timber: Stainless steel roundhead wood screws and washers
- On brickwork: As for timber but with a plastics wall plug in the wall hole drilled for the purpose.
- On panels or enclosures: Aluminium "pop" rivets & washers.

Existing Signs: Removal by number irrespective of material or size including disposal as scrap & the filling & touch-up of the resulting holes in all materials.

New Signs: Number by description



### **C3.2.13 MAINTENANCE OF METAL PLANT COMPONENTS**

Where required, any corroded or damaged components of the generator, generator enclosure, fuel tank etc shall be repaired such as to match the surrounding components of the plant. In the case of in-situ repairs, the corroded surface area shall be completely cleaned of corrosion products, degreased, treated with a suitable metal primer and undercoat prior to over coating the complete panel on which the repair has been made.

Any firmly adhering paint outside the repaired area shall be abraded and degreased prior to over coating. The edges of surrounding firm paintwork shall be faired such that edges are not visible after the finish coats have been applied. All surface coatings shall be applied strictly in accordance with the product manufacturer's specifications. The contractor shall ensure that the new coating products are compatible with any existing finish which is over coated.

In-situ repairs shall be performed using an air powered spray applicator. Areas surrounding the work section shall be effectively masked to prevent overspray. Should overspray occur, the contaminated surface shall be immediately cleaned.

All products shall be suitable for interior and exterior use. Manufacturer's data sheets shall be submitted to demonstrate compliance with the specification and for application monitoring purposes.

- In-situ repair:
- Gloss air drying spray applied enamel.
  - Minimum two coats of finish colour for an overall minimum dry film thickness (dft) of 100µm, including primer & undercoat.

Area in square metres (m2) coated including surface preparations & all coats distinguished by process.

Maintenance & Management Requirements.

### **C3.2.14 GENERATING PLANT MAINTENANCE AND SERVICING (PLANNED)**

3 Monthly Maintenance & Servicing (Insert if the plants are to be serviced 3 or 250 hours)

The existing generator plant installations, plant room and container details as applicable shall be verified and recorded on the contractor's first service visit to each plant. Drawings of the existing installations are not available.

The Contractor shall fully acquaint themselves with the nature of the work to be carried out, the locality of the plant and any possible hindrances in the execution of the service (entry clearance, etc.) and to allow for all of these factors in their prices, as any later claim bases on a want knowledge will not be entertained.

Generating plant shall be maintained and serviced every three (3) months in accordance with the inspection schedules contained in C3.4.1 to 6 commencing from the first service of the plant. The condition of the generating plant installations including the plant room or container and electrical installation associated with the generator plant shall be surveyed on each service visit to each plant, the information being recorded and submitted in schedule format to the Engineer for record. Such records shall include any damage or equipment faults. The plant condition reports contained in C3.4.2 shall be employed for this purpose. The information shall include electrical installations relevant to the generator plant. Attention shall be given to reporting the corrosion of any metallic components during the inspection visits.

Bulk diesel and petrol fuel will be supplied by others. The contractor, however, shall be responsible for checking the present fuel levels and to ensure that the day tank is full and to make the necessary entry on the check lists accompanying his invoice.

Maintenance shall include the execution of all items in accordance with C3.4.1. Check list for Maintenance of Diesel and Petrol Electric Generators including engine oils, all plant expendable material (consumable sundries) and labour, etc., but excluding transport which is measured under Day works.

Lubricating Oil: Drain, flush & refill the engine lubricating oil including the replacement of all filters, gaskets, seals, O-rings, etc. and cleaning of magnetic sump plugs prior to replacement.

Cooling System: Drain and flush water cooling system & refill with rust inhibitor added.

All replacement fluids and spares shall comply with the original equipment manufacturers (OEM) specifications. Drain, flush and refill actions shall likewise comply with the OEM maintenance procedure set out in the relevant operating & maintenance manual. New replacement components such as filters shall be inscribed with the date & plant run time (hours) when installed.

Used oil, cooling water and contaminated components shall be safely disposed at an approved facility. A certificate of disposal shall be obtained. Such waste materials may be temporarily stored at the Contractor's premises until such time as the quantity is sufficient for bulk disposal as specified above.

The existing electrical installation which is directly associated with generating plant shall be in a safe, serviceable, clean & operational condition. Such associated electrical installation shall include the electrical panel containing the transfer switches and mounted in the plant room or adjacent room and the power and control cables interconnecting the generating plant & electrical panel containing the transfer switches and mounted in the plant room or an adjacent room. All switchgear & control components shall be maintained including earth bonding.

Maintenance of the electrical installation as specified shall include the submission of detailed maintenance records. Such maintenance shall be performed during the same visit during which the generating plant & auxiliaries are maintained.

The requirements for electrical maintenance & servicing of generating plant panels are specified which shall be completed at every maintenance visit & submitted for record & payment.

On completion of each inspection the contractor shall complete a Job Card and submit to the Regional Representative with a copy to the facility concerned. The contractor shall attach to the Job Card the following documents associated with the inspection.

- Servicing Checklists completed and endorsed with the contractor's original signature.
- Travel Log sheets.

Number of service & maintenance visits with distinction between generator plants of differing ratings. The rate shall include all necessary labour, materials, parts, consumables, reports, document copies and disposal of used waste materials and parts. Materials and parts shall include but not limited to lubricating oil, corrosion inhibitor, filters, gaskets, etc. as necessary for the complete servicing of the plant.

Payment will be subject to submission of claims for payment with acceptable maintenance reports comprising completed job cards, maintenance checklists and travel logs all signed and dated.



**C3.2.15 OPERATING & MAINTENANCE (O&M) DOCUMENTS**

Comprehensive supplementary O&M documents shall be compiled for any new components which have been installed or where plant, circuits, panels etc. have been altered in the course of the maintenance and servicing of the generator plant.

Where control panel alterations have been executed, complete schedules of approved components and wiring diagrams shall be included.

Draft copies of the documents shall be submitted to the Regional Representative for scrutiny and any necessary revisions shall be made prior to submission of multiple copies of the approved document. The final copies shall be submitted in a ring binder file or files divided into sections per affected plant.

Draft copies: Fixed sum for all documents for all affected plant including any resubmissions to achieve approval.

Final copies: Number of copies of the complete set of supplementary documents per affected plant. Four copies of each set of documents shall be submitted.

**C3.2.16 SCHEDULED WORK**

Material item unit rates shall include for all labour, material profit overhead, transport as well as the disconnecting, removal and commissioning of existing as per Bill of Quantities.

**C3.2.17 UNSCHEDULED WORK**

Provide for certain works to be executed on unscheduled items where specified or instructed. This item may only be utilized on the specific instruction of the Departmental Representative. All overhead costs shall be included.

In the case of work provided for in terms of Provisional Sums the Contractor shall submit a detailed quotation as per Supply Chain Management requirements prior to commencing work. The amount of the quotation shall not be exceeded without approval prior to completion of the work concerned. In the case of Transport for planned maintenance, a prior quotation is not required.

**Materials:** An allowance for the cost of materials utilized in connection with work performed in terms of day works. The materials mark-up rate shall allow full compensation to the Contractor for quotation profit & attendance costs. The mark-up rate shall be given as a portion of the proven cost of the materials utilized, ie 15% must be entered as 0,15.

**Payment:** Payment will be subject to the submission of an invoice, job card and log sheets. Payment claims shall include full details of the work performed with supporting materials invoices, close-out reports, labour time sheets & transport details with distance travelled log.

**C3.2.18 PERSONNEL**

The contractor is expected to report on labourers or general workers on monthly a basis. EPWP reporting templates (payment sheet and attendance register) will be provided to the contractor (attached). The contractor will be expected to provide certified ID copies of labourers



### **C3.3 PARTICULAR SPECIFICATIONS**

- Department of Public Works quality specification part A, B & C.
- Generator specification.
- Occupational Health and Safety Specification for Preventative and Day to Day Maintenance Services See attached Generic Guidelines.
- SL - Employment and training of labour on the Expanded Public Works Program (EPWP) infrastructure projects: National Youth Service (NYS). See attached additional specification
- SN – Implementation of labour-intensive Infrastructure Project under the Expanded Public Works Programme (EPWP).

### **C3.4 GENERATING PLANT MAINTENANCE AND SERVICING (PLANNED) INSPECTION SCHEDULES.**

C3.4.1 CHECK LIST FOR MAINTENANCE TO PETROL AND DIESEL GENERATORS.

C3.4.2 GENERATOR PLANT QUESTIONARE.

C3.4.3 MAINTENANCE AND SERVICE SCHEDULE FOR PLANTROOM VISUAL INSPECTION OF ELECTRICAL APPARATUS.

C3.4.4 MAINTENANCE AND SERVICE SCHEDULE FOR LOW VOLTAGE PLANTROOMS, DISTRIBUTION CONTROL BOARDS, ELECTRICAL METER READINGS.

C3.4.5 MAINTENANCE AND SERVICE SCHEDULE FOR MISCELLANEOUS INSPECTION AND ATTENDANCE TO PLANTROOM AND CONTAINERS.

C3.4.6 MAINTENANCE AND SERVICE SCHEDULE FOR BATTERY OPERATION



**C3.4.1 CHECK LISTS FOR MAINTENANCE TO PETROL AND DIESEL GENERATORS**

MAINTENANCE AND SERVICE SCHEDULE FOR GENERATORS  
(TO BE SUBMITTED WITH CLAIM FOR PAYMENT)  
Service to be carried out to manufacturer's specification.

PLANTROOM NAME OR NUMBER: \_\_\_\_\_

NAME OF BUILDING/PLACE: \_\_\_\_\_

ITEM NO.	DESCRIPTION OF ITEM	ITEM CHECKED (TO BE TICKED OFF)	
		YES	NO
1(a)	Drain crankcase oil and refill with new Oil.		
(b)	Renew Lubricating oil filter elements		
(c)	Renew fuel filter elements		
(d)	Renew air cleaner filter elements as per manufacturer's requirements		
(e)	Drain and refill injector pump cambox oil		
(f)	Adjust tappet clearances and replace gaskets		
(g)	Flush out water cooling system and refill with rust inhibitor added.		
(h)	Pressure test cooling system		
(i)	Report condition of plant		
2.	CHECK FUNCTION, ADJUST, TIGHTEN, AND/OR LUBRICATE WHERE NECESSARY		
A	Fuel pump timing		
B	Pump drive		
C	Oil feed pump		
D	Excess fuel device		
E	Governor		
F	Turbo Charger		
G	Heat Exchanger		
H	Fan & Fan Bearings		
H	Fan & Fan Bearings		
I	Dynamo Bearings		
J	Stop Solenoid		
K	Hand/Electric day tank pump		



L	Lubricating oil filter element		
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**C3.4.1 CHECK LISTS FOR MAINTENANCE TO PETROL AND DIESEL GENERATORS (CONTINUE)**

**MAINTENANCE AND SERVICE SCHEDULE FOR GENERATORS**

(TO BE SUBMITTED WITH CLAIM FOR PAYMENT)

Service to be carried out to manufacturer's specification.

