



**public works
& infrastructure**

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TENDER PLK 21/41

RETURNABLE DOCUMENTS

AND

TERMS OF REFERENCE

FOR

PANEL OF CONTRACTORS FOR

PREVENTATIVE

**MAINTENANCE, SERVICE AND REPAIR OF
ELECTRICAL HIGH TENSION RETICULATION**

FOR 24 MONTHS IN

WATERBERG DISTRICT

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 21/41
CLOSING DATE: 02/11/2021

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

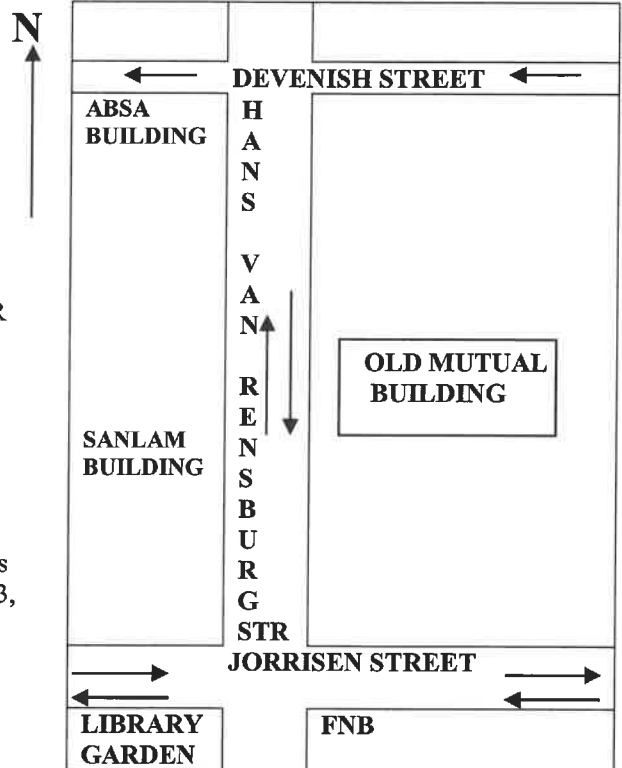
REGIONAL MANAGER
Department of Public Works
Private Bag X 9469
POLOKWANE
0700

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 INVITES TENDERS FOR:

Project title:	Panel of Contractors for Preventative Maintenance, Service and Repair of Electrical High Tension Reticulation for 24 Months in Waterberg District
Reference no:	7/1/1/2/9

Tender no:	PLK 21/41		
Advertising date:	08/10/2021	Closing date:	02/11/2021
Closing time:	11:00	Validity period:	56 days

It is estimated that tenderers should have a CIDB contractor grading designation of **3 EP** or **3 EP*** 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 and signed in ink (All as per Standard Conditions of Tender).
<input checked="" type="checkbox"/>	Submission of (DPW-07 EC): Form of Offer and Acceptance.
<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 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-29): Certificate of Independent Bid Determination.
<input checked="" type="checkbox"/>	The tenderer will be required to submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
<input type="checkbox"/>	Submission of (DPW-16 EC): Site Inspection Meeting Certificate as proof of attendance of compulsory site inspection meeting.
<input checked="" type="checkbox"/>	Use of correction fluid is prohibited
<input checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database (CSD)
<input checked="" type="checkbox"/>	Compliance with Pre-qualification criteria for Preferential Procurement
<input checked="" type="checkbox"/>	Compliance to Local Production and Content requirements as per PA36 and Annexure C
<input checked="" type="checkbox"/>	Submission of (DPW-09EC) Particulars of Tender's Past Projects



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

<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> - Attach Original certified copy of Electrical Trade Test Certificate. Certified copy must not be older than 3 months on tender closing date. -- 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. - Attach Valid original certified copy of High Voltage Authorisation For Distribution , Outcome 3 or above : Responsible Person. Certified copy must not be older than 3 months on tender closing date
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> - Attach Health and Safety Plan - Attach original certified copy of Letter of Good Standing in Electrical Field: Issued by Department of Labour. Certified copy must not be older than 3 months on tender closing date. - Financial Credibility: Provide Certified copy of stamped bank rating from banking institute to justify risk. Certified copy must not be older than 3 months on tender closing date. - Equipment : Contractor to provide evidence of registered certified copies of vehicle with loading capacity of 1 ton or above. 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 - Management : Contractor to attach completion letter or certificate with reference from 2 years or more on previous similar projects undertaken and completed successfully -All bidders must submit required original certified copies. (copy of a copy is not allowed) certified copies must not be older than 3 months on tender closing date. - Cancellation should be initialed

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

<input checked="" type="checkbox"/>	<p>A tenderer having stipulated minimum B-BBEE status level of contributor:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/>Level 1 <input checked="" type="checkbox"/>Level 2 <input type="checkbox"/>Level 3
<input checked="" type="checkbox"/>	An EME or QSE
<input type="checkbox"/>	<p>A tenderer subcontracting a minimum of 30% to:</p> <ul style="list-style-type: none"> <input type="checkbox"/>An EME or QSE which is at least 51% owned by black people

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

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

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

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

Minimum functionality score to qualify for further evaluation:	
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Functionality criteria:	Weighting factor:
Total	100 Points

This tender will be evaluated according to the preferential procurement model in the PPPFA in terms of points for price and preference as follows:

The formula:

$$W_C = W_3 \left[1 - \left(\frac{P - P_m}{P_m} \right) \right]$$

where

W_C = the number of tender evaluation points awarded for the financial offer

W_3 = the number of tender evaluation points for financial offer and equals:

- 1) 90 where the financial value inclusive of VAT of all responsive tenders received have a value in excess of R 50 000 000; or
- 2) 80 where the financial value inclusive of VAT of one or more responsive tender offers equals or is less than R 50 000 000

P_m = the lowest acceptable tender offer;

P = the tender offer under consideration.



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

Scoring Preferences:

Up to 100 minus W3 tender evaluation points will be awarded to the tenderer who submits a valid original or certified copy of its B-BBEE Status Level Verification Certificate as described in more detail in the Tender Data (DPW-03 EC).

A consortium or joint venture will qualify for points for its B-BBEE status level only if such consortium or joint venture submits a consolidated B-BBEE status certificate which covers the consortium or joint venture as a combined unit as if it were a single enterprise.

Preference points will be allocated according to the following table:

B-BBEE Status Level of contributor	Number of preference points, where W3 :	
	= 90	= 80
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

- In the case of Exempted Micro Enterprises (EME) and Qualifying Small Business Enterprise (QSE) a valid Sworn Affidavit must be submitted with the bid offer
- bidders other than EME or QSE must submit an original or certified copy of the B-BBEE Status Level Verification Certificate in order to qualify for preference points for B-BBEE
- A tender must submit of its proof of its B-BBEE status level of contributor
- A tender failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified
- A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the tender value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for; inless the intended subcontractor is an EME that has the capability to execute the subcontract

Collection of tender documents

- Bid documents are available for free download on e-Tender portal www.etenders.gov.za
- Alternatively; Bid documents may be collected during working hours at the following address 78 Hans Vans Rensburg Street, Old Mutual, Polokwane 0700. A non-refundable bid deposit of R 200.00 is payable, (Cash only) is required 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 are:



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

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

Enquiries related to tender documents may be addressed to:

DPW Project Manager:	Mosima Mametja	Telephone no:	015 291 6442
Cell no:	083 387 1629	Fax no:	015 297 4694
E-mail:	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.

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

<p>Tender documents may be posted to:</p> <p>The Director-General Department of Public Works Private Bag X9469 Polokwane 0700</p> <p>Attention: Procurement section: Room 10</p> <p><i>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11:00 BY THE DEPARTMENT</i></p>	OR	<p>Deposited in the tender box at:</p> <p>78 Hans Van Rensburg Street, Polokwane Old Mutual Building 78 Hans Van Rensburg Ground Floor</p>
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Compiled by:

Mametja PM		
Name of Project Manager	Signature	Date

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

Tender no: PLK 21/41

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 Maintenance , Service and Repair of Electrical High Tension Reticulation for 24 Months in Waterberg District

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

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

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

Rand (in words):	
Rand in figures:	R

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

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

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

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

Trading under the name and style of:
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AND WHO IS:

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

Name of representative	Signature	Date

Tender no: PLK 21/41

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 21/41

The terms of the contract, are contained in:

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

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

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

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

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

For the Employer:

Name of signatory	Signature	Date

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

WITNESSED BY:

Name of witness	Signature	Date

Tender no: PLK 21/41

Schedule of Deviations

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

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

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

DPW-03 (EC): TENDER DATA

Project title:	<i>Panel of Contractors for Preventative Maintenance , Service and Repair of Electrical High Tension Reticulation for 24 Months in Waterberg District</i>
Reference no:	<i>7/1/1/2/9</i>

Tender no:	<i>PLK 21/41</i>	Closing date:	<i>02/11/2021</i>
Closing time:	<i>11:00</i>	Validity period:	<i>56 days</i>

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

Tender no: *PLK 21/41*



C.1.4	The Employer's agent is:																			
	Name:	Ms PM Mametja																		
	Capacity:	Departmental Project Manager																		
	Address:	77 Hans Van Rensburg Street , Polokwane 0700																		
	Tel:	015 291 6442																		
	Fax:	015 297 4694																		
	E-mail:	mosima.mametja@dpw.gov.za																		
C.2.1 C.3.11	<p>A. <u>ELIGIBILITY IN RESPECT OF CIDB REGISTRATION:</u></p> <p>The following tenderers who are registered with the CIDB, or are *capable of being so registered prior to the evaluation of submissions, are eligible to have their tenders evaluated (* tenderers who are capable of being so registered, or who have applied for registration but have not yet received confirmation of such registration, must provide, <u>with this tender</u>, acceptable documentary proof thereof):</p> <ol style="list-style-type: none"> 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 EP or EP** class of construction work; and 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>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> every member of the joint venture is registered with the CIDB; the lead partner has a contractor grading designation in the EP or EP** class of construction work; and the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations for a EP or EP** class of construction work <p>** Delete "or select tender value range select class of construction works" where only one class of construction works is applicable</p> <p>A contract will be entered into with a tenderer who has in his employ management and supervisory staff satisfying the requirements of the scope of work for labour intensive competencies for supervisory and management staff. - Applicable</p> <p>B. <u>INDICATE THE FUNCTIONALITY WEIGHTING APPLICABLE TO THIS BID:</u></p> <p>Note: <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" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Functionality Criteria</th> <th style="text-align: left;">Weighting Factor</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>Total</td> <td>100 Points</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>		Functionality Criteria	Weighting Factor															Total	100 Points
Functionality Criteria	Weighting Factor																			
Total	100 Points																			



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

C ELIGIBILITY IN RESPECT OF RISK TO EMPLOYER:

Provisions applicable to Evaluation Method 1 and 2:

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

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

C.1. Technical risks:

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

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

C.1.2 Criterion 2: Contractual commitment

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

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

C.2 Commercial risks:

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

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

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

Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of 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: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
C.2.13.2	The list of Returnable Documents identifies which of the documents a tenderer must complete when submitting a tender offer. The tenderer must submit his tender offer by completing the Returnable Documents, signing the "Offer" section in the "Form of Offer and Acceptance" and delivering the Returnable Documents back to the Department.
C.2.13.5	The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are as per Notice and Invitation to Tender T1.1.
C.2.13.6 C.3.5	A two-envelope procedure will not be followed.
C.2.15	The closing time for submission of tender offers is as per Notice and Invitation to Tender T1.1.
C.2.16	The tender offer validity period is as per Notice and Invitation to Tender T1.1.
C2.16.3	Omit the wording of the last sentence for those projects which are subject to CPAP
C.2.18	<p>The tenderer will be required to submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts):</p> <p><input type="checkbox"/> Together with his tender; or <input type="checkbox"/> Within fourteen (14) calendar days of the date on which he has been requested to do so prior to the award of the contract.</p>
C.2.19	Access shall be provided for inspections, tests and analysis as may be required by the Employer.
C.3.4.1 C.3.4.2	The location for opening of the tender offers, immediately after the closing time thereof shall be at: 78 Hans Van Rensburg Street, Polokwane 0700
C.3.8	The words "responsive tender" and "acceptable tender" shall be construed to have the same meaning.
C.3.9.3	Omit the wording and replace with the following: "Notify the tenderer of all errors, omissions and/or rate imbalances that are identified in the tender offer and request the tenderer to, within a stipulated time, accept the total of prices as corrected in accordance with C.3.9.4."
C.3.9.4	Omit the wording of the first sentence and replace with the following: "In cases where tender offers contain errors, omissions and/or rate imbalances, these are to be corrected as follows:"
C.3.9.4	Add sub paragraph c) to C.3.9.4, as follows: "c) If the tenderer does not accept the corrected tender offer, or cannot reach consensus with the Employer on a corrected tender offer, the tender is to be classified as not acceptable/non responsive and removed from further contention."
C.3.11.1	The procedure for the evaluation of responsive tenders is Method 2: Financial Offer and Preference.
C.3.13	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;
C.3.17	Provide to the successful tenderer one copy of the signed contract document.

PA-09 (EC): LIST OF RETURNABLE DOCUMENTS

Project title:	Panel of Contractors for Preventative Maintenance , Service and Repair of Electrical High Tension Reticulation for 24 Months in Waterberg District		
Tender / Quote no:	PLK 21/ 41	Reference no:	7/1/1/2/9
Receipt Number:			

1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

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

Tender document name	Number of pages issued	Returnable document
Form of Offer and Acceptance (DPW-07 EC)	4 Pages	Yes
Declaration of Interest and Tenderer's Past Supply Chain Management Practices (PA-11)	4 Pages	Yes
Resolution of Board of Directors (PA-15.1) <i>(if applicable)</i>	1 Page	Yes
Resolution of Board of Directors to enter into Consortia or JV's (PA-15.2) <i>(if applicable)</i>	2 Pages	Yes
Special Resolution of Consortia or JV's (PA-15.3) <i>(if applicable)</i>	3 Pages	Yes
Preference points claim form in terms of the Preferential Procurement Regulations 2017 (PA – 16)	5 Pages	Yes
Certificate of independent Bid Determination (PA - 29)	4 Pages	Yes
Declaration Certificate for Local Production and Content for designated sectors (PA – 36 and Annexure/s C)		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	
Proof of 30% Subcontracting participation and related documents in terms of the Preferential Procurement Regulations 2017 <i>(if applicable)</i> .		

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

Tender no: **PLK 21/41**

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 (if applicable)	-	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) (if applicable)	1 Page	Yes
Particulars of Electrical Contractor (DPW-22 EC) (if applicable)	1 Page	Yes
Mechanical / Electrical / Security Work material and equipment schedules (if applicable)	Pages	Yes
Schedule for Imported Materials and Equipment (DPW-23 EC) (if applicable)	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 21/41*

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

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

Signed by the Tenderer:

Name of representative	Signature	Date



¹ "State" means –

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

² "Shareholder" means –

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

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

3.7.1 If so, furnish the following particulars:

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

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

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

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

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

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

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

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

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



evaluation and or adjudication of this bid? YES NO

3.10.1 If so, furnish particulars.

.....
.....

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

3.11.1 If so, furnish particulars:

.....
.....

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Pearsal 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? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.2	If so, furnish particulars:		



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

6. CERTIFICATION

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

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

Name of Tenderer / bidder	Signature	Date	Position

This form has been aligned with SBD4 and SBD 8

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

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

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

Held at _____ (place)

on _____ (date)

RESOLVED that:

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

_____ (Project description as per Bid / Tender Document)

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

- *Mr/Mrs/Ms: _____

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

and who will sign as follows: _____

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

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

Note:

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

ENTERPRISE STAMP

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

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

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

Held at _____ (place)

on _____ (date)

RESOLVED that:

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

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

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

(Project description as per Bid /Tender Document)

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

2. *Mr/Mrs/Ms: _____
in *his/her Capacity as: _____ (Position in the Enterprise)
and who will sign as follows: _____

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

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

Physical address: _____

_____ (code)

Postal Address: _____

 _____ (code)

Telephone number: _____

Fax number: _____

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

Note:

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

Note:

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



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

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

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

1. GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

2. DEFINITIONS

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

section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression 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 and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 or 90/10

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

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

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

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

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

6. BID DECLARATION

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

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

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

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

8 SUB-CONTRACTING (relates to 5.5)

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

8.1.1 If yes, indicate:

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

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

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number

9.3 Company registration number

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

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".

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

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

WITNESSES:

- 1.
- 2.

.....

SIGNATURE(S) OF BIDDER(S)

DATE: ADDRESS:

.....

PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

Project title:	Panel of Contractors for Preventative Maintenance , Service and Repair of Electrical High Tension Reticulation for 24 Months in Waterberg District		
Bid no:	PLK 21/41	Reference no:	7/1/1/2/9

INTRODUCTION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

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

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

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

Name of Bidder	Signature	Date	Position

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

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

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

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

1. General Conditions

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

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

Where

x is the imported content in Rand

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

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

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

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

Page 1 of 4



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. 120 mm squared 3 core PILC insulated cable with copper 11 KVA (item no. 49)	90%
2. 120 mm squared 3 core PILC insulated cable with copper 22 KVA (item no. 50)	90%
3. 95 mm squared 3 core PILC insulated cable with copper 11 KVA (item no. 51)	90%
4. 95 mm squared 3 core PILC insulated cable with copper 22 KVA (item no. 52)	90%
5. 70 mm squared 3 core PILC insulated cable with copper 11 KVA (item no. 53)	90%
6. 70 mm squared 3 core PILC insulated cable with copper 22 KVA (item no. 54)	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

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

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".



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/ 41**.....**

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

NB

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

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

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

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



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

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

paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

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

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

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

Annex C

Local Content Declaration - Summary Schedule

(C1)
(C2)
(C3)
(C4)
(C5)
(C6)
(C7)

Tender No. PLK 21/41
 Tender description:
 Designated product(s)
 Tender Authority:
 Tendering Entity name:
 Tender Exchange Rate:
 Specified local content %

Panel of Contractors for Preventative Maintenance, Service :

NDPWI

Pula EU GBP

Note: VAT to be excluded from all calculations

		Calculation of local content				Tender summary					
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)	Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)
Total tender value									(C20)		
Total Exempt imported content									(C21)		
Total Tender value net of exempt imported content									(C22)		
Total Imported content									(C23)		
Total local content									(C24)		
Average local content % of tender									(C25)		

Signature of tenderer from Annex B _____

Date: _____

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1) Tender No.	PLK 21/41	Note: VAT to be excluded from all calculations
(D2) Tender description:	Panel of Contractors for Preventative Maintenance, Service and Repair of Electrical High Tension Ret	
(D3) Designated Products:		
(D4) Tender Authority:		
(D5) Tendering Entity name:		
(D6) Tender Exchange Rate:	Pula	EU R 9,00 GBP R 12,00

A. Exempted imported content

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

(D19) Total exempt imported value R 0
 This total must correspond with Annex C - C 21

B. Imported directly by the Tenderer

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

(D32) Total imported value by tenderer

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

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

(D45) Total imported value by 3rd party

D. Other foreign currency payments

Calculation of foreign currency payments					Summary of payments	
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments	
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)	

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

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

This total must correspond with Annex C - C 23

Signature of tenderer from Annex B

Date:

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	<input type="text" value="PLK 21/41"/>	Note: VAT to be excluded from all calculations
(E2)	Tender description:	<i>Panel of Contractors for Preventative Maintenance</i>	
(E3)	Designated products:	<input type="text"/>	
(E4)	Tender Authority:	<input type="text" value="NDPWI"/>	
(E5)	Tendering Entity name:	<input type="text"/>	

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

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

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender no: PLK 21/ 41

Name of Tenderer

EME¹ QSE² Non EME/QSE (tick applicable box)

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

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

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

¹ EME: Exempted Micro Enterprise

² QSE: Qualifying Small Business Enterprise



PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Tender no: PLK 21/40

2. DECLARATION:

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

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

Signed by the Tenderer

Name of representative	Signature
	Date



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

CONTRACT DATA FOR *Panel of Contractors for Preventative Maintenance , Service and Repair of Electrical High Tension Reticulation for 24 Months in Waterberg District*

Tender no: **PLK 21/41**

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

PART 1: DATA PROVIDED BY THE EMPLOYER	
CLAUSE	Compulsory Data
1.1.10	The Employer is the Government of the Republic of South Africa, in its Department of Public Works.
36	The Employer chooses the following address where it will receive notices: Physical Address: 77 Hans Van Rensburg Street Polokwane 0700 Postal address: Private Bag x9469 Polokwane 0700 Tel: 015 291 6442 Fax: 015 297 4694
1.1.6	The Contract Period is 24 Months (total of 30 days from Commencement Date + the Service Period + Transitional Period)
1.1.19	The Service Manager is Ms PM Mamefja
1.1.22	The Service Period is 2 years
1.1.24	The Transitional Period is N/A
7.	A security of 2.5% of the Contract Sum is required from the Service Provider.
12.2	The Service Period shall commence on N/A (insert not applicable if this option is not to be selected)
22.11	The penalty per day shall be five (5) cents per hundred Rand of the agreed cost of the relevant Identified Project.

Tender no: **PLK 21/41**

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

Tender no: **PLK 21/41**

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

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

Project title:	<i>Panel of Contractors for Preventative Maintenance , Service and Repair of Electrical High Tension Reticulation for 24 Months in Waterberg District</i>	
Tender / quotation no:	PLK 21/ 41	Closing date: 02/11/2021
Advertising date:	08/10/2021	Validity period: 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	Date

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 21/41**, WCS No: **N/A**, for the **Panel of Contractors for Preventative Maintenance, Service and Repair of Electrical High Tension Reticulation for 24 Months in Waterberg District** (hereinafter referred to as the "Contract" for the sum of R **N/A**, (**N/A**)).

 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

Project title:	<i>Panel of Contractors for Preventative Maintenance , Service and Repair of Electrical High Tension Reticulation for 24 Months in Waterberg District</i>		
Tender no:	<i>PLK 21/41</i>	Reference no:	<i>7/1/1/2/9</i>

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

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

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

Name of representative	Signature	Capacity	Date

Name of organisation:	
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DPW-16 (EC): SITE INSPECTION MEETING CERTIFICATE

Project title:	<i>Panel of Contractors for Preventative Maintenance , Service and Repair of Electrical High Tension Reticulation for 24 Months in Waterberg District</i>		
Tender no:	<i>PLK 21/ 41</i>	Reference no:	<i>7/1/1/2/9</i>
Closing date:	<i>2021/11/02</i>		

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

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

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	Date



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

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

Project title:	Panel of Contractors for Preventative Maintenance , Service and Repair of Electrical High Tension Reticulation for 24 Months in Waterberg District		
Tender no:	PLK 21/41	Reference no:	7/1/1/2/9

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

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

Name of Tenderer	Signature	Date

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

Name of Tenderer	Signature	Date



DPW-22 (EC): PARTICULARS OF ELECTRICAL CONTRACTOR

Project title:	<i>Panel of Contractors for Preventative Maintenance , Service and Repair of Electrical High Tension Reticulation for 24 Months in Waterberg District</i>		
Tender no:	PLK 21/ 41	Reference no:	7/1/1/2/9

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

Name of Tenderer	Signature	Date

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

Project title:	<i>Panel of Contractors for Preventative Maintenance , Service and Repair of Electrical High Tension Reticulation for 24 Months in Waterberg District</i>		
Tender no:	<i>PLK 21/41</i>	Reference no:	<i>7/1/1/2/9</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



FACILITIES MANAGEMENT

CONDITIONS OF CONTRACT (DPW)

SEPT. 2005 VERSION 1

**PA-10 (FM): CONDITIONS OF CONTRACT****CONTENTS**

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

**1. DEFINITIONS**

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

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

2. INTERPRETATION

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



3. DURATION

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

4. RIGHTS AND OBLIGATIONS OF THE EMPLOYER

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

5. RIGHTS AND OBLIGATIONS OF THE SERVICE PROVIDER

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

6. SERVICE MANAGER

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

7. SECURITY

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

8. SECURITY CLEARANCE

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

9. CONFIDENTIALITY

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



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

10. AMBIGUITY IN DOCUMENTS

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

11. INSURANCES

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

12. ACCESS TO THE FACILITIES AND COMMENCEMENT OF THE SERVICES

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

13. PROGRAMME

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



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

14. SUBCONTRACTING

- 14.1. The Service Provider may subcontract any part of the Services at its discretion. The subcontracts shall incorporate the applicable terms, conditions and requirements of this Contract.
- 14.2. Subcontracting by the Service Provider shall not be construed as relieving the Service Provider from any obligations under the Contract or imposing any liability on the Employer.

15. INTELLECTUAL PROPERTY RIGHTS INDEMNITY

- 15.1. The Service Provider undertakes to obtain the necessary consent from the proprietors or their licensees should the Service Provider make use of the intellectual property of any other person.
- 15.2. The Service Provider further indemnifies the Employer against any claim or action (including costs on an attorney and client scale) caused by or arising from the failure to obtain such consent.

16. COMPLIANCE WITH LEGISLATION

- 16.1. This clause applies to legislation emanating from national and provincial government as well as that of any local authorities in whose area of jurisdiction the Facilities fall and which have a bearing on the delivery of the Services and Facilities under this Contract.
- 16.2. All the applicable legislation, which does not specifically allow discretion in respect of compliance by the Employer, shall be followed exactly as intended by such legislation regardless of any instructions, verbal or in writing, to the contrary.
- 16.3. Should any applicable legislation allow discretion in respect of compliance by the Employer it shall be followed exactly as intended by the relevant legislation as if no discretion is allowed until such time as specific instructions in writing are issued to the Service Provider by the Service Manager.
- 16.4. The Service Provider shall in the provision of the Services comply with the provisions of, and give all notices and pay all fees, taxes, levies and other charges required to be given or paid in terms of any legislation or imposed by any other body or person. The Service Provider hereby indemnifies the Employer against any liability for any breach of the provision of this clause.
- 16.5. It is the responsibility of the Service Provider to obtain the consents, permissions and/or permits, referred to in Clause 16.4, in the provision of the Services.
- 16.6. The Service Provider shall not have a claim against the Employer, and the Employer shall not be liable to refund the Service Provider for any of the fees, taxes, levies and other charges referred to Clause 16.4.

17. REPORTING OF INCIDENTS

- 17.1. In addition to the above, the Service Provider shall, as soon as possible, notify the Employer in writing of any incidents at the Facilities, which resulted or could have resulted in damage to property or injury or death to persons.
- 17.2. The Service Provider shall verbally notify the Service Manager of any of the incidents referred to in 17.1 immediately after the occurrence thereof.
- 17.3. The Service Provider shall follow up the verbal notification referred to in 17.2 with a detailed written report on such incidents to the Service Manager within the time frame indicated by the Service Manager, but in any event within 48 hours of the incident.
- 17.4. The written report referred to in 17.3 shall provide for all incidents, which resulted in injury, death or damage to property.



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

18. NUISANCE

- 18.1. The Service Provider shall deliver the Services in a manner that shall not cause unnecessary noise, nuisance, or hinder the normal activities in the Facilities.
- 18.2. The Service Provider hereby indemnifies the Employer against any liability arising out of the Service Provider's non-compliance with his obligations in terms of Clause 18.1.

19. MATERIALS, WORKMANSHIP AND EQUIPMENT

- 19.1. All Services delivered, and materials and workmanship shall comply with the requirements of this Contract, the manufacturer's specification; good industry practice and the Service Manager's written instructions and shall be suitable for the purpose intended.
- 19.2. The Service Provider shall, in accordance with the Scope of Works or if instructed by the Service Manager, carry out tests demonstrating the acceptability of the relevant Services provided, or the suitability of materials or equipment to be used.
- 19.3. The Service Provider shall provide all necessary assistance, labour, materials, testing equipment and instruments for the purpose of such tests to be performed by himself or, if so instructed by the Service Manager, for the purposes of tests to be performed by any other person.
- 19.4. All costs for tests carried out shall be deemed to be included in the Service Provider's prices
- 19.5. Copies of the reports on the tests referred to in Clause 19.2 shall be forwarded by the Service Provider to the Employer within 10 days of the tests being completed.

20. URGENT WORK

- 20.1. The Employer may, by itself or through another service provider, effect any remedial or other repair work which becomes necessary due to no act or omission on the part of the Service Provider.
- 20.2. If the remedial or repair work became necessary due to an act or omission on the part of the Service Provider, its employees, agents or representatives, the Service Provider shall effect such remedial or repair work at its own cost.
- 20.3. If the remedial or repair work is urgently necessary due to an act or omission on the part of the Service Provider, its employees, agents or representatives and the Service Provider refuses to or is not available or able to effect such remedial or repair work, the Employer may effect such remedial or repair work either by itself or through another service provider.
- 20.4. If the Employer effects the remedial or repair work in terms of 20.3, then the Employer may recover such costs, losses or damages from the Service Provider or by deducting the same from any amount still due under this Contract or under any other contract presently or hereafter existing between the Employer and the Service Provider and for this purpose all these contracts shall be considered one indivisible whole.