PLANTROOM NAME OR NUMBER: \_\_\_\_\_

NAME OF BUILDING/PLACE: \_\_\_\_\_

ITEM NO.	DESCRIPTION OF ITEM	ITEM CHECKED (TO BE TICKED OFF)	
		YES	NO
3.	VISUALLY CHECK CONDITION, AND TIGHTEN, WHERE NECESSARY		
A	Radiator Core		
B	Radiator Hoses		
C	Radiator pressure cap or valve		
D	Water heater element and thermostat		
E	Vee Belts		
F	Engine Mountings		
G	Engine/Alternator coupling		
H	Exhaust silencer and pipes		
I	Day tank condensate : Drain water from tank		
4.	CHECK FOR LEAKS AND TIGHTEN WHERE NECESSARY		
A	Drain plug		
B	Oil lines and seals		
C	Fuel lines and seals		
D	Injector seals		
E	All packing's		
5.A	Clean Air Cleaner dry element and/or bath		
B	Clean fins and oil cooler		
C	Clean Engine		
D	Clean drip trays (where fitted)		
E	Clean day tank and gauge glass		
F	Check alarm cancel and alarm function on:		
(i)	Low fuel warning		



(ii)	Start failure		
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**C3.4.1 CHECK LISTS FOR MAINTENANCE TO PETROL AND DIESEL GENERATORS (CONTINUE)**

**MAINTENANCE AND SERVICE SCHEDULE FOR GENERATORS**

(TO BE SUBMITTED WITH CLAIM FOR PAYMENT)

Service to be carried out to manufacturer's specification.

PLANTROOM NAME OR NUMBER: \_\_\_\_\_

NAME OF BUILDING/PLACE: \_\_\_\_\_

ITEM NO.	DESCRIPTION OF ITEM	ITEM CHECKED (TO BE TICKED OFF)	
		YES	NO
G	Check alarm and engine shut down functioning on:		
(i)	High temperature		
(ii)	Low oil pressure		
(iii)	Over speed		
6.	CHECK AND TOP UP WHERE NECESSARY (Specify quantity)		
A	Battery Cells		
B	Diesel tank		

DATE: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

ELECTRICIAN: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CLIENT STAMP



C3.4.2 GENERATOR PLANT QUESTIONNAIRE

(TO BE COMPLETED ON FIRST VISIT TO ALL PLANTROOMS)

NAME OF BUILDING/SITE/USER DEPARTMENT: \_\_\_\_\_

Table with 5 columns: ID, ENGINE, INFORMATION, ID, TYPE, INFORMATION. It is divided into three sections: 1. ENGINE MAKE, 2. ALTERNATOR, and 3. CONTROL PANEL. Each section contains specific technical details to be recorded.

DATE: \_\_\_\_\_
NAME (PRINT): \_\_\_\_\_
ELECTRICIAN: \_\_\_\_\_
SIGNATURE: \_\_\_\_\_

CLIENT STAMP

**C3.4.3 MAINTENANCE AND SERVICE SCHEDULE FOR PLANTROOM VISUAL INSPECTION OF ELECTRICAL APPARATUS**

	ACTIVITY	YES	NO
1.	L.T. Cables in order		
2.	L.T. Cable Terminations in order		
3.	All L.T. Switchgear, Covers and Panels intact		
4.	All L.T. Switchgear intact		
5.	Are all switches and circuit breakers in "ON" position?		
6.	Are Circuit Legends available?		
7.	Are Circuit Legends complete?		
8.	Are all Circuit breakers properly labelled?		
9.	Are all Time switches correct and set accordingly? (Where applicable)		
10.	Are all indicating Panel lights working: - if not – indicate quantity replaced under "Remarks" (see 16)		
11.	Check all engine oil levels and top up where required. Report any leaks under "Remarks" (see 16)		
12.	Check selector switch in all positions		
13.	REMARKS: (a) No. of panel lights replaced:		
	(b) Topping up in excess of 2 litres:	Litres	
	(c) Leaks:		
14	Dummy Load		
	Check & Clean elements check currents.		

DATE: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

ELECTRICIAN: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CLIENT STAMP

**C3.4.4 MAINTENANCE AND SERVICE SCHEDULE FOR LOW VOLTAGE PLANTROOMS, DISTRIBUTION CONTROL BOARDS, ELECTRICAL METER READINGS**

Test-Run plant for 30 minutes on full load, check and record the following:  
 Reset all Maximum Demand Ammeters and record running hours after the test.

Meter Readings

PLACE: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

Item	Plant Number & Hours	Phase 1	Phase 2	Phase 3
a		V	V	V
	h	A	A	A
b		V	V	V
	h	A	A	A
c		V	V	V
	h	A	A	A
d		V	V	V
	h	A	A	A

DATE: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

ELECTRICIAN: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CLIENT STAMP



**C3.4.5 MAINTENANCE AND SERVICE SCHEDULE FOR MISCELLANEOUS INSPECTION AND ATTENDANCE TO PLANTROOM AND CONTAINERS**

	ELEMENT	CONDITION GOOD	CONDITION POOR
1.	Doors and frames		
2.	Window panes and frames		
3.	Window guards		
4.	Window cills		
5.	Walls and ceilings (High Pressure)		
6.	Cable ducts		
7.	HT Switchgear (where applicable)		
8.	LT Switchgear		
9.	LT Distribution board/Control panel		
10.	Container interior and exterior		
11.	Container air filter elements		

6.2. Clean and oil

1.	Door hinges		
2.	Door locks		
3.	Container latches & padlocks		
4.	Plant Room Floors		
5.	Walls & Ceilings		
6.	Container panels		
7.	Bunn Walls		

6.4. Report under "Remarks" on the condition of

1.	Doors including hinges, locks, etc.		
2.	Windows including glass, cills, guards, etc.		
3.	Yard fencing and gates (where applicable)		
4.	Walls – any cracks?		
5.	Roofs – any leaks?		
6.	Container padlocks		
7.	Container view panel where fitted		
8.	Container panel corrosion		





9.	Distorted or mechanically damaged panels		
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**C3.4.5 MAINTENANCE AND SERVICE SCHEDULE FOR MISCELLANEOUS INSPECTION AND ATTENDANCE TO PLANTROOM AND CONTAINERS (CONTINUE)**

6.5. Inspection of and Attendance to sundry items:

1.	Cable duct covers to be in position		
2.	Warning signs to be in position on outside of door		
3.	Warning and First Aid Signs to be in position on inside of Plant room		
4.	Container signs in position		

**REMARKS:**

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DATE: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

ELECTRICIAN: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

CLIENT STAMP



**C3.4.6 MAINTENANCE AND SERVICE SCHEDULE FOR BATTERY OPERATION BATTERIES AND CHARGERS**

Contractors are to note that all maintenance to Nickel Cadmium Alkaline batteries, charging equipment and accessories, are to be in accordance with the manufacturer's requirements.

Any loss or damage to the equipment through negligence on the contractor's part will be for his account.

	ELEMENT	YES	NO
1	Clean Battery and/or Container/Stand and terminals with warm water and dry out		
2	Neutralise corrosion with bicarbonate of soda solution		
3	Top up all cells with distilled water		
4	Clean all battery terminals and cover with "Vaseline"		
5	Check for loose connections and terminals, tighten where necessary		
6	Ensure that Battery Charger is set on "trickle charge"		
7	Is Amp/Voltmeter on charger operational (see "Remarks")		
8	Is "Test" button on charger operational (see "Remarks")		
9	Check indicating lights on charger and replace if necessary; indicate quantity replaced under "Remarks" (see "Remarks")		
10	The following information on each cell is to be recorded.		

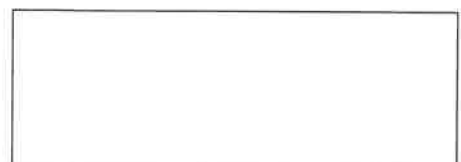
BATTERY CHARGER ..... AMPS

Battery No. 1 No. Volts	Cell S.G.	Battery No. 2 No. Volts	Battery No. 3 No. Volts	Cell S.G.
1.		1.	1.	
2.		2.	2.	
3.		3.	3.	
4.		4.	4.	
5.		5.	5.	
6.		6.	6.	
7.		7.	7.	
8.		8.	8.	
9.		9.	9.	
10.		10.	10.	
11.		11.	11.	
12.		12.	12.	

DATE: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

ELECTRICIAN: \_\_\_\_\_





SIGNATURE: \_\_\_\_\_  
C3.5 JOB CARD

CLIENT STAMP

Department of Public Works

Tender No: .....

**PREVENTATIVE AND DAY-TO-DAY MAINTENANCE**  
**JOB CARD**

Service Date : .....

Place: ..... Institution: ..... Location: .....

Service Description: ..... Ref No: .....

Contractor: ..... Telephone: .....

WORK EXECUTED DESCRIPTION

Use addendum if additional space is required. Attach the following documents:

1. Completed & signed servicing checklists pages 5/3...5/4. (if applicable)
2. Monthly travel log sheet. (If applicable)

Artisan's Name: .....

Date of arrival: ..... Time: ..... Completion date:..... Time: .....

Actual hours worked on site: ..... Signature of Artisan (Contractor): .....

**CONTRACTOR**

I hereby declare that the maintenance, repairs and / or servicing, as listed in the schedules, have been satisfactorily executed and that all records have been updated

**SIGNED BY THE CONTRACTOR**

Name : ..... Signature : ..... Date : .....

**CLIENT DEPARTMENT (TO BE COMPLETED BY THE DESIGNATED OFFICER)**

I the undersigned declare that the work has been completed (however I do not certify the technical / cost / correctness)

Remarks : .....

Name : ..... Rank : ..... Signature : .....

Telephone: ..... Date : .....

CLIENT DEPARTMENTAL STAMP

**DEPARTMENTAL REPRESENTATIVE**

I certify that the work has been carried out satisfactorily

Name : ..... Rank : ..... Signature : .....



Date: .....

C3.6 TRAVEL LOG

Department of Public Works

Tender No: .....

PREVENTATIVE AND DAY-TO-DAY MAINTENANCE TRAVEL LOG

Place: ..... Institution: ..... Location: .....

Service Description: ..... Ref No: .....

Contractor: ..... Telephone: .....

Travel Log for the period from (date) ..... to (date) .....

Table with 5 main columns: Date, Origin (Place, Odometer reading), Destination (Place, Odometer reading), Distance (km), Purpose of travel. Includes a total distance travelled row at the bottom.

Contractor (Representative's name)

Signature

Date

## General

The Department is aiming to appoint unlimited qualifying panel of service providers

Tasks are scattered around Mopani areas at departmental clients and operationalized through Polokwane Regional Office. The Department thus seeks to appoint qualifying and competent service providers.

Depending on market response and availability of service providers, the Department seeks to appoint unlimited number of panel of qualifying Service Providers

Inclusion in the panel does not guarantee work as allocation of work will be based on demand of the service and panel rotation

Priced bill of quantity will be attached together with tender documents and rates will be used on successful bidders for period of 24 months

For this project In case one bidder is responsive and other bidders are non-responsive, department reserves the right to appoint that specific responsive bidder due to speciality of the project.

The following selection criteria will be used when bidders have been approved in the panel:

Companies will be placed in numeric patterns and service providers will be allocated tasks on a rotational basis starting with alphabetical order

Contractors allocated the job will automatically be moved to the bottom of the list irrespective of acceptance of the project or not.

In exceptional cases, the Department may request the approved service provider in the panel to bid for certain special job.

The Department also reserves the right to collapse the panel at any time prior to 24 months lapsing.

Each of the service providers appointed on the panel will be expected to sign appointment letter  
Approval / inclusion in the panel does not guarantee work as allocation of work will be based on demand for service. It is to be noted that 24 months as approved in the panel may lapse without having been allocated task due to Departmental needs

If the service provider fail to attend work request or complaint on site without valid reasons, Department reserves the rights to appoint another contractor.

Administrative responsiveness: due completion of returnable documents, submission of appropriate certificates, documents and information as requires to determine eligibility

Bidders will first be evaluated in terms of the minimum requirements for functionality. Bidders who do not fulfil/meet all the requirements as per the minimum functionality criteria will be disqualified.

## TERMS AND CONDITIONS

The Department is aiming to appoint unlimited qualifying panel of service providers

Tasks are scattered around Mopani areas at departmental clients and operationalized through Polokwane Regional Office. The Department thus seeks to appoint qualifying and competent service providers.

Depending on market response and availability of service providers, the Department seeks to appoint unlimited number of panel of qualifying Service Providers

Inclusion in the panel does not guarantee work as allocation of work will be based on demand of the service and panel rotation

Priced bill of quantity will be attached together with tender documents and rates will be used on successful bidders for period of 24 months

For this project In case one bidder is responsive and other bidders are non-responsive, department reserves the right to appoint that specific responsive bidder due to speciality of the project.

### **APPOINTMENT AND ROTATION PROCEDURE**

The following selection criteria will be used when bidders have been approved in the panel:

Companies will be placed in numeric patterns and service providers will be allocated tasks on a rotational basis starting with alphabetical order

Contractors allocated the job will automatically be moved to the bottom of the list irrespective of acceptance of the project or not.

The Department also reserves the right to collapse the panel at any time prior to 24 months lapsing.

Each of the service providers appointed on the panel will be expected to sign appointment letter

Approval / inclusion in the panel does not guarantee work as allocation of work will be based on demand for service. It is to be noted that 24 months as approved in the panel may lapse without having been allocated task due to Departmental needs

If the service provider fail to attend work request or complaint on site without valid reasons, Department reserves the rights to appoint another contractor.

### **EVALUATION CRITERIA**

Administrative responsiveness: due completion of returnable documents, submission of appropriate certificates, documents and information as requires to determine eligibility

Bidders will be evaluated in terms of responsiveness criteria. Bidders who do not fulfil/meet all the requirements in terms of responsiveness criteria will be disqualified

The following selection criteria will be used when bidders have been approved in the panel:

Servicing of generators will be allocated equally to the number of service providers approved.

It was agreed that in terms of services all recommended bidder will share quantity of generators per quarterly service.

**ADDITIONAL SPECIFICATION****SN IMPLEMENTATION OF LABOUR-INTENSIVE INFRASTRUCTURE PROJECTS UNDER THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP)****CONTENTS**

SN 01	SCOPE
SN 02	TERMINOLOGY AND DEFINITIONS
SN 03	APPLICABLE LABOUR LAWS
SN 04	EMPLOYMENT OF UNSKILLED AND SEMI-SKILLED WORKERS IN LABOUR INTENSIVE WORKS
SN 05	TRAINING OF EPWP WORKERS
SN 06	CONTRACTUAL OBLIGATIONS IN RELATION TO LABOUR
SN 07	SETTING OF RATE OF PAY
SN 08	GENERIC LABOUR INTENSIVE SPECIFICATION

**SN 01 SCOPE**

This project is part of the Expanded Public Works Programme and aims to alleviate and reduce unemployment. EPWP will achieve this aim through the provision of work opportunities as part of the project. EPWP workers will be recruited and trained in skills relevant to the work to be done on this project. These workers will be employed by the Contractor as part of this project so that they can gain work experience on these projects. The Contractor will be required to manage, supervise and report on the EPWP workers, monthly, for a period of 24 months. Furthermore the Contractor will be required to supervise these EPWP workers to ensure that the work they perform is of the required standard.

Labour-intensive infrastructure projects under the EPWP include:

- using labour intensive construction methods to provide employment opportunities to local unemployed people;
- providing training or skills development to those locally employed workers;
- building cost-effective and quality assets.

The employment of locally employed temporary workers on all EPWP labour-intensive infrastructure projects must be in accordance with the Code of Good Practice for Employment and Conditions for Expanded Public Works Programmes issued in terms of the Basic Conditions of Employment Act, 1997 (Act N°75 of 1997)..

**SN 02 TERMINOLOGY AND DEFINITIONS****SN 02.01 TERMINOLOGY**

(a)	BY HAND	refers to the use of tools which are manually operated and powered.
(b)	EPWP	Expanded Public Works Programme, a National Programme of the government of South Africa, approved by Cabinet.
(c)	DOL	Department of Labour.
(d)	Labour-intensive	refers to methods of construction involving a mix of machines and labour, where labour, utilising hand

## SN.2

tools and light plant and equipment, is preferred to the use of heavy machines, where technically and economically feasible.(Note: The normal emphasis on the cost-effectiveness and quality of the asset must be retained.)

- (e) Public body refers to a department, trading entity, constitutional institution, municipality, public entity or municipal entity
- (f) Scope of work refers to a specification and description of the services or construction works which are to be provided and any other requirements and constraints relating to the manner in which the contract is to be performed

### **SN 02.02 DEFINITIONS**

- (a) "employer" means the contractor or any party employing the worker under the EPWP Programme.
- (b) "client" means the Department of Public Works.
- (c) "worker" means any person working or training in an elementary occupation on an EPWP.

### **SN 03 APPLICABLE LABOUR LAWS**

In line with the Expanded Public Works Programme (EPWP) policies, the Code of Good Practice for Employment and Conditions of Work for Expanded Public Works Programmes read in conjunction with a Ministerial Determination for Expanded Works Programmes issued by the Minister of Labour in terms of Section 50(1) of the Basic Conditions of Employment Act of 1997 of which extracts have been reproduced below in clauses SN 04, shall apply to works described in the scope of work and which are undertaken by unskilled or semi-skilled workers.

### **SN 04 EMPLOYMENT OF UNSKILLED AND SEMI-SKILLED WORKERS IN LABOUR INTENSIVE WORKS**

#### **SN 04.01 REQUIREMENTS FOR THE SOURCING AND ENGAGEMENT OF LABOUR**

The beneficiaries of the programmes should be locally-based (as close to the project site as possible) individuals prepared to work on the specific EPWP.

In order to spread the benefits as broadly as possible in the community, a maximum of one person per household should be employed, taking local available labour into account.

Workers from other areas may be employed if they have skills that are required for a project and there are not enough persons in the local communities who have those skills or who could undergo appropriate skills training. However, workers from other communities should not exceed 20% of all persons working on a programme. A proper skills audit should be conducted, where possible, in an area where an EPWP is in operation.

Programmes should set participation targets for employment with respect to women, youth, and people with disabilities.



The proposed targets are:

- 55% women;
- 55% youth from 16 to 35 years of age; and
- 2% people with disabilities.

EPWPs should seek to achieve these targets in all occupational categories. Persons under sixteen years of age may not be employed on EPWP.

#### **SN 04.02 SPECIFIC PROVISIONS PERTAINING TO SANS 1914-5**

##### **Definitions**

Targeted labour: Unemployed persons who are employed as local labour on the project.

##### **Contract participation goals**

- The specified contract participation goal for the contract is stated in the Scope of Works. The contract participation goal shall be measured in the performance of the contract to enable the employment provided to targeted labour to be quantified.
- The wages and allowances used to calculate the contract participation goal shall, with respect to both time-rated and task rated workers, comprise all wages paid and any training allowance paid in respect of agreed training programmes.
- Further to the provisions of clause 3.3.2 of SANS 1914-5, written contracts shall be entered into with targeted labour.

The definition for net amount shall be amended as follows:

- Financial value of the contract upon completion, exclusive of any value added tax or sales tax which the law requires the employer to pay the contractor.

#### **SN 05 TRAINING OF EPWP WORKERS**

The contractor shall provide all the necessary on-the-job training to targeted labour to enable such labour to master the basic work techniques required to undertake the work in accordance with the requirements of the contract in a manner that does not compromise worker health and safety.

Three types of training are applicable, namely

- Life skills;
- On the job training;
- First Aid training;
- Technical Skills training.

Training will be implemented by training instructors accredited by DOL and/or CETA:

- EPWP workers shall be employed on the projects for a minimum period of 12 months.
- EPWP workers shall be deployed on projects in the vicinity of their homes. The same arrangements as for other workers regarding accommodation, subsistence and travel shall be applicable to EPWP workers.
  - (a) The contractor shall provide all the necessary on-the-job training to targeted labour to enable such labour to master the basic work techniques required to undertake the work in accordance with the requirements of the contract in a manner that does not compromise worker health and safety.