21. INDEMNIFICATIONS

- 21.1. The Service Provider shall be liable for and hereby indemnifies the Employer against any liability, claim, demand, loss, cost, damage, action, suits or legal proceedings whether arising in common law or by statute consequent upon:
- 21.1.1 personal injuries to or the death of any person arising out of, related to, occasioned by, attributed to, or in the cause of or caused by the rendering of the Services;
- 21.1.2 loss of or damage to any movable or immovable or personal property or property contiguous to the Facilities whether belonging to or under the control of the Employer or any other body or person arising out of, related to, occasioned by, attributed to, or in the cause of or caused by reason of the rendering of the Services;

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

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

22. VARIATIONS

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

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

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

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

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

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

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

23. IDENTIFIED PROJECTS

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

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

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

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

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

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

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

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

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

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

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

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

The factor $(Rw - Rn) \div X$ 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.



public works

**Department
Public Works
REPUBLIC OF SOUTH AFRICA**



EXPANDED PUBLIC WORKS PROGRAMME

BIDDER NUMBER: PLK 21/41

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS

TENDER

FOR A TWENTY FOUR MONTHS (24) MONTHS CONTRACT

FOR

**PANEL OF CONTRACTORS FOR PREVENTATIVE MAINTENANCE, SERVICE AND
REPAIR OF**

ELECTRICAL HIGH TENSION RETICULATION

FOR 24 MONTHS

IN WATERBERG DISTRICT

OFFICE OF THE REGIONAL MANAGER

DEPARTMENT OF PUBLIC WORKS

PRIVATE BAG X9469

POLOKWANE

0700



C3.2.1 SCOPE

The scope of the Works described in this document shall include the complete servicing and maintenance of existing substations and mini substations and guaranteeing free of defects for the full maintenance period of the complete installations specified which are described under each section of maintenance schedules.

Substations listed in PG 03.3 (FM: PDM – Site Information).

C3.2.2 OFFICIAL ORDER FOR REPAIRS

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

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

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

Special arrangements are applicable for emergency repairs which are stipulated in 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 appointed by Regional Manager. 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 **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 be 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.

Measurement

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

C3.2.10 **MAINTENANCE OF METAL PLANT COMPONENTS**

Where required, any corroded or damaged components of the transformer, switchgear, panels etc. shall be repaired such as to match the surrounding components of the substation. 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.

Particulars

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.

Measurement

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

C3.2.11 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.

C3.2.12 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.

C3.2.13 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..... 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.



C3.2.14 **HAZARDOUS MATERIAL REMOVAL**

Normative Reference

Occupational Health & Safety Act 1993 (85 of 1993)
SANS 10228 - The identification and classification of dangerous goods for transport.

Scope : Transformer oil & Silica gel

Used transformer oil and silica gel are hazardous to the environment and should not be carelessly discarded. Risk analysis & safe work procedures relating to transformer oil shall be included in the Health & Safety Plan as elsewhere measured.

All handling of transformer oil shall be executed by an authorized person/s complying with the requirements of the SANS 10228. Allowance shall be made for everything necessary including but not limited to safety containers, protective clothing, signs, tools & complete decontamination upon the removal of oil. A disposal certificate shall be submitted on completion of all removals. The waste from individual substation shall be safely stored until such time as the removal of oil from all adjacent substations has been completed such that one bulk disposal can be made.

Disposal:

Mass of material actually disposed of including samples & used parts. The mass shall be included in the Bill of Quantities item. The mass shall be the net mass of oil based material only excluding containers, liquid, etc. The provision of a disposal certificate shall be included.

C3.2.15 **BUILDING & GENERAL WORK**

The buildings and containers in which substations and mini substations are accommodated shall be maintained in a clean & serviceable condition. The requirements for substations are specified. The relevant schedules shall be completed at every maintenance visit and submitted for record & payment.

PAINTING & SURFACE COATINGS: BUILDINGS

Where instructed substation walls, floor and timber structures shall be refinished using approved proprietary products. The finish shall provide full cover and consistent colour. Surface coatings shall be applied complete with appropriate primer, undercoat and finishing coats all in accordance with the manufacturer's specifications.

Surfaces shall be prepared by filling minor cracks & imperfections, removing all loose paint and dust, washing with detergent and rinsing in accordance with the coating manufacturer's specifications. Coatings shall be applied in accordance with the coating manufacturer's specifications.

Preparation of Surface as specified

On new plaster & filler:	Alkali resistant primer:	1 coat
On steel window frames:	Self-etch metal primer:	1 coat
Undercoat:	Universal white:	1 coat

Finishing coats on the following surfaces

Walls (plaster):	Pure acrylic paint min 2 coats.
Floor screed:	Four component self-levelling solvent free seamless epoxy coating, 3mm thickness.
Floor screed:	Standard epoxy coating single or two parts without self-levelling properties.
Steel window frames:	Enamel gloss min 2 coats
Varnished timber:	Sand to remove all loose & deteriorated varnish. Apply timber



reconditioned & wash prior to applying four coats of UV resistant varnish.

C3.2.16 **SUBSTATION & POWER SUPPLIES**

This tender involves the servicing of substations and mini substations 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 part the Department reserves the right to ask for quotations and to accept the lowest such quotation.

The switchgear covered under this contract comprises various configurations of incomers and feeders manufactured by companies such as Johnson & Philips and General Electric. Transformers range from 50kVA to 3MVA with 800kVA being the definite norm. Manufacturers include South Wales, Bonar Long, GEC, Asea, Alstom and Republic Transarmco.

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 switching in conjunction with all parties concerned are also to be arranged at substations where it is not possible for any damage 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 specialized labor 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 substation 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 substation and the contractor must make provision in each substation 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 substations.

The work shall be carried out by a competent technician all in accordance with the Basic Conditions of Employment Act no 75 of 1997.

All work carried out and all equipment and material supplied in terms of this procedure shall comply with the original equipment manufacturer's specifications and operation and maintenance instructions. The contractor shall be responsible for obtaining such documents, however, copies of the existing operating & maintenance manuals may be obtained from the DPW. The existence or suitability of such DPW documents is not warranted. All surroundings of substation shall be cleaned or cleared and at least two meter outside the yard

C3.2.17 **SUBSTATIONS AND MINI SUBSTATIONS**

The positions of all substations and mini substations are indicated in the Site Information PG-03.3 (FM: PDM). The contractor shall within one month of the date of the letter of acceptance of his bid, submit a detailed program for the execution of a three monthly maintenance on the above for the whole of the contract period, listing each substation and mini sub, its location with fixed dates of maintenance. The contractor will be required to keep to the program at all times. Rates for the following items must include for the execution of the maintenance in accordance with the check list

in the Service Schedules. All surroundings of mini substation shall be cleaned or cleared at least two meter circumference.

Measurement

Number by description as per Bill of Quantities.

C3.2.18 TRANSFORMERS

Servicing of the transformers, which includes repairs of oil leaks and purification and or the replacement of the transformer oil, and all relevant equipment which forms part of the transformer such as insulators, gaskets, and breather units, conservator tanks etc. are to be checked for apparent faults or leaks and replaced or repaired if necessary. The breather units be corrected, cleaned and re-assembled with the required silica jell, oil in the chamber and new gasket. All bus bar insulation needs to be removed. Bus bars should be cleaned with “Electrical Cleaner” or similar electrical cleaning product. Insulation tape should be reapplied according to the correct phase colours. Transformer terminations should be cleaned and filled with “BICC Putty” or similar product for finishing connection points. All nuts and bolts should be tightened to the correct torque as per supplier specification.

A full detailed report is to be given for all transformers, indicating work done and results of oil tests as required, on all transformers.

TRANSFORMER COMMISSIONING/MAINTENANCE TESTS AND CHECKS

Buchholz Relay and Auxiliary Relay Element

The contractor shall allow for the inspection and testing of the surge and gas operation of the Buchholz relay. The inspection and testing shall include the trip and alarm circuit between each Buchholz relay and auxiliary relay. The contractor shall ensure that the relay contacts of the trip and alarm circuits are functioning satisfactorily. The work indicated above shall be included in the rate reflected in the Bill of Quantities.

Oil Temperature Sensor Relay and Auxiliary Relay Element

The contractor shall allow for inspecting the calibration and set point operation of the thermometer. The inspection and testing shall include the trip and alarm circuit between each oil temperature sensor and auxiliary relay. The contractor shall ensure that each relay element is functioning satisfactorily. The work indicated above shall be included in the rate reflected in the Bill of Quantities.

Winding Temp Relay and Auxiliary Relay Element

The contractor shall allow for the inspection and testing of the trip and alarm circuit between each winding temperature sensor and auxiliary relay. The contractor shall ensure that each relay element, as well as the auxiliary relay contacts in the trip and alarm circuits is functioning satisfactorily. The work indicated above shall be included in the rate reflected in the Bill of Quantities.