#### SN.4

- (b) The cost of the formal training of targeted labour, will be funded by the provincial office of the Department of Labour. This training should take place as close to the project site as practically possible. The contractor, must access this training by informing the relevant provincial office of the Department of Labour in writing, within 14 days of being awarded the contract, of the likely number of persons that will undergo training and when such training is required. The employer must be furnished with a copy of this request.
- (c) A copy of this training request made by the contractor to the DOL provincial office must also be faxed to the EPWP Training Director in the Department of Public Works – Cinderella Makunike, Fax Number 012 328 6820 or email [cinderella.makunike@dpw.gov.za](mailto:cinderella.makunike@dpw.gov.za) Tel: 083 677 4026
- (d) The contractor shall be responsible for scheduling the training of workers and shall take all reasonable steps to ensure that each beneficiary is provided with a minimum of six (6) days of formal training if he/she is employed for 3 months or less and a minimum of ten (10) days if he/she is employed for 4 months or more.
- (e) The contractor shall do nothing to dissuade targeted labour from participating in the above mentioned training programmes.
- (f) An allowance equal to 100% of the task rate or daily rate shall be paid by the contractor to workers who attend formal training, in terms of (d) above.
- (g) Proof of compliance with the requirements of (a) to (e) must be provided by the Contractor to the Employer prior to submission of the final payment certificate.

#### **SN 06 CONTRACTUAL OBLIGATIONS IN RELATION TO LABOUR**

The EPWP workers to be employed in the programme (EPWP) shall be directly contracted to the Contractor. Over and above the construction and project management responsibilities, the contractor will be expected to perform the tasks and responsibilities as set out in this specification.

Implementation of labour intensive practices under the Expanded Public Works Programme (EPWP) is required to a value of not less than 10% of the tendered contract amount for wages paid to local labour.

#### **SN 07 PAYMENT OF WORKERS**

Employers must pay workers at least the minimum rate as stipulated in the Ministerial Determination: Expanded Public Works Programme

Workers can be paid on the basis of the number of tasks completed. These workers are referred to as "task-rated workers". Alternatively, workers can be paid on a daily rate.

There are jobs where it is not possible to pay workers on the basis of tasks performed. These workers must be paid on the basis of the amount of time they worked. They are referred to as "time-rated workers".

On the task-based system, a worker is paid for each task completed or part thereof.

If workers are informed a day before that work will not take place the next day, they should not be entitled to any payment.

Workers will be paid a training allowance in case they are required to attend agreed training programmes. This should be equal to 100% of the daily task rate for task-rate workers or 100% of the daily rate of pay for time-rated workers. All the costs of training will be covered, for example, travel, trainers, material, tuition fees.

Where a worker participates in a learnership, the relevant learnership determination must be used to determine the training allowance whilst on training.

Each worker must be given written particulars of employment and verbal explanations in an appropriate language of their rate of pay and how this is to be calculated.

Where a project is completed earlier than anticipated the worker should receive the full agreed remuneration for the stipulated period of the contract if the pay for the task was to be calculated on the basis of time. Where such work was to be performed on a task-based system, the full agreed remuneration for the task should be paid for early completion.

## **SN 08      GENERIC LABOUR INTENSIVE SPECIFICATION**

The Generic Labour-intensive specification below is the same as SANS 1921-5, Construction and management requirement for works contracts- Part 5: Earthworks activities which are to be performed by hand and should be included in the scope of works without amendment or modification as set out below.

### **SN 08.01    Scope**

This specification establishes general requirements for activities which are to be executed by hand involving the following:

- a) Trenches having a depth of less than 1.5 metres
- b) Excavation for and erection of poles for overhead lines.
- c) Installation of all electricity cables (joints and terminations by qualified persons).

### **SN 08.01    Precedence**

Where this specification is in conflict with any other standard or specification referred to in the Scope of Works to this Contract, the requirements of this specification shall prevail.

### **SN 08.01    Hand excavateable material**

Hand excavateable material is material:

- a) granular materials:
  - i) whose consistency when profiled may in terms of table 1 be classified as very loose, loose, medium dense, or dense; or
  - ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 15 blows of a dynamic cone penetrometer is required to penetrate 100mm;
- b) cohesive materials:
  - i) whose consistency when profiled may in terms of table 1 be classified as very soft, soft, firm, stiff and stiff / very stiff; or
  - ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 8 blows of a dynamic cone penetrometer is required to penetrate 100mm;

#### **Note:**

- i) A boulder, a cobble and gravel is material with a particle size greater than 200mm, between 60 and 200mm.
- ii) A dynamic cone penetrometer is an instrument used to measure the in-situ shear resistance of a soil comprising a drop weight of approximately 10 kg which falls through a height of 400mm and drives a cone having a maximum diameter of 20mm (cone angle of 60°with respect to the horizontal) into the material being used.

**SN 08.01 Trench excavation**

All hand excavateable material in trenches having a depth of less than 1,5 metres shall be excavated by hand.

**SN 08.01 Compaction of backfilling to trenches (areas not subject to traffic)**

Backfilling to trenches shall be placed in layers of thickness (before compaction) not exceeding 100mm. Each layer shall be compacted using hand stampers

- a) to 90% Proctor density;
- b) such that in excess of 5 blows of a dynamic cone penetrometer (DCP) is required to penetrate 100 mm of the backfill, provided that backfill does not comprise more than 10% gravel of size less than 10mm and contains no isolated boulders, or
- c) such that the density of the compacted trench backfill is not less than that of the surrounding undisturbed soil when tested comparatively with a DCP.

**SN 08.01 Excavation**

All hand excavateable material including topsoil classified as hand excavateable shall be excavated by hand. Harder material may be loosened by mechanical means prior to excavation by hand.

The excavation of any material which presents the possibility of danger or injury to workers shall not be excavated by hand.

**SN 08.01 Clearing and grubbing**

Grass and small bushes shall be cleared by hand.

**SN 08.01 Shaping**

All shaping shall be undertaken by hand.

**SN 08.01 Loading**

All loading shall be done by hand, regardless of the method of haulage.

**SN 08.01 Haul**

Excavation material shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150 m.

**SN 08.01 Offloading**

All material, however transported, is to be off-loaded by hand, unless tipper-trucks are utilised for haulage

**SN 08.01 Spreading**

All material shall be spread by hand.

**SN 08.01 Compaction**

Small areas may be compacted by hand provided that the specified compaction is achieved.

**SN 08.01 Haul of Material**

Where the haul of any material exceeds 200m, consideration should be given to the use of local resources for transporting material. This includes the use of animal drawn vehicles and small trailer combinations utilising locally sourced tractors. All loading and off loading can be done by hand.

**SN 08.01 Bill of quantities**

Labour-intensive works is highlighted in the bills of quantities for the payment items relating to labour-intensive works (LI).

**SN 09 REPORTING**

The Departmental Representative shall, before certifying a contractor's payment certificate, ensure that the contractor has submitted labour information in a format and timeframe specified by the employer. If the information submitted by the contractor is inadequate the consultant shall not submit the payment certificate to the employer for payment.

The Contractor's payment invoices shall be accompanied by labour information for the corresponding period in a format specified by the employer. If the contractor chooses to delay submitting payment invoices, labour returns shall still be submitted as per frequency and timeframe stipulated by the Employer. The contractor's invoices shall not be paid until all pending labour information has been submitted.

**SN 10 MEASUREMENTS AND PAYMENT**

**The number of EPWP workers specified for this contract that will receive orientation and life skills development training is .....(Number to be determined by EPWP) and technical training is .....(Number to be determined by EPWP)**

## PG-02.2 (FM: PDM) PRICING INSTRUCTIONS

<b>Project title:</b>	<b>PANEL OF CONTRACTORS FOR PREVENTATIVE AND DAY TO DAY MAINTENANCE OF GENERATORS FOR 24 MONTHS IN MOPANI AREA</b>		
<b>Tender no:</b>	<i>PLK21/28</i>	<b>Reference no:</b>	<i>7/1/1/2/7</i>

### C2.1 Pricing Instructions

#### 1. BILLS OF QUANTITIES

The **Bills of Quantities** forms part of and must be read and priced in conjunction with all the other documents forming part of the **contract documents**, the Facilities Management: Preventative and Day-to-Day Maintenance Conditions of Contract, Specifications, Drawings and all other relevant documentation.

#### 2. VALUE ADDED TAX

The **contract sum** must include for Value Added Tax (VAT). All rates, provisional sums, etc. in the **Bills of Quantities** must however be net (exclusive of VAT) with VAT calculated and added to the total value thereof in the Final Summary.

#### 3. FIXED PRICE CONTRACT

Tenderers are to take note that contract price adjustments are not applicable to this contract. Tenderers should therefore make provision in the **contract sum**, Bill of Quantities, etc., for possible price increases during the contract period, as no claims in this regard shall be entertained.

#### 4. QUANTITIES PROVISIONAL

The quantities set out in the schedules are measured provisionally and will be subject to re-measurement on completion of the Maintenance Works.

#### 5. ZERO, NIL, GRATIS, UNBALANCED OR NON- MARKET RELATED RATES

Zero, nil, gratis, unbalanced or non- market related rates will not be accepted and The Department reserves the right to adjust such rates without altering the tender value. The Bill of quantities must therefore be returned with the tender documentation

#### 6. CONTRACT PRICE ADJUSTMENT PROVISION

Contract price adjustment provision CPAP is not applicable to this tender document.

#### 7. MATERIAL ITEM UNIT RATES

Material item unit rates shall include for all labour, material profit overhead, transport, as well as disconnecting and removal of existing etc.

#### 8. MARK-UP

Percentage mark-up is allowed on non-scheduled material, parts and components only and not on labour, transport and sub-contractor's services. The total discount obtained from the supplier shall be credited to the Department. The percentage mark-up shall then be calculated on the total discount price excluding VAT. This must be indicated in the Bill of Quantities applicable to the resulting contract. Percentage mark-up allowed. A provisional amount has been provided in the Rates of Schedules. Tenderers to indicate percentage profit as indicated in the schedule of rates.

#### 9. TRANSPORT COST

Transport cost for schedule items can only be claimed if distance traveled is more than 2km radius from the General Post office or the office of the service provider (whichever is the lesser) of the subject area of this tender. Transport cost will be calculated according to the distance travelled to the



site/building where the work is to be executed. Where more than one service has to be done on the same day in the same area, transport cost will be calculated on actual distance travelled outside the 2km radius as below example.

From Post Office to property A- 135Km: from property A to property B-7Km: from property B to property C-5Km: from property C to Post Office =travel that can be claimed 187km 140Km = Total distance that can be claimed - (50km radius) = Total km. Transport cost will be charged from Hoespruit Post Office

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

## 10 MEASUREMENTS

The unit of measurement is indicated in the Scope of works and in the Bill of Quantities.