Insulation Oil Sampling and Analysis

The scope of this procedure includes all tasks required to analyse the condition of insulation oil in transformers. The transformers include both standalone and miniature substation transformers, and they are free breathing, dehydrator breathing. These tasks include taking insulating oil samples from each separate oil unit, having tests done on each sample, and reporting the test results to the



Engineer. All preparation tasks required for and associated with this work (such as arranging for and doing switching of electrical equipment) will be considered part of this task. This will include but not limited to:

Task Description

- a) The contractor shall take oil samples from each unit of oil-immersed equipment that forms part of the facilities.
- b) Oil sampling shall be done in strict compliance with the operation and maintenance instructions of the manufacturers of the various units of equipment.
- c) Oil samples shall be taken from every single and separate oil unit of every piece of equipment, and each sample shall be separately labelled in order to discriminate between the results of different samples.
- d) Taking and handling of oil samples shall be done in strict compliance with the specifications outlined in BS 5263 and: Method for sampling liquid dielectrics. **Furthermore, PCB testing shall be done according to ASTM D4059 and Identification as per SANS 290 (790.)**
- e) All oil samples shall be tested at a reputable laboratory (**not on the Client's site**) in accordance with the test procedures outlined in Appendix A of BS 5730.
- f) The following insulating oil characteristics shall be tested for according to the methods outlined in Appendix A of BS 5730:
 - i) Odour.
 - ii) Appearance.
 - iii) Colour.
 - iv) Electric strength.
 - v) Water content.
 - vi) Acidity (neutralisation value).
 - vii) Resistivity (at 20°C).
 - viii) Sediment and/or perceptible sludge.
 - ix) Dissolved gas analysis (DGA).
 - x) **PCB's.**
- g) The results of the tests shall be supplied to the Departmental Representative in a documented format.
- h) The test result report shall contain at least the following information:
 - i) Unique description of equipment from which of oil sample was taken.
 - ii) Date of sample,
 - iii) Name of person taking the sample.
 - iv) Test results for the sample in terms of each of the specified oil characteristics.
 - v) Recommendations on whether the oil from which the sample was taken should be replaced or reconditioned or not.
 - vi) Summary recommendation of the general condition of the oil samples tested.
 - vii) Name of person who conducted the tests.
 - viii) Name and contact details of the test laboratory.
 - ix) Certification by the test laboratory that these specific tests have been conducted in compliance with BS 5730.

Transformer Tap-Changer Mechanism Testing

The contractor shall allow for inspecting the operation of the tap-change mechanism and recording any malfunction observed. The work indicated above shall be included in the rate reflected in the Bill of Quantities. The rate shall **not** include rectifying defects or carrying out repairs on the mechanism.

Differential Protection Scheme

The contractor shall allow for the inspection of the relay within the scheme, i.e. secondary wiring between the primary / secondary phase CTs and the relay element as well as between the relay



contacts and the trip circuit. The work indicated above shall be included in the rate reflected in the Bill of Quantities.

Restricted Earth Fault Relay

The contractor shall allow for the inspection of the relay within the scheme, i.e. secondary wiring between the primary / secondary phase CTs and the relay element as well as between the relay contacts and the trip circuit. The work indicated above shall be included in the rate reflected in the Bill of Quantities.

Transformer Tap-Change Panel

The contractor shall allow for inspecting the operation of the tap-changer and recording any malfunction observed. The work indicated above shall be included in the rate reflected in the Bill of Quantities. The rate shall **not** include rectifying defects or carrying out repairs on the panel.

Measurement

Number by description as per Bill of Quantities.

C3.2.19 MV SWITCHGEAR

The entire operation of the switchgear is to be thoroughly checked to ascertain complete trouble free opening and closing of the switch, i.e.: The with-drawing of the switch trolleys, the cleaning of the switch, which shall entail the dropping of the oil tank, the checking of the operation and or replacement of all the internal moving parts plus the stationary contacts. The operating mechanism is to be checked and made to work freely, the spigot parts are to be checked and cleaned out. All the contact spigots on the contactors shall be cleaned of all access carbon or flash marks caused by arcing. The racking equipment for the raising and lowering of the switch shall be checked to ensure free movement upward and downward.

The contractor shall do a ducter test and measure the main contact's resistance as well as check the wiring for mechanical strength and loose connections. The contractor shall inspect the tripping and closing of circuits at rated voltage and at 85% of rated voltage. A written report on all of the above shall accompany invoices.

Mechanical Tests

The rate shall cover the cost of carrying out the following checks per switch:

- Torque-testing all primary conductor bolts and nuts and recording results;
- Checking the circuit breaker for any defects or damage due to manhandling;
- Checking circuit breaker alignment and ease of racking in and out
- Checking bus bar shutter operation for smooth operation and adjustment thereof, if necessary;
- Checking operation of circuit breaker manually;
- Testing earth continuity of earthing bus bars and connection to station earth mat using suitable earth resistivity test equipment;
- Ensuring that all covers are fitted and explosion vents functional;
- Checking that the panel complies with IP;

These checks are included in checklist

Electrical Tests

The contractor shall allow for carrying out the following tests:



These tests must be carried out with a suitable test instrument designed for the specified tests. The test set must be able to provide detailed test reports indicating the deviations of the measured quantities.

Static Resistance Tests:

Measurement and recording of the contact resistance of the closed circuit breaker using minimum 100 A dc Wheatstone Bridge method;

Dynamic resistance tests if close coil is present:

Measurement and recording of the contact resistance on the instance of the circuit breaker closing to detect contact bounce using minimum 100 A dc Wheatstone Bridge method with a controlled circuit breaker closure;

Testing where applicable the vacuum bottle resistance of a vacuum breaker using a VLF tester at the rated voltage with a low frequency wave (0.1Hz)

- Testing of HV insulation resistance of panel and circuit breaker to manufacturer's specifications for new or used equipment, whichever is applicable. Test to be carried out with circuit breaker closed between phases and across the open contact of each phase;
- Testing minimum operation voltage levels of the trip and close coil;
- Testing of the trip and close coil resistances and recording thereof
- Checking that spring charge motor rating corresponds with dc available;
- Production of test certificates for all tests carried out.

Current Transformer Tests

The contractor shall allow for the carrying out the following tests per secondary connection:

- Ratio test: The ratio shall be tested on all different ratios of CT's for commissioning. For maintenance only the used ratio will be tested; Tests must be done by means of primary injection and measurement of the secondary circuit where possible.
- Magnetization curve test: A magnetization curve shall be derived and comparison curves plotted for all sets of current transformers including metering; the test set used must plot the curve on a logarithmic graph and must indicate the knee point voltage and current for each phase. A curve comparison for each phase and core must be shown on the report.
- Polarity shall be tested by means of dc flick test or by means of measurement by electronic test equipment during primary injection;
- The insulation resistance of the current transformers shall be measured and the CT earth tested on the secondary wiring;
- The loop resistances shall be measured for CT, wiring and relays, and be recorded;
- Test certificates for all tests carried out shall be produced.

DC Tripping gear

New control systems such as protection relay equipment must be installed by a contractor accredited by the supplier of the equipment. All testing of protection relay and equipment acceptance testing must be done with suitable electronic equipment capable of providing electronic test reports. Tests on protection relays will be done by computerized test sets such as Omicron CMC or equivalent which are capable of testing the unit over a wide range on the tripping time versus pickup characteristics.

All test equipment must be certified and calibrated once a year. For specialized testing such as the testing of protection relays the contractor must use computerized equipment capable of providing detailed reports and test templates for future testing. The equipment must be able to indicate the



accuracy of the equipment as measured from its results. The test Engineer/Technician shall be registered as a professional person at a recognized body. Technician is optional; therefore services to be rendered by a technician must be approved by the department before execution of the service

Relays:

Over-Current and Earth Fault Protection Relays

The contractor shall ensure that the operation of the relay within the scheme, i.e. secondary wiring between the CTs and the relay element as well as between the relay contacts and the trip circuit, is satisfactory. The work indicated above shall be included in the rate reflected in the Bill of Quantities.

Standby Earth Fault Relay Function

The contractor shall ensure that the operation of the relay within the scheme, i.e. secondary wiring between the CTs and the relay element as well as between the relay contacts and the trip circuit, is satisfactory. The work indicated above shall be included in the rate reflected in the Bill of Quantities.

Restricted Earth Fault Relay Function

The contractor shall ensure that the operation of the relay within the scheme, i.e. secondary wiring between the phase and neutral CTs and the relay element as well as between the relay contacts and the trip circuit, is satisfactory. The work indicated above shall be included in the rate reflected in the Bill of Quantities.

Feeder Differential Protection Relays

The contractor shall provide for testing the feeder differential relay by injecting current through the primary circuit between substations. This will exclude secondary injection tests where the primary impedances are too great or induction causes dangerous conditions for the application of primary tests to be conducted. The contractor shall also allow for comprehensive pilot tests, including loop impedance and insulation resistance measurements.

Feeder Fitted with Inter-Tripping Relays

The contractor shall allow for comprehensive pilot tests per relay. This shall include loop impedance and insulation resistance measurements.

The contractor shall also allow for the relay operation values and minimum operation voltage values to be recorded.

Master Trip and Auxiliary Relays: Per Element or Trip Function

The contractor shall ensure that the operation of the relay within the scheme, i.e. secondary wiring between the primary relay element and between the relay contacts and the trip circuit is satisfactory.

Bus bar protection

The contractor shall ensure that the operation of the relay within the scheme, i.e. secondary wiring between CTs and the relay element as well as between the relay contacts and the trip circuit is satisfactory.

Timers

The contractor shall ensure that the operation of the timer within the scheme, i.e. secondary wiring between timer and relay element is satisfactory.

Relay Settings

The contractor shall allow for creating a network model in Dig silent Power factory software for each network using the source impedance obtained from Eskom or the Local council supplying the network as a reference point. Settings will then be calculated for each breaker in the circuit and will be applied to the protection relays used. The settings calculations must be signed by a Professional Engineer or Professional Engineering Technologist who specializes in this field. The rate shall be based on the gathering of information/data required for settings calculations and or network modeling and the application of the settings per relay protection function.

Measurement

Number by description as per bill of quantities.

C3.2.20 LT SWITCHGEAR

The entire operation of the switchgear is to be thoroughly checked to ascertain complete trouble free opening and closing of the switch. The operating mechanism is to be checked and made to work freely, the spigot parts are to be checked and cleaned out. The panels are to be cleaned and all loose or missing bolts and nuts replaced.

Measurement

Number by description as per bill of quantities.