## SERVICING OF GENERATOR SETS QUATERLY

1. The rates for servicing as stipulated include Labour, Transport, Consumables, minor and incidental repairs and all other overheads etc. which shall form part of the service.
2. Report to officer in charge on arrival and departure, complete service schedule and obtain signature from officer in charge.
- 3. The following items must be attended during each quarterly service:**
  1. Check that intercooler is free from obstructions. (If fitted).
  2. Service air cleaner and filter (Oil bath type).
  3. Check all air cleaner ducts, hoses, clips, etc. for serviceability and tighten as necessary.
  4. Check intake ducting for obstructions.
  5. Check coolant hoses and clips for serviceability and tighten as necessary.
  6. Tension all v-belts, checking same for ageing and replace defective v-belts. Twin v-belts should only be replaced in pairs and must be re-tensioned after 30 – 60 minutes of operation.
  7. Check exhausts system for damage or leaks.
  8. Check for oil and fuel leaks.
  9. Check battery electrolyte level. Replenish as necessary.
  10. Check and clean battery terminals.
  11. Check operation of oil pressure and temperature gauges.
  12. Check operation of Viscos fan. (If fitted)
  13. Check all control linkages for correct function and adjustment and lubricate all joints.
  14. Drain and clean fuel sediment trap.
  15. Check element



**SECTION 1**

**MAINTENANCE AND SERVICING OF GENERATORS**

ITEM	DESCRIPTION	UNIT	QTY	UNIT RATE	AMOUNT
	<b>Generating plant maintenance, repairs &amp; servicing: Including materials, labour, consumable.</b>				
1.1	Three monthly service : Diesel 50 to 100kVA	No			
(a)	Oil Filter	each	1	2000.00	2000.00
(b)	Fuel Filter	each	1	1900.00	1900.00
(c)	OIL	litres	1	80.00	80.00
(d)	Air Filter	each	1	1700.00	1700.00
(e)	Anti-freezer	each	1	70.00	70.00
(f)	Cleaning the engine and engine room	each	1	150.00	150.00
1.2	Three monthly service : Diesel 101 to 600kVA	No			
(a)	Oil Filter	each	1	2200.00	2200.00
(b)	Fuel Filter	each	1	2000.00	2000.00
(c)	OIL	litres	1	80.00	80.00
(d)	Air Filter	each	1	1950.00	1950.00
(e)	Anti-freezer	each	1	70.00	70.00
(f)	Cleaning the engine and engine room	each	1	150.00	150.00
1.3	Three monthly service : Diesel 601 to 1200kVA	No			
(a)	Oil Filter	each	1	2300.00	2300.00
(b)	Fuel Filter	each	1	2100.00	2100.00
(c)	OIL	litres	1	80.00	80.00
(d)	Air Filter	each	1	2000.00	2000.00
(e)	Anti-freezer	each	1	70.00	70.00
(f)	Cleaning the engine and engine room	each	1	150.00	150.00
1.4	Three monthly service: Petrol 5 to 50kVA	No			
(a)	Oil Filter	each	1	1100.00	1100.00
(b)	Fuel Filter	each	1	1000.00	1000.00
(c)	OIL	litres	1	70.00	70.00
(d)	Air Filter	each	1	9050.00	9050.00
(e)	Anti-freezer	each	1	70.00	70.00
(f)	Cleaning the engine and engine room	each	1	150.00	150.00
1.5	Three monthly service: Diesel Lister 5 to 50kVA	No			
(a)	Oil Filter	each	1	1300.00	1300.00
(b)	Fuel Filter	each	1	1070.00	1070.00
(c)	OIL	litres	1	80.00	80.00
(d)	Air Filter	each	1	1030.00	1030.00
(e)	Anti-freezer	each	1	70.00	70.00
(f)	Cleaning the engine and engine room	each	1	150.00	150.00
	<b>SECTION 1 MAINTENANCE AND SERVICING OF GENERATORS CARRIED TO FINAL SUMMARY Three monthly service x 8</b>				

**N.B Remember section 1 for servicing of the equipment must be multiplied x by eight (8) due to the fact that there are 8 services in 24 months**

**SECTION 2****SCHEDULED MAINTENANCE ITEMS****REPAIRS: Supply and installation of the following equipment including, mark-up profit,**

ITEM		Unit	Quantity	Unit Rate	Amount
	<b>REPLACEMENT OF COMPONENTS OF GENERATOR</b>				
1.1	12 v 100amp/hour Battery	each	1	3500.00	3500.00
1.2	12 volt 110 amp /hour Battery	each	1	3500.00	3500.00
1.3	12 volts 120 amp/hour Battery	each	1	3500.00	3500.00
1.4	24 volts 120amp/hour Battery	each	1	4500.00	4500.00
1.5	Fuel tank sight glass 6,00mm	each	1	R1 600.00	R1 600.00
1.6	Fuel tank sight glass 12,00mm	each	1	R3 200.00	R3 200.00
1.7	Water hose including all clamps 12 to 19mm	m	1	R30.00	R30.00
1.8	Water hose including all clamps 30 to 40mm	m	1	R200	R200
1.9	Water hose including all clamps 50mm	m	1	R150	R150
1.10	Fuel line hose including all clamps 6mm	m	1	R200	R200
1.11	Fuel line hose including all clamps 8mm	m	1	R250	R250
1.12	Fuel line hose including all clamps 10mm	m	1	R50.00	R50.00
1.13	Fuel line hose including all clamps 12mm	m	1	R50.00	R50.00
1.14	Fuel line hose including all clamps 14mm	m	1	R60.00	R60.00
1.15	Radiator caps All sizes	each	1	R600.00	R600.00
1.16	Battery clamps	each	1	R260.00	R260.00
1.17	Battery leads	each	1	R300	R300
1.18	Replace heater element	each	1	R4000	R4000
1.19	Replace thermostat	each	1	R3000	R3000

2	<b>REPLACEMENT OF COMPONENTS</b>				
	<b>CONTROL PANELS:</b>				
2.1	Voltmeter 0-30V DC	each	1	R960.00	R960.00
2.2	Voltmeter 0-380V AC	each	1	R960.00	R960.00
2.3	Voltmeter rotary switch	each	1	R560.00	R560.00
2.4	Amp meter 0-24Amp DC	each	1	R560.00	R560.00
2.5	Amp meter 0-400A	each	1	R560.00	R560.00
2.6	Amp meter 0-600A	each	1	R600.00	R600.00
2.7	Amp meter 0-800A	each	1	R600.00	R600.00
2.8	Selector switch (Off/Manual/Automatic/Test)	each	1	R600.00	R600.00
2.9	Battery charger 5Amp 12V.	each	1	R6 500.00	R6 500.00
2.10	Battery charger 5Amp 24V.	each	1	R6 500.00	R6 500.00
5.11	Phase failure relay and base.	each	1	R800.00	R800.00
2.12	Three start attempt relay and base.	each	1	R800.00	R800.00
2.13	Frequency monitor, relay and base.	each	1	R800.00	R800.00
2.14	Voltages overload relay and base.	each	1	R900.00	R900.00
2.15	Gencon Mark I Control panel.	each	1	R15 600.00	R15 600.00
2.16	Lovato Control panel	each	1	R19 000.00	R19 000.00
2.17	Push-button: Start/Stop	each	1	R260.00	R260.00
2.18	Push-button: Alarm cancel	each	1	R260.00	R260.00
2.19	Push-button: Emergency stop	each	1	R320.00	R320.00
2.20	Changeover contactor: 0-200Amp	each	1	R9900.00	R9900.00
2.21	Changeover contactor: 210-400Amp	each	1	R22000.00	R22000.00
2.22	Changeover contactor: 410-800Amp	each	1	R30000.00	R30000.00
2.23	Changeover contactor: 810-1200Amp	each	1	R35 000.00	R35 000.00
2.24	Eleven-pin relay 12V	each	1	R450.00	R450.00
2.25	Eleven-pin relay 24V	each	1	R450.00	R450.00
2.26	Eleven-pin relay 220V	each	1	R200.00	R200.00
2.27	Fuses: 10Amp – 50Amp (Slow blow)	each	1	R400.00	R400.00

2.28	Fuse holder for glass fuse	each	1	R150.00	R150.00
2.29	Fuse holder HRC	each	1	R170.00	R170.00
2.30	PVC coated wire: 1.5mm	m	1	R50.00	R50.00
2.31	PVC coated wire: 2.5mm	m	1	R75.00	R75.00
2.32	PVC coated wire: 4.0mm	m	1	R95.00	R95.00
2.34	PVC coated wire: 6.0mm	m	1	R100.00	R100.00
2.35	Earth wire: 2mm	m	1	R50.00	R50.00
2.36	Earth wire: 4mm	m	1	R70.00	R70.00
2.37	Earth wire: 6mm	m	1	R90.00	R90.00
2.38	12V timer relay on	each	1	R1 200.00	R1 200.00
2.39	220V timer relay on	each	1	R1 500.00	R1 500.00
2.40	Hour meter (Electric)	each	1	R2 000.00	R2 000.00
2.41	Hour meter (Mechanical)	each	1	R2 100.00	R2 100.00
	<b>Exhaust system insulation (lagging) including all specified items &amp; surface finish.</b>				
2.42	On pipe: max 50mm dia.	m	1	R300.00	R300.00
2.43	On pipe: 51...64mm dia.	m	1	R390.00	R390.00
2.44	On pipe : 65...83mm dia.	m	1	R420.00	R420.00
2.45	On pipe : 84...115mm dia.	m	1	R550.00	R550.00
2.46	On pipe : 116...150mm dia.	m	1	R980.00	R980.00
2.47	On silencer generator size 5 to 100kVA	m	1	R1 500.00	R1 500.00
2.48	On silencer generator size 101 to 600kVA	m	1	R4 000.00	R4 000.00
2.49	On silencer generator size 601 to 1200kVA	m	1	R8 000.00	R8 000.00
	<b>Hazardous material removal: Dismantling, removal &amp; disposal of existing hazardous material from existing plant &amp; structures. Includes contaminated components</b>				
2.50	Removal : lagging, rope : exhaust pipes max 50mm dia.	m	1	R160.00	R160.00
2.51	Removal : lagging, rope : exhaust pipes 51 to 100mm dia.	m	1	R250.00	R250.00
2.52	Removal : lagging, rope : exhaust pipes exceeding 100mm dia.	m	1	R300.00	R300.00
2.53	Removal : lagging, rope : silencer max 150mm dia.	m	1	R350.00	R350.00
2.54	Removal : lagging, rope : silencer 151 to 250mm dia.	m	1	R700.00	R700.00
2.55	Removal : lagging, rope : silencer exceeding 250mm dia.	m	1	R200.00	R200.00
2.56	Removal : lagging, moulded : exhaust pipe max 50mm dia.	m	1	R260.00	R260.00
2.57	Removal : lagging, moulded : exhaust pipe 51...100mm dia.	m	1	R370.00	R370.00
2.58	Removal : lagging, moulded : exhaust pipe exceed 100mm dia.	m	1	R500.00	R500.00