C3.2.21 HIGH TENSION P.I.L.C. CABLES

It is a requirement that the contractor shall only employ personnel fully conversant with cable manufacturer's recommendations for joining and terminating of cables. Only cables with copper conductors shall be used throughout unless otherwise specified or approved by the Department. The contractor shall also take all the necessary precautions and provide all the necessary warning signs and/or lights to ensure that the public and/or employees on site are not endangered during repairs. Before terminating or jointing of paper-insulated cables, a test to establish the presence of moisture must be carried out. The contractor shall make all arrangements to pressure test the cable and the exact leakage current shall be tabulated and certified. The contractor shall also, pay all fees and provide all equipment for this test. The cost of testing shall have been included in the tender price.

Measurement

By linear meter, size specified, as per bill of quantities.

C3.2.22 TRENCHING

The contractor shall be responsible for all trenching excavations unless specified to the contrary. Surplus material shall be removed from site and disposed of at the cost of the contractor.

Trenches across roads, access ways or footpaths shall not be left open. If cable work cannot be done immediately, the contractor shall install temporary "bridges" or cover plates of sufficient strength to accommodate the traffic concerned. The contractor shall not commence with the backfilling of trenches without prior notification to the Department so that the cable and/or joint may be inspected. Should the contractor fail to give a timeous notification, the trenches shall be re-opened at his own cost.

Measurement

By cubic meter of "earth", "soft rock" or "hard rock".

C3.2.23 LIGHTNING PROTECTION

The provision of a suitable lightning protective system forms part of the building work and the Contractor will be responsible for any maintenance required in this regard. The system must comply with the requirements of the latest issue of the SABS Code of Practice 03/1985 for the protection of structures against lightning, and on completion of the work, the SABS may be called upon to verify compliance with the Code in cases where this is deemed necessary by the Department.

Measurement

Number of service & maintenance visits with distinction between substations 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 substation.

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

Transport measured in Day works.

C3.3 PARTICULAR SPECIFICATIONS

- Department of Public Works Quality Specification Part A, B & C.
- Operational regulation for Medium Voltage systems (ORHVS) as per NRS 040 – Part 1 to 3.
- NRS 089 maintenance of electrical networks.
- 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 project

C3.4 MEDIUM VOLTAGE EQUIPMENT MAINTENANCE AND SERVICING (PLANNED) INSPECTION SCHEDULES.

C3.4.1 CHECK LIST FOR SUBSTATIONS AND MINI SUBSTATIONS.

C3.4.2 CHECK LIST FOR MISCELLANEOUS INSPECTION AND ATTENDANCE TO SUBSTATIONS AND MINI SUBSTATIONS.

C3.4.3 CHECK LIST FOR HIGH VOLTAGE AND LOW VOLTAGE SUBSTATIONS AND MINI SUBSTATIONS ELECTRICAL METER READINGS.

C3.4.4 MV & LV SWITCHGEAR QUESTIONNAIRE.

C3.4.5 MAINTENANCE AND SERVICE SCHEDULE FOR BATTERY.

C3.4.6 INSPECTION CHECK LIST.

C3.5 EPWP

- 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. The contractor will be expected to provide certified ID copies of labourers.

C3.6 COMPILING AN INVENTORY



- An inventory of all installations shall be compiled by the Contractor during his first service round. The inventory shall describe the installation in detail. Like exact location in the form of a specific address and building number and latitude and longitude (GPRS) mark with a plotter but this is optional. Information, as gathered in the Checklist: HT Switchgear Questionnaire must be used and shall include LT installations inside main and mini sub stations.

C3.7 General

- Maintenance to each substation must be executed on a regular three monthly basis. A program for maintenance on all substations for the whole contract period must be submitted in accordance with the conditions laid down in the Tender document
- The contractor shall within one month of the date of the letter of acceptance of his tender, submit a detailed program for the execution of a three monthly maintenance on the above for the whole of the contract period, listing each substation and mini sub, its location with fixed dates of maintenance. The contractor will be required to keep to the program at all times .All high tension equipment shall be kept according OHS&A and the fire equipment listed will also form part of this contract. A logbook will be provided by the contractor and placed inside the substations, mini substation, transformer etc. Each log book will indicate recorded date, time in, and timeout as well as signature, printed name, telephone phone number and a remark to indicate the work completed. Inspection includes building doors locks ceiling roof etc. costs of providing a log book shall be included in rates for servicing.
- The contractor will be responsible to arrange all power cuts with the Head of the institutions where he will carry out a service “one week” prior to his starting any work.
- All redundant materials shall be left on site for inspection before payment of the account will be made.



C3.4.1 CHECK LIST FOR SUBSTATIONS AND MINI SUBSTATIONS

VISUAL INSPECTION

		YES	NO
1	H.T. Cables in order		
2	H.T. Cable Terminations in order		
3	L.T. Cables in order		
4	L.T. Cable Terminations in order		
5	All H.T. Switchgear, Covers and Panels intact?		
6	All L.T. Switchgear, Covers and Panels intact?		
7	Are all Switchgear and Circuit Breakers in "ON" Position?		
8	Are circuit legends available?		
9	Are all Switchgear and Circuit Breakers properly labelled?		
10	Are all Time Switchers correct and set accordingly?		
11	Are all Indicating Panel Lights working: - if not - replace where required?		
12	Check all Transformer oil levels and top up where required?		
13	Are all primary conductor bolts and nuts torque-tested?		
14	Are all circuit breakers checked for any defects or damage due to manhandling?		
15	Are all circuit breakers checked for alignment and ease of racking in and out?		
	<u>Report any leaks under "Remarks"</u>		
	<i>FUNCTIONAL TESTING</i>		
1	Test all control circuits to ensure correct operation of Circuit Breakers.		
2	Check and test solkor relays.		
3	Test interlocking (where applicable).		
4	Test transformer trip/alarm devices.		
5	Test differential protection schemes.		
6	Submission of a comprehensive test report detailing:		
	i Test certificates for all tests undertaken.		
	ii All faults repaired and all faults outstanding.		
	iii Correction to any drawings.		
7	Check bus bar shutter operation for smooth operation.		
8	Check operation of circuit breaker manually.		
9	Test earth continuity of earthing bus bars and connection to station earth mat using suitable earth resistivity test equipment		
10	Ensure that all covers are fitted and explosion vents functional.		
11	Ensure that the panel complies with IP.		

REMARKS:

(a) Leaks: _____

DATE: _____



NAME (PRINT): _____
ELECTRICIAN: _____
SIGNATURE: _____

CLIENT STAMP

C3.4.2 CHECK LIST FOR MISCELLANEOUS INSPECTION AND ATTENDANCE TO SUBSTATION AND MINI SUBS

DUST AND CLEAN

		YES	NO
1	Doors and frames		
2	Windowpanes and frames		
3	Window guards		
4	Window cills		
5	Walls and ceilings		
6	Cable ducts		
7	H.T. Switchgear		
8	L.T. Switchgear		
9	L.T. Transformer		
10	L.T. Distribution Board		
CLEAN AND OIL			
1	Door hinges		
2	Door locks		
CLEAN AND POLISH			
1	Substation floors		
2	Outside cut grass, weeds and apply weed killer for a 2m Circumference where required		
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		
4	Walls - any cracks		
5	Roof - any leaks		
6	Cable duct covers		
7	Warning signs		
8	Floors		

REMARKS:

DATE: _____



NAME (PRINT): _____

ELECTRICIAN: _____

SIGNATURE: _____

CLIENT STAMP

C3.4.3 CHECK LIST FOR HIGH VOLTAGE AND LOW VOLTAGE SUBSTATION AND MINI SUBS ELECTRICAL METER READINGS

METER READINGS:

(Reset all Maximum Demand Ammeters).

a H.T.

MW _____ Rph _____ Yph _____ Ph _____
_____ A _____ A _____ A _____ A

b L.T.

i) Transformer No. _____

3-ph _____ V Ph.1 _____ V Ph.2 _____ V
V _____ A V _____ A V _____ A

ii) Transformer No. _____

3-ph _____ V Ph.1 _____ V Ph.2 _____ V
V _____ A V _____ A V _____ A

iii) Transformer No. _____

3-ph _____ V Ph.1 _____ V Ph.2 _____ V
V _____ A V _____ A V _____ A

iv) Transformer No. _____

3-ph _____ V Ph.1 _____ V Ph.2 _____ V
V _____ A V _____ A V _____ A

v) Transformer No. _____

3-ph _____ V Ph.1 _____ V Ph.2 _____ V
V _____ A V _____ A V _____ A

DATE: _____

NAME (PRINT): _____

CLIENT STAMP



ELECTRICIAN: _____

SIGNATURE: _____

CLIENT STAMP

C3.4.4 H.V. &L.V. SWITCHGEAR QUESTIONNAIRE

(TO BE COMPLETED ON FIRST VISIT TO SUBSTATION)

- 1 a) H.T. Switch identification _____
- b) Manufacturer: _____
- c) Type _____
- d) Size _____
- e) H.T. Tripping Relays: _____

(EG (I) Solkor; (ii) Translay; (iii) CDG Earth Fault and Over Current Relays)

- i) _____ Setting _____
- ii) _____ Setting _____
- iii) _____ Setting _____

2 L.T. TRANSFORMERS

- a) Transformer Identification: _____
- b) Manufacturer: _____
- c) Type/Serial N:o _____
- d) KVA: _____
- e) AMPS: _____
- f) Voltage Ratio: _____
- g) Impedance: _____
- h) Vector group: _____

DATE: _____

NAME (PRINT): _____

Empty rectangular box for stamp or signature.