2.59	Removal : lagging, moulded : silencer max 100mm dia.	m	1	R600.00	R600.00
2.60	Removal : lagging, moulded : silencer 101 to 250mm dia.	m	1	R700.00	R700.00
2.61	Disposal : all asbestos containing materials & components	kg	1	R100.00	R100.00
2.62	Disposal : Oil and filters (measurement is for disposal after each service)	No	1	R120.00	R120.00
	<b>Controller for generator complete to suit installation in existing plant. Applies to all rating of generators.</b>				
2.63	Controller unit complete	No	1	R20000.00	R20000.00
	<b>Warning signs for generating plant complete printed on metal sheet and protected from environmental deterioration.</b>				
2.64	Unauthorized entry	No	1	R 500.00	R 500.00
2.65	Unauthorized handling of equipment	No	1	R 500.00	R 500.00
2.66	Procedure in case of electric shock	No	1	R 500.00	R 500.00
2.67	Procedure in case of fire	No	1	R 500.00	R 500.00
2.68	Danger: This engine will start without notice.	No	1	R 500.00	R 500.00
	<b>Maintenance of metal plant components: Repair corroded or damaged metal panels of the generator plant including labour, equipment &amp; materials as per Clause C3.2.13 Scope of works.</b>				
2.69	Repair & refinish a section of plant in situ	m <sup>2</sup>	1	R 1000.00	R 1000.00
	<b>Operating and maintenance manuals: Prepare &amp; submit draft and final record copies.</b>				
2.70	Draft supplementary documents for new or altered plant	No	1	R 300.00	R 300.00
2.71	Final copies : Sets of approved supplementary documents	No	1	R 300.00	R 300.00
2.72	Issue of certificate of compliance for complete generator installation	No	1	R 5000.00	R 5000.00
2.73					
2.74	Generator compression test	No	1	R 3000.00	R 3000.00
2.75					
2.76	Oil sample test : Testing of oil for contamination	No	1	R 1000.00	R 1000.00
	<b>Fuel/Water Separator: Complete unit installed with pipe, fittings, and filter element &amp; sight glass. Including pipe &amp; component alterations on existing plant.</b>				
2.77	Install complete: Tank capacity 1L to 2000L.	No	1	R 65000.00	R 65000.00
2.78	Install complete : Tank capacity 2001L to 14000L	No	1	R 130 000.00	R 130 000.

### SECTION 3

#### TRANSPORT COST AND NON SCHEDULED RATES FOR LABOUR AND MATERIALS

##### LABOUR AND NON SCHEDULE MATERIAL

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<b>Non Scheduled: Items shall include for overheads, etc.</b>				
3.1	Artisan	hr	1	R230.00	R230.00
3.2	Semi-skilled	hr	1	R120.00	R120.00
	<b>Materials and equipment for non -schedule.</b>				
3.3	Gross markup incl. profit on materials value			17%	
	<b>Transport schedule and non-schedule</b>				
3.4	Transport inclusive personnel time : Vehicle max 1500kg	km	1	R9.00	R9.00
3.5	Transport inclusive personnel time: Vehicle with crane	km	1	R15.00	R15.00
	<b>SECTION 3: TRANSPORT, LABOUR AND NON SCHEDULED RATES FOR MARK UP AND MATERIAL</b>			<b>CARRIED FORWARD TO FINAL SUMMARY.</b>	<b>N/A</b>

## FINAL SUMMARY

### BILL OF QUANTITIES

SECTION NUMBER	DESCRIPTION	AMOUNT
1	SECTION 1 MAINTENANCE AND SERVICING OF GENERATORS	
2	SECTION 2: SCHEDULED MAINTENANCE ITEMS	
3	SECTION 3: TRANSPORT SCHEDULE AND NON SCHEDULED COST AND NON SCHEDULE RATES FOR LABOUR, MARK UP PROFIT AND MATERIAL	
	SUB TOTAL	
	VAT AT 15%	
	TOTAL PRICE (CARRIED FORWARD TO THE "FORM OF OFFER AND ACCEPTANCE DPW – 07 (FM-PDM)	N/A

### PG-03.3 (FM: PDM) SITE INFORMATION

<b>Project title:</b>	<b>PREVENTATIVE AND DAY TO DAY MAINTENANCE OF GENERATORS IN STATE BUILDINGS: MOPANI AREA</b>	
<b>Tender no:</b>	Reference no:	

### C4 Site Information

ITEM	PLACE	BUILDING/INSTITUTION	LOCATION	NO OF PLANS	ENGINE DESCRIPTION AND SERIAL NO	ALTERMAKER DESCRIPTION AND SERIAL NO	RATING (KVA)	Auto/manual switching controller make
<b>PLANT SCHEDULE AND LOCATION: DIESEL STANDBY GENERATORS</b>								
1	HOEDSPRUIT	AIR FORCE BASE	LASS 1	1	MITSUBISHI	NEWAGE STAMFORD	505 KVA	D.O.L
2	HOEDSPRUIT	AIR FORCE BASE	LASS 2	1	MITSUBISHI	NEWAGE STAMFORD	505 KVA	LOVATO
3	HOEDSPRUIT	AIR FORCE BASE	LASS 3	1	MITSUBISHI	NEWAGE STAMFORD	505 KVA	LOVATO
4	HOEDSPRUIT	AIR FORCE BASE	LASS 4	1	MERC-BENZ	LEROY SOMER	200 KVA	D.O.L
5	HOEDSPRUIT	AIR FORCE BASE	LIMA 1	1	ADE 422T	LEROY MOMER	280 KVA	D.O.L
6	HOEDSPRUIT	AIR FORCE BASE	LIMA 2	1	ADE 422T	CAT	280 KVA	D.O.L
7	HOEDSPRUIT	AIR FORCE BASE	LIMA 3	1	CAT	LEROY SOMER	350 KVA	CAT
8	HOEDSPRUIT	AIR FORCE BASE	LIMA 4	1	ADE 422T	LEROY SOMER	280 KVA	CIRCON
9	HOEDSPRUIT	AIR FORCE BASE	LIMA 5	1	ADE 422T	LEROY SOMER	250 KVA	D.O.L
10	HOEDSPRUIT	AIR FORCE BASE	LIMA 6	1	PERKINS	STARMFORD	350 KVA	D.O.L
11	HOEDSPRUIT	AIR FORCE BASE	LIMA 7	1	ADE-422T	LEROY SOMER	250 KVA	D.O.L
12	HOEDSPRUIT	AIR FORCE BASE	LIMA 8	1	ADE-422T	LEROY SOMER	250 KVA	CIRCON
13	HOEDSPRUIT	AIR FORCE BASE	MOBILE 1	1	DEUTZ	LEROY SOMER	150 KVA	D.O.L
14	HOEDSPRUIT	AIR FORCE BASE	MOBILE 2	1	DEUTZ	LEROY SOMER	150 KVA	GENSET
15	HOEDSPRUIT	AIR FORCE BASE	MOBILE 3	1	DEUTZ	LEROY SOMER	150 KVA	D.O.L
16	HOEDSPRUIT	AIR FORCE BASE	SUB 102 NO.1	1	DETROIT	AVK	750 KVA	
17	HOEDSPRUIT	AIR FORCE BASE	SUB 102 NO.1	1	DETROIT	AVK	750 KVA	
18	HOEDSPRUIT	AIR FORCE BASE	G2	1	CUMMINS	SIEMENS	250 KVA	DETROIT
19	HOEDSPRUIT	AIR FORCE BASE	G3	1	MERC-BENZ	CIRCON	200 KVA	CIRCON
20	HOEDSPRUIT	AIR FORCE BASE	G4	1	WEICHAI	EMSA	225 KVA	EMKO
21	HOEDSPRUIT	AIR FORCE BASE	CONTROL TOWER	1	DEUTZ	BODY BROWN	100 KVA	D.O.L
22	HOEDSPRUIT	AIR FORCE BASE	BOSTON HQ	1	FORD	POWEEGEN	35 KVA	LOVATO
23	HOEDSPRUIT	AIR FORCE BASE	BOSTON GYM	1	VOLVO PENTA	MARELL MOTOR	KVA	DCE
24	HOEDSPRUIT	AIR FORCE BASE	MARIESKOP	1	DEUTZ	KHD	40.7 KVA	LOVATO



25	HOEDSPRUIT	AIR FORCE BASE	NORTH MARIESKOP SOUTH	1	VOLVO PENTA	LEROY SOMER	250 KVA	LOVATO
26	HOEDSPRUIT	AIR FORCE BASE	ADMIN HQ	1	VOLVO PENTA	LEROY SOMER	250 KVA	LOVATO
27	HOEDSPRUIT	AIR FORCE BASE	POTS	1	DEUTZ	LEROY SOMER	75 KVA	LOVATO
28	HOEDSPRUIT	AIR FORCE BASE	15 SQUADRAN	1	DEUTZ	MARELLIMOTOR	205 KVA	LOVATO
29	HOEDSPRUIT	AIR FORCE BASE	DRAKENSIG HOSPITAL	1	DEUTZ	LEROY SOMER	180 KVA	LOVATO
30	HOEDSPRUIT	AIR FORCE BASE	19 SQUADRAN	1	DEUTZ	MARELLIMOTOR	205 KVA	LOVATO
31	HOEDSPRUIT	AIR FORCE BASE	DEPLOYMENT WING	1	DEUTZ	LEROY SOMER	125 KVA	LOVATO
32	HOEDSPRUIT	AIR FORCE BASE	COMMANDO AND CONTROL	1	DEUTZ	BODY BROWN	180 KVA	LOVATO
33	HOEDSPRUIT	AIR FORCE BASE	MISILES	1	DEUTZ	LEROY SOMER	180 KVA	LOVATO
34	HOEDSPRUIT	AIR FORCE BASE	EVA	1	DEUTZ	LEROY SOMER	150 KVA	LOOK MATIC
35	HOEDSPRUIT	AIR FORCE BASE	CMI	1	DEUTZ	LEROY SOMER	180 KVA	LOVATO
36	HOEDSPRUIT	AIR FORCE BASE	RECEIVER RX	1	DEUTZ	LEROY SOMER	100 KVA	LOVATO
37	HOEDSPRUIT	AIR FORCE BASE	TRANSMITTERS TX	1	DEUTZ	LEROY SOMER	100 KVA	LOVATO
38	HOEDSPRUIT	AIR FORCE BASE	RADAR GROUND	1	DEUTZ	LEROY SOMER	100 KVA	LOVATO
39	HOEDSPRUIT	AIR FORCE BASE	SAPS	1	LISTER	AC GEN	90 KVA	LOVATO
40	PHALABORWA	MAGISTRATE	MAGISTRATE	1				
41	PHALABORWA SAI	MILITARY BASE	LWT	1	MWM	FULMAN	90 KVA	LOVATO
42	PHALABORWA SAI	MILITARY BASE	KITCHEN	1	MOTOR WERKE	INELEC	1250KVA	LOVATO
43	PHALABORWA SAI	MILITARY BASE	SICK BAY	1	PERKINS	MARELI MOTORS	35 KVA	GENPOWER
44	PHALABORWA SPECIAL FORCE	MILITARY BASE	KITCHEN	1	CAT	CAT		LOVATO
45	PHALABORWA SPECIAL FORCE	MILITARY BASE	LWT	1	CAT	UNELEC	KVA	LOVATO
46	PHALABORWA SPECIAL FORCE	MILITARY BASE	HQ	1			KVA	LOVATO
47	NAMAKGALE SAPS	SAPS	SAPS	1	CUMMINS	STARMIFORD	60 KVA	LOVATO
48	LULEKANI SAPS	SAPS	SAPS	1	VOLVO PENTA	MARELLIMOTOR	100 KVA	LOVATO
49	TZANEEN SAPS	SAPS	SAPS	1	VOLVO PENTA		100 KVA	LOVATO
50	TZANEEN	CORRECTIONAL SERVICE		1	JOHN DEERE	SINCRO	100 KVA	LOVATO
51	RITAVI SAPS	SAPS	SAPS	1	JOHN DEERE	CROPTON	100 KVA	LOVATO

52	BOLOBEDU SAPS	SAPS	SAPS	1	DORMAN	UNELEC	35 KVA	LOVATO
53	MODJADJISKLOO F	SAPS	SAPS	1	PETTER		35 KVA	LOVATO
54	HAENESBIRG SAPS	SAPS	SAPS	1			35 KVA	LOVATO
55	PHALABORWA SAPS	SAPS	SAPS	1	HATZ	FRAPIL	16.5 KVA	LOVATO
56	MAAKE SAPS	SAPS	SAPS	1		CROPTON		LOVATO
57	Phalaborwa Squadron	SANDF	SANDF					

**N.B: Other places that falls under this area but not listed must be communicated with project manager. This list is subject to change as and when it is necessary to do so.**



public works

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

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

## **Generic Guidelines Building, Civil, Electrical and Mechanical Services**

**MANAGED BY: STATUTORY COMPLIANCE**

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**1. PREAMBLE**

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

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

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

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

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

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

## **2. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT**

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

## **3. PURPOSE**

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

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

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

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

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

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

**Where contradictions are experienced, the definitions in the OHSA will take precedence.**

## **5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT**

### **5.1 *Communication, Participation & Consultation***

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

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

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

## **6. INTERPRETATION**

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

## **7. RESPONSIBILITIES OF THE CONTRACTOR.**

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



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

## **8. SCOPE OF WORK**

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

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

## **9. PREPARING A HEALTH & SAFETY PLAN**

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

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

## **10. HEALTH AND SAFETY FILE**

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

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

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

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

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

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

#### **11.1.1 Safety Audit by the NDPW.**

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

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

### 11.1.2 Health & Safety incident/accident reporting & investigations

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

OR where:

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

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

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

## **12. Review**

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

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

### **12.1 Site Rules and other Restrictions**

#### **a) OHS rules**

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

#### **b) Security Arrangements**

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

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

#### **12.1.1 Duties and Functions of the H&S Representatives**

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

### **12.1.2 Establishment of H&S Committee(s)**

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

### **12.1.3 Training & Awareness**

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

#### **a) *Training & Induction***

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

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

### **13. PROJECT/SITE SPECIFIC REQUIREMENTS**

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

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



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

**Administrative & Legal Requirements**

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

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

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

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

## 15. THE CONTRACTOR'S GENERAL DUTIES

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

## **16. THE CONTRACTOR'S SPECIFIC DUTIES**

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

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

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

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

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

## 18. GENERAL NOTES TO THE CONTRACTOR

### **Legal Framework:** Part of legal obligations

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

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

## **19. HOUSE KEEPING**

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

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

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

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

### **a) Ablution facilities**

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

### **b) Smoking Areas**

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

### **c) Drinking Water Facilities**

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



#### **d) Equipment Compliance Certificates**

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

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

#### **e) Barricading**

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

**f) Erection of Structures for Logistic Support**

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

**g) Fall Arrest and Prevention Equipment**

Approved fall prevention equipment shall be used at heights of less than 2.0 metres. Above heights of 2.0 metres fall prevention equipment shall include fall arrest. Equipment. Users of fall arrest equipment shall, amongst other things be trained in what an appropriate load bearing point is for connecting fall prevention equipment.

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

**h) Hazardous Chemical Substances Waste Removal**

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

**i) Personal Protective Equipment (PPE)**

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

**21. LOCKOUT SYSTEMS**

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

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

**22. IMPORTANT LISTS AND RECORDS TO BE KEPT**

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

**a) Contractor Risk Assessment Process**

The risk assessment process shall include:

- an evaluation of the method of the work to be conducted
- the method statement on the procedure to be followed in performing the task shall be developed
- the risk assessment will also include activities like:
  - i. Transportation of passengers and goods to and from site
  - ii. Physical and mental capabilities of employees
  - iii. Others as may be specified.
- a review plan for risk assessments shall provide for:
  - i. the quarterly review of all applicable risk assessments
  - ii. the review of an assessment if there is reason to believe that the previous assessment is no longer valid, or there has been a change in a process, work methods, equipment or procedures and working conditions
  - iii. Risk assessment/s to be reviewed if the outcome of incident investigations and audits etc. requires such action.

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

**b) Risk Profile**

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

**c) Risk Based Inspection Program**

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



**d) List of Statutory appointments**

**e) List of record keeping responsibilities Inspection checklist**

# IMPORTANT CONTACT DETIALS

**(FOR HEALTH & SAFETY ASPECTS ONLY)**

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

	SERVICE	NUMBER	CONTACT PERSON
	Hospital		
	Ambulance		
	Water		



Electricity		
-------------	--	--



Police		
--------	--	--



Fire Brigade		
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Engineer		
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**ADD OTHER IMPORTANT HEALTH & SAFETY CONTACT DETAILS AS MAY BE FOUND NECESSARY.**

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

(Hereinafter referred to as Department of Public Works)

**AND**

.....

**(Name of contractor/supplier)**

I, .....[

(name)representing ..... [*Insert name of contractor/supplier*], do hereby acknowledge that ..... [*insert name of contractor/supplier*] is an employer in his/her own right, with duties as prescribed in the Occupational Health and Safety Act No. 85 of 1993 ("the Act"), as amended, and agree to

ensure that all work will be performed and/or machinery or plant used in accordance with the provisions of the Act.

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

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

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

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

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

Signed this ..... day of ..... 20 ..... at

..... (Place)

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

Behalf of ..... (Supplier/contractor)

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

Witnesses

1. ....

2. ....

Signed this ..... day of ..... 20.....

At ..... (Place)

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

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

**(Department of Public Works representative)**

Witnesses

1. ....

2. ....

**DETAILS OF CONTRACTOR:**

Name and Surname

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Tel No. and Cell No.

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Fax No.

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**DETAILS OF CONTRACT ( WORK TO BE EXECUTED):**

Description

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

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Start Date

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**SUPERVISION BY THE DEPARTMENT OF PUBLIC WORKS:**

**DETAILS OF NDPW REPRESENTATIVE:**

Name and Surname

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Tel No. and Cell No.

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Fax No.

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**SUPERVISION BY CONTRACTOR:**

**DETAILS OF CONTRACTOR'S SUPERVISOR:**

Name and Surname

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Tel No. and Cell No.

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Fax No.

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**DETAILS OF CONTRACTOR'S HEALTH AND SAFETY REPRESENTATIVES:**

Name and Surname

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Tel No. and Cell No.

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Fax No.

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**FACILITIES MANAGEMENT**

**CONDITIONS OF CONTRACT (DPW)**

**SEPT. 2005 VERSION 1**

## PA-10 (FM): CONDITIONS OF CONTRACT

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## 1. DEFINITIONS

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



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

## 2. INTERPRETATION

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

### **3. DURATION**

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

### **4. RIGHTS AND OBLIGATIONS OF THE EMPLOYER**

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

### **5. RIGHTS AND OBLIGATIONS OF THE SERVICE PROVIDER**

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



## 6. SERVICE MANAGER

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

## 7. SECURITY

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

## 8. SECURITY CLEARANCE

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

## 9. CONFIDENTIALITY

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



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

**10. AMBIGUITY IN DOCUMENTS**

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

**11. INSURANCES**

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

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

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

**13. PROGRAMME**

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



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

#### **14. SUBCONTRACTING**

- 14.1. The Service Provider may subcontract any part of the Services at its discretion. The subcontracts shall incorporate the applicable terms, conditions and requirements of this Contract.
- 14.2. Subcontracting by the Service Provider shall not be construed as relieving the Service Provider from any obligations under the Contract or imposing any liability on the Employer.

#### **15. INTELLECTUAL PROPERTY RIGHTS INDEMNITY**

- 15.1. The Service Provider undertakes to obtain the necessary consent from the proprietors or their licensees should the Service Provider make use of the intellectual property of any other person.
- 15.2. The Service Provider further indemnifies the Employer against any claim or action (including costs on an attorney and client scale) caused by or arising from the failure to obtain such consent.

#### **16. COMPLIANCE WITH LEGISLATION**

- 16.1. This clause applies to legislation emanating from national and provincial government as well as that of any local authorities in whose area of jurisdiction the Facilities fall and which have a bearing on the delivery of the Services and Facilities under this Contract.
- 16.2. All the applicable legislation, which does not specifically allow discretion in respect of compliance by the Employer, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary.
- 16.3. Should any applicable legislation allow discretion in respect of compliance by the Employer it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the Service Provider by the Service Manager.
- 16.4. The Service Provider shall in the provision of the Services comply with the provisions of, and give all notices and pay all fees, taxes, levies and other charges required to be given or paid in terms of any legislation or imposed by any other body or person. The Service Provider hereby indemnifies the Employer against any liability for any breach of the provision of this clause.
- 16.5. It is the responsibility of the Service Provider to obtain the consents, permissions and/or permits, referred to in Clause 16.4, in the provision of the Services.
- 16.6. The Service Provider shall not have a claim against the Employer, and the Employer shall not be liable to refund the Service Provider for any of the fees, taxes, levies and other charges referred to Clause 16.4.