ELECTRICIAN: _____

SIGNATURE: _____

CLIENT STAMP

C3.4.5 CHECK LIST FOR L.V. BATTERY SUPPLY

<ul style="list-style-type: none"> Contractors are to note that all maintenance to Nickel Cadmium Alkaline atteries, charging equipment and accessories, are to be in accordance with the manufactures requirements. Any loss or damage to the equipment through negligence on the contractor's part will be for his account 			
		YES	NO
1	Clean Battery and/or Container/Stand and Terminals with luke warm water and dry out.		
2	Neutralize corrosion with bicarbonate of soda solution		
3	Top up all cells with distilled water.		
4	Clean all battery terminals and cover with "Vaseline".		
5	Clean 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.		
	TOTAL VOLTS		
	BATTERY CHARGER		AMPS
<u>L.V. BATTERY SUPPLY: CHECK LIST CONT.</u>			

REMARKS: (If answer is "No" on any of the previous items, state action taken by you or to be taken by the Department)



DATE: _____

NAME (PRINT): _____

ELECTRICIAN: _____

SIGNATURE: _____

CLIENT STAMP

C3.4.6 INSPECTION CHECKLIST

Substation / Mini sub: _____

Name or Number : _____

Area: _____

Delete which is not applicable:

Visual Inspection

	In Order		In Order
HT Cables	Yes/No	LT Cables	Yes/No
HT Terminals	Yes/No	LT Terminals	Yes/No
HT Covers/Panels	Yes/No	LT Covers/Panels	Yes/No
Switchgear labelled	Yes/No	LT Circuits labelled	Yes/No
Time Switches	Yes/No	Top Up Transformer oil	Lt
Panel lights replaced			

Remarks: _____

Dust/clean/oil

Doors + Frames	Yes/No	Door hinges/locks	Yes/No
Window Panel & Frames	Yes/No	Window guars / sills	Yes/No
Walls & Ceilings	Yes/No	No. of windows broken	
Floors Polish/Paint	Yes/No	Cable ducts	Yes/No
All Switchgear	Yes/No	All Distribution Boards	Yes/No
All Transformers	Yes/No	All rooms in Sub	Yes/No
Cut grass/weed killer	Yes/No		

Yard fencing/gates: _____

Walls any cracks: _____

Warning/Danger signs present: _____

Remarks: _____

Low Voltage Battery Supply

Cater with water/bicarbonate of soda	Yes/No	Top Up Batteries	Yes/No
Vaseline Terminals	Yes/No	Check all connections	Yes/No
Amp/Voltmeter in order	Yes/No	Charger on "Trickle"	Yes/No
Test Button in order	Yes/No	No. of lights replaced	
Indication lights in order	Yes/No		
Volts No.1	Battery No.2		Battery No.3
Volts SG	Volts SG	Volts SG	Volts SG
Cell No.	Cell No.	Cell No.	
1			
2			
3			
4			
5			
6			
7			
8			
9			



10		
11		
12		

Total Voltage _____

Total Amps _____

Remarks: _____

C3.4.6 INSPECTION CHECKLIST

Checklist Continued

Meter Readings: Reset All Meters

HT:

LT:

Transformer 1:

Transformer 2:

Transformer 3:

Transformer 4:

Switchgear	No.1	No.2	No.3	No.4	No.5
Manufacturer					
Type (T1/3)					
Size (Amps)					
Setting					
Litres Oil Replaced					
Other Work Done					

Transformers	No.1	No.2	No.3	No.4	No.5
Manufacturer					
Type/Serial					
KVA					
Litres Oil Capacity					
Amps					
Voltage Ratio					
Impedance					
Vector Group					
Silica Gel Replaced					
Other Work Done					

Name of Artisan:

Names of Labourers:

Date Started:

Time Started:



Date Completed: _____ Time Completed: _____

C3.5 JOB CARD

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 :



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)

Date	Origin		Destination		Distance (km)	Purpose of travel
	Place	Odometer reading	Place	Odometer reading		
Total distance travelled						

.....
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.

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

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

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

General

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

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

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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.



This will include all State Buildings and structures falling under the control of the Department or other Departments hereafter referred to as “Client” Departments.

Clients:

- a. SAPS Stations and Training Centres.
- b. SANDF Military Bases and Outposts.
- c. The Dept. of Correctional Services.

DETAILS OF AREA

- d. The Dept. of Justice.

This includes towns or centres situated in the following list:

ITEM	TPWN/INSTITUTION
1.	Bela Bela
2.	Bulgerivier
3.	Cumberland
4.	Dorset
5.	Dwaalboom
6.	Elandskraal
7.	Mahwelareng
8.	Modimolle
9.	Mokopane
10.	Rust de Winter
11.	Northam
12.	Piensaarsrivier
13.	Tuinplaas
14.	Vaalwater
15.	Villa Nora
16.	Witpoort
17.	Mokopane
18.	Tynmyne
19.	Appingdam
20.	Vaalwater
21.	Lephalale
22.	91 Ammunition Sub De Naboomspruit
23.	91 Ammunition Sub Depot



ITEM	TPWN/INSTITUTION
24.	REDTAN
25.	MELKRIVIER
26.	ROOIBERG
27.	RANKIS PAS
28.	HOOPDAL
29.	STOCKPOORT
30.	TOMBURK
31.	PHALALA
32.	VERDRAGHT

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

General

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

Tasks are scattered around Waterberg district 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.

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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.

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

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

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

**SCHEDULE 1
SCHEDULE OF QUANTITIES: MAINTENANCE AND SERVICING OF MEDIUM
VOLTAGE EQUIPMENT**

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	Three monthly Maintenance and Servicing of Medium Voltage Substations, Mini-Substations, Low Voltage Substations, Distribution Boards, Overhead lines, MV & LV Switchgear, Cables And Kiosks as per Scope of Works. Rates include transport, labour, mark up, bonus				
LI	SUBSTATIONS: Including HT Switchgear, Transformers and LV Panel				
1	6.6 kV	No.	1	R3 000,00	R3 000,00
2	11 kV	No.	1	R3 000,00	R3 000,00
3	22 kV	No.	1	R3 000,00	R3 000,00
LI	MINI-SUBSTATIONS: Including HT Switchgear, Transformer and LV Panel				
4	100kVA - 315kVA	No.	1	R2 000,00	R2 000,00
5	350kVA - 630kVA	No.	1	R2 000,00	R2 000,00
6	800kVA - 1MVA	No.	1	R2 000,00	R2 000,00
	STAND ALONE SWITCHGEAR				
	Vacuum Circuit Breaker(VCB)				
7	400 A	No.	1	R2 000,00	R2 000,00
8	600 A or 630 A	No.	1	R2 000,00	R2 000,00
9	800 A	No.	1	R2 000,00	R2 000,00
	Oil Circuit breaker(OCB)				
10	400 A	No.	1	R1 000,00	R1 000,00
11	600 A or 630 A	No.	1	R1 000,00	R1 000,00
12	800 A	No.	1	R1 000,00	R1 000,00
	SF6 gas circuit breaker				
13	400 A	No.	1	R1 000,00	R1 000,00
14	600 A or 630 A	No.	1	R1 000,00	R1 000,00
15	800 A	No.	1	R1 000,00	R1 000,00
	T3 unit				
16	400 A	No.	1	R1 000,00	R1 000,00
17	600 A or 630 A	No.	1	R1 000,00	R1 000,00
18	800 A	No.	1	R1 000,00	R1 000,00
	F1 unit				
19	400 A	No.	1	R1 000,00	R1 000,00
20	600 A or 630 A	No.	1	R1 000,00	R1 000,00
21	800 A	No.	1	R1 000,00	R1 000,00
	K-Range switches				
22	400 A	No.	1	R1 000,00	R1 000,00
23	600 A or 630 A	No.	1	R1 000,00	R1 000,00
24	800 A	No.	1	R1 000,00	R1 000,00
	Isolators				
25	400 A	No.	1	R1 000,00	R1 000,00
26	600 A or 630 A	No.	1	R1 000,00	R1 000,00
27	800 A	No.	1	R1 000,00	R1 000,00
28	1250 A	No.	1	R1 000,00	
	Fuse links/Surge Arrestors				
29	5Amps to 10 Amps	No.	1	R1 000,00	R1 000,00
30	20Amps to 80 Amps	No.	1	R1 000,00	R1 000,00
LI	STAND ALONE TRANSFORMERS: Indoor and outdoor including Pole Transformers				
32	25 Kva -100 kVA	No.	1	R2 000,00	R2 000,00
33	125 kVA - 300 kVA	No.	1	R2 000,00	R2 000,00
34	350 kVA - 750 kVA	No.	1	R2 000,00	R2 000,00
35	800 Kva -1.5 MVA	No.	1	R2 000,00	R2 000,00
36	Above 1.5 MVA - 3 MVA	No.	1	R2 000,00	R2 000,00
37	Bush Clearing 5m Circumference	m	1	R100,00	R100,00