#### **17. REPORTING OF INCIDENTS**

- 17.1. In addition to the above, the Service Provider shall, as soon as possible, notify the Employer in writing of any incidents at the Facilities, which resulted or could have resulted in damage to property or injury or death to persons.
- 17.2. The Service Provider shall verbally notify the Service Manager of any of the incidents referred to in 17.1 immediately after the occurrence thereof.
- 17.3. The Service Provider shall follow up the verbal notification referred to in 17.2 with a detailed written report on such incidents to the Service Manager within the time frame indicated by the Service Manager, but in any event within 48 hours of the incident.
- 17.4. The written report referred to in 17.3 shall provide for all incidents, which resulted in injury, death or damage to property.





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

## 18. NUISANCE

- 18.1. The Service Provider shall deliver the Services in a manner that shall not cause unnecessary noise, nuisance, or hinder the normal activities in the Facilities.
- 18.2. The Service Provider hereby indemnifies the Employer against any liability arising out of the Service Provider's non-compliance with his obligations in terms of Clause 18.1.

## 19. MATERIALS, WORKMANSHIP AND EQUIPMENT

- 19.1. All Services delivered, and materials and workmanship shall comply with the requirements of this Contract, the manufacturer's specification; good industry practice and the Service Manager's written instructions and shall be suitable for the purpose intended.
- 19.2. The Service Provider shall, in accordance with the Scope of Works or if instructed by the Service Manager, carry out tests demonstrating the acceptability of the relevant Services provided, or the suitability of materials or equipment to be used.
- 19.3. The Service Provider shall provide all necessary assistance, labour, materials, testing equipment and instruments for the purpose of such tests to be performed by himself or, if so instructed by the Service Manager, for the purposes of tests to be performed by any other person.
- 19.4. All costs for tests carried out shall be deemed to be included in the Service Provider's prices
- 19.5. Copies of the reports on the tests referred to in Clause 19.2 shall be forwarded by the Service Provider to the Employer within 10 days of the tests being completed.

## 20. URGENT WORK

- 20.1. The Employer may, by itself or through another service provider, effect any remedial or other repair work which becomes necessary due to no act or omission on the part of the Service Provider.
- 20.2. If the remedial or repair work became necessary due to an act or omission on the part of the Service Provider, its employees, agents or representatives, the Service Provider shall effect such remedial or repair work at its own cost.
- 20.3. If the remedial or repair work is urgently necessary due to an act or omission on the part of the Service Provider, its employees, agents or representatives and the Service Provider refuses to or is not available or able to effect such remedial or repair work, the Employer may effect such remedial or repair work either by itself or through another service provider.
- 20.4. If the Employer effects the remedial or repair work in terms of 20.3, then the Employer may recover such costs, losses or damages from the Service Provider or by deducting the same from any amount still due under this Contract or under any other contract presently or hereafter existing between the Employer and the Service Provider and for this purpose all these contracts shall be considered one indivisible whole.

## 21. INDEMNIFICATIONS

- 21.1. The Service Provider shall be liable for and hereby indemnifies the Employer against any liability, claim, demand, loss, cost, damage, action, suits or legal proceedings whether arising in common law or by statute consequent upon:
- 21.1.1 personal injuries to or the death of any person arising out of, related to, occasioned by, attributed to, or in the cause of or caused by the rendering of the Services;
- 21.1.2 loss of or damage to any movable or immovable or personal property or property contiguous to the Facilities whether belonging to or under the control of the Employer or any other body or person arising out of, related to, occasioned by, attributed to, or in the cause of or caused by reason of the rendering of the Services;



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

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

## 22. VARIATIONS

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

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

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

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

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

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

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

## 23. IDENTIFIED PROJECTS

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

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

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

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

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

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

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



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

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

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

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

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



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

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

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

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

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

## 24. SUSPENSION OF THE SERVICES

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

## 25. PENALTY FOR NON-PERFORMANCE

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



25.3 The Service Provider shall not be liable for a performance deduction, if the Service Provider is unable to perform due to no fault of his own, his employees, agents or representatives.

## 26. PAYMENTS

26.1 The Service Manager will evaluate the Service Provider's performance on a monthly basis.

26.2 The Service Provider shall submit a monthly certificate taking into account the following:

26.2.1 the assessment of the Services rendered during the assessment month, including routine services, management fees, and services using call down rates;

26.2.2 adjustments in terms of the pricing data;

26.2.3 additional work rendered by the Service Provider;

26.2.4 CPAP adjustment where stated in the Contract Data; and

26.2.5 VAT. Vat will be indicated separately in all documents.

26.3 If the Service Provider elects a security of 2,5% retention, or a 1,25% cash and 1,25% retention, then 5% of all moneys (excl. VAT) in the monthly certificate assessed by the Service Manager as being due to the Service Provider will be retained until such time as the amount retained equals 2.5% or 1,25%, whichever is applicable, of the Contract Sum (excl. VAT)

26.4 The monthly certificate shall be supported by a detailed report substantiating the Services rendered at each Facility during the month under assessment.

26.5 The monthly certificate shall be assessed by the Service Manager. If the Service Manager agrees with the certificate, he will issue a statement within 14 days of the receipt of the certificate, taking into account inter alia the following:

- (1) deductions for penalties;
- (2) deductions for overpayments;
- (3) deductions for retention
- (4) deductions for damages.

26.6 The Service Provider shall, on receipt of the statement referred to in 26.5, issue to the Employer a tax invoice in the amount reflected in the statement. The Employer shall effect payment to the Service Provider within 16 days of receipt of the tax invoice.

26.7 If the Service Manager does not agree with the certificate issued by the Service Provider in terms of Clause 26.2, the Service Manager shall within 14 days of receipt of the certificate, issue a statement in the amount to which the Service Manager agrees and shall give reasons for rejecting the balance of the claim indicated in the statement.

26.8 The Service Provider shall furnish the Employer with a tax invoice in the amount indicated in the statement referred to in Clause 26.7.

26.9 With regards to the claim in dispute, the Service Provider may, within 14 days of the Service Manager issuing the statement referred to in 26.7, submit a revised certificate or a justification for his claim or declare a dispute in terms of 34.

26.10 If it is later resolved that the amount in dispute or any part thereof is owing to the Service Provider, the Employer shall be liable for interest thereon from 30 days after the issue of the relevant monthly certificate referred to in 26.2 until the date of payment at the interest rate determined from time to time, by the Minister of Finance in terms of section 80 (1)(b) of the Public Finance Management Act, 1999 (Act 1 of 1999), as amended.

26.11 All the work shall be evaluated in accordance with the provisions of the Pricing Data.



- 26.12 In assessing the quality of the work presented by the Service Provider, the Employer may enlist the assistance of third persons. In assessing the work the third person shall act reasonably. The selection of such third persons shall be in the absolute discretion of the Employer and the Service Provider shall abide by such selection.
- 26.13 Any and all extra costs incurred by the Service Provider, resulting from the Service Provider having to address and/or rectify queries arising from a claim submitted in respect of work done, shall be for the account of the Service Provider.

## 27. RELEASE OF SECURITY

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

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

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

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

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

27.3 If the form of security selected is:

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

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

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

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

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

## 28. OVERPAYMENTS

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

## 29. COMPLETION

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

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

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



29.3.1 The Guarantee shall be returned, if applicable.

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

### 30. ASSIGNMENT

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

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

### 31. INDULGENCES

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

### 32. OWNERSHIP AND PUBLICATION OF DOCUMENTS

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

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

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

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

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

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

### 33. BREACH OF CONTRACT

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

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



- 33.1.2 To terminate this Contract without prejudice to any other rights it may have;
- 33.1.3 To suspend further payments to the Service Provider;
- 33.1.4 To appoint other service providers to complete the execution of the Services, in which event the Service Provider shall be held liable for costs incurred in connection with and arising from the appointment of such a service provider as well as damages suffered.
- 33.2 The Service Provider agrees to, within ten (10) days of written request from the Employer, give access to and to make available all information, documents, programmes, advice, recommendations and reports collected, furnished and/or compiled by them to enable the Employer to assume responsibility for and the benefit of the project as a whole.
- 33.3 In the event of breach by the Employer of the terms and conditions of this Contract, and in the event of the Employer remaining in breach after ten (10) days' written notice calling for rectification of the breach, the Service Provider shall be entitled to:
  - 33.3.1 enforce strict compliance with the terms and conditions of the Contract; or
  - 33.3.2 terminate the Contract by delivering written notice to the Employer to that effect to the extent that such breach is of a material term of this Contract.
- 34. STOPPAGE AND/OR TERMINATION OF CONTRACT**
- 34.1 The Employer reserves the right to terminate this Contract or temporarily stop the Services, or any part thereof, at any stage of completion.
- 34.2 The Employer shall have the right to terminate this Contract without prejudice to any of its rights upon the occurrence of any of the following acts:
  - 34.2.1 on breach of this Contract by the Service Provider as stipulated in Clause 33;
  - 34.2.2 on commencement of any action for the dissolution and/or liquidation of the Service Provider, except for purposes of an amalgamation or restructuring approved in advance by the Employer in writing;
  - 34.2.3 if the Service Provider receives a court order to be placed under judicial management or to commence liquidation proceedings that is not withdrawn or struck out within five (5) days;
  - 34.2.4 if the Service Provider informs the Employer that it intends to cease performing its obligations in terms of this Contract;
  - 34.2.5 if the Service Provider informs the Employer that it is incapable of completing the Services as described; or
  - 34.2.6 if in the opinion of the Employer the Service Provider acted dishonestly;
- 34.3 The Employer reserves the right to, even in the absence of breach or the events referred to in 34, terminate this Contract at any time, by giving one (1) calendar month written notice to the Service Provider.
- 34.4 Further, the Contract shall be considered as having been terminated:
  - 34.4.1 where the Employer stops the Contract and/or the Project and instructions to resume or reinstate the Services are not issued within twelve (12) months of the instruction; or
  - 34.4.2 if instructions, necessary for the Service Provider to continue with the Services after a stoppage instruction, are not received from the Employer within three (3) months after such instructions were requested by the Service Provider.
- 34.5 Should the Contract between the Employer and the Service Provider, or any part thereof, be terminated by either of the Parties due to reasons not attributed to the Service Provider:





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

### **35. DISPUTE RESOLUTION**

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

### **36. GENERAL**

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

### **37. DOMICILIUM CITANDI ET EXECUTANDI**



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