**SCHEDULE 2
SCHEDULE OF QUANTITIES: SCHEDULED
MAINTENANCE ITEMS**

ITEM	DESCRIPTION	UNIT	QUAN TITY	RATE	AMOUNT
	REPAIRS: Supply and installation of the following equipments				
	SUBSTATION BUILDING REPAIR				
	GENERAL				
1	50mm x 10mm burs bars	m	1	R300, 00	R300, 00
2	Master lock	No	1	R500, 00	R500, 00
	PAINTING AND COATINGS				
3	Substation walls: pure acrylic paint white	m ²	1	R450,00	R450,00
4	Floor screed: epoxy coating standard.	m ²	1	R450,00	R450,00
5	Floor screed: epoxy coating self levelling	m ²	1	R450,00	R450,00
6	Window frames: steel: Max 1200 x 900mm	No	1	R650,00	R650,00
7	Window frames: varnished timber: Max 1200 x 900mm	No	1	R650,00	R650,00
8	Door frames: vasnished timber	No	1	R550,00	R550,00
9	Doors: vasnished timber	No	1	R550,00	R550,00
10	Repair face boards	No	1	R650,00	R650,00
11	Replace face boards	No	1	R650,00	R650,00
12	Repair of the substation roof	m ²	1	R850,00	R850,00
13	Painting of the substation roof	m ²	1	R750,00	R750,00
	Fence around substation building				
14 LI	Repairing of fence around substation building	m ²	1	R1 200,00	R1 200,00
15	Maintenance of the fire extinguisher inside the substations. All size	No	1	R900,00	R900,00
	WARNING SIGNS				
16	Danger: High Voltage	No	1	R500,00	R500,00
17	Unauthorized entry prohibited	No	1	R500,00	R500,00
18	Procedure in case of electric shock	No	1	R500,00	R500,00
19	Procedure in case of fire	No	1	R500,00	R500,00
20	Unauthorized handling of equipment prohibited	No	1	R500,00	R500,00
	ELECTRICAL				
	Supply and Install(wiring) in existing conduit				
21	2,5 mm ² PVC insulated	m	1	R60,00	R60,00
22	4,0 mm ² PVC insulated	m	1	R80,00	R80,00
23	6,0 mm ² PVC insulated	m	1	R100,00	R100,00
	TESTING AND COMMISSIONING				
24	The testing and commissioning of the complete installation and issuing of Certificate of Compliance	No	1	R5 000,00	R5 000,00
	Total Carried Forward				

ITEM	DESCRIPTION	UNIT	QUAN TITY	RATE	AMOUNT
25	<u>GALVANISED CONDUIT</u>				
26	20mm	m	1	R100,00	R100,00
	25mm	m	1	R200,00	R200,00
	<u>Lightning protection installation in substation</u>				
27	1m earth copper spikes	No	1	R700,00	R700,00
28	70mm green/yellow insulated copper conductor	m	1	R500,00	R500,00
29	10 mm earth (Alluminium)	m	1	R100,00	R100,00
	<u>HIGH VOLTAGE - REPAIR</u>				
	<u>TRANSFORMERS</u>				
	<u>25 kVA - 100 kVA</u>				
	<u>Oil leak repair</u>				
30	Welding length	mm	1	R140,00	R140,00
31	Gasket seal 0-100 cm ²	No	1	R3 500,00	R3 500,00
32	Gasket seal 110-1000 cm ²	No	1	R4 000,00	R4 000,00
33	Oil replacement	Litre	1	R100,00	R100,00
34	Insulators	No	1	R900,00	R900,00
35	Breather units	No	1	R2 500,00	R2 500,00
36	Conservator tanks	No	1	R5 000,00	R5 000,00
37	Bucholz relay	No	1	R800,00	R800,00
38	Temperature gauge	No	1	R800,00	R800,00
39	Silica gel replacement	kg	1	R3 000,00	R3 000,00
	<u>125 kVA - 300 kVA</u>				
	<u>Oil leak repair</u>				
40	Welding length	mm	1	R320,00	R320,00
41	Gasket seal 0-100 cm ²	No	1	R3 700,00	R3 700,00
42	Gasket seal 110-1000 cm ²	No	1	R4 000,00	R4 000,00
43	Insulators	No	1	R900,00	R900,00
44	Breather units	No	1	R2 500,00	R2 500,00
45	Conservator tanks	No	1	R6 000,00	R6 000,00
46	Boegels relay	No	1	R800,00	R800,00
47	Temperature gauge	No	1	R800,00	R800,00
48	Silica gel replacement 6/6 - 11 kV (Supply and Install)	kg	1	R3 000,00	R3 000,00
	Total Carried Forward				

ITEM	DESCRIPTION	UNIT	QUAN TITY	RATE	AMOUNT
	<u>CABLES</u>				
	120mm² 3core PILC insulated cables with copper conductor.				
49	11 kVA - 11 kVA	m	1	R1 800,00	R1 800,00
50	22 kVA - 22 kVA	m	1	R1 800,00	R1 800,00
	95mm² 3core PILC insulated cables with copper conductor.				
51	11 kVA - 11 kVA	m	1	R1 800,00	R1 800,00
52	22 kVA - 22 kVA	m	1	R1 800,00	R1 800,00
	70mm² 3core PILC insulated cables with copper conductor.				
53	11 kVA - 11 kVA	m	1	R1 700,00	R1 700,00
54	22 kVA - 22 kVA	m	1	R1 700,00	R1 700,00
	50mm² 3core PILC insulated cables with copper conductor.				
55	11 kVA - 11 kVA	m	1	R800,00	R800,00
56	22 kVA - 22 kVA	m	1	R800,00	R800,00
	35mm² 3core PILC insulated cables with copper conductor.				
57	11 kVA - 11 kVA	m	1	R800,00	R800,00
58	22 kVA - 22 kVA	m	1	R800,00	R800,00
	<u>CABLE TERMINATIONS INCLUSIVE LUGS FERRULES</u>				
	120mm² 3core PILC insulated cables with copper conductor.				
59	6.6 kVA - 6.6 kVA	No.	1	R3 000,00	R3 000,00
60	11 kVA - 11 kVA	No.	1	R5 000,00	R5 000,00
61	22 kVA - 22 kVA	No.	1	R5 000,00	R5 000,00
	95mm² 3core PILC insulated cables with copper conductor.				
62	6.6 kVA - 6.6 kVA	No.	1	R3 000,00	R3 000,00
63	11 kVA - 11 kVA	No.	1	R5 000,00	R5 000,00
64	22 kVA - 22 kVA	No.	1	R5 000,00	R5 000,00
	70mm² 3core PILC insulated cables with copper conductor.				
65	6.6 kVA - 6.6 kVA	No.	1	R3 000,00	R3 000,00
66	11 kVA - 11 kVA	No.	1	R3 000,00	R3 000,00
67	22 kVA - 22 kVA	No.	1	R3 000,00	R3 000,00
	50mm² 3core PILC insulated cables with copper conductor.				
68	6.6 kVA - 6.6 kVA	No.	1	R2 000,00	R2 000,00
69	11 kVA - 11 kVA	No.	1	R2 000,00	R2 000,00
70	22 kVA - 22 kVA	No.	1	R2 000,00	R2 000,00
	35mm² 3core PILC insulated cables with copper conductor.				
71	6.6 kVA - 6.6 kVA	No.	1	R1 500,00	R1 500,00
72	11 kVA - 11 kVA	No.	1	R1 500,00	R1 500,00
73	22 kVA - 22 kVA	No.	1	R1 500,00	R1 500,00

ITEM	DESCRIPTION	UNIT	QUAN TITY	RATE	AMOUNT
	EXCAVATION AND BACKFILLING				
	Excavate, backfill and compact in all materials including disposal of unsuitable/surplus material. Note this is measured in cubic meters (4 Linear m = 1 c.u.m.)				
74LI	Earth	m ³	1	R150,00	R150,00
75LI	Soft Rock	m ³	1	R250,00	R250,00
76LI	Hard Rock	m ³	1	R500,00	R500,00
77LI	Bedding	m ³	1	R150,00	R150,00
	Importation of bedding material as directed by the Departmental Representative				
78LI	Bedding material (Provisional)	m ³	1	R500,00	R500,00
	BATTERIES				
	Supply and install complete 34/24/12V battery set				
79	350 kVA - 750 kVA	No	1	R3 000,00	R3 000,00
80	800 kVA - 1,5 mVA	No	1	R2 950,00	R2 950,00
81	Above 1,5 MVA tp 3 MVA	No	1	R2 950,00	R2 950,00
	HIGH VOLTAGE SWITCHES				
82	Oil leak repair	No	1	R350,00	R350,00
83	Oil replacement	Litre	1	R100,00	R100,00
84	Replace switchgear contacts male and female (Rose)	No	1	R3 000,00	R3 000,00
85	30 V Battery Charger	No	1	R5 000,00	R5 000,00
86	Tank gasket (All sizes)	No	1	R5 000,00	R5 000,00
87	New protection relay	No	1	R500,00	R500,00
88	DC tripping coils complete with wiring	No	1	R3 000,00	R3 000,00
	Electrical standoff switches				
89	Standoff switch (tripping only)	No	1	R4 000,00	R4 000,00
90	Standoff switch (tripping and closing)	No	1	R4 000,00	R4 000,00
91	Standoff lead	No	1	R4 000,00	R4 000,00
	DC TRIPPING GEAR				
92	Tripping unit complete	No	1	R3 000,00	R3 000,00
	OVERHEAD LINES				
93	10 mm ²	m	1	R60,00	R60,00
94	15 mm ²	m	1	R60,00	R60,00
95	25 mm ²	m	1	R60,00	R60,00
96	35 mm ²	m	1	R65,00	R65,00
97	50 mm ²	m	1	R105,00	R105,00
98	70 mm ²	m	1	R500,00	R500,00
99	6,6 kV	m	1	R250,00	R250,00
100	11 kV	m	1	R500,00	R500,00
101	22kV	m	1	R500,00	R500,00

ITEM	DESCRIPTION	UNIT	QUAN TITY	RATE	AMOUNT
	FUSES LINKS/SURGE ARRESTORN				
102	5 Amps - 10 Apms	No	1	R2 000,00	R2 000,00
103	20 Amps - 80 Amps	No	1	R2 200,00	R2 200,00
	OVERHEAD LINES - REPAIRS				
104	Bare condutors aluminium	m	1	R150,00	R150,00
105	Wooden pole 11 m	No	1	R2 000,00	R2 000,00
106	10 - 25A Striker fuses	No	1	R2 500,00	R2 500,00
107	30 - 40A Striker fuses	No	1	R2 500,00	R2 500,00
108	50 - 80A Drop out fuses	No	1	R1 500,00	R1 500,00
109	10 - 25A Drop out fuses	No	1	R1 500,00	R1 500,00
110	30 - 40A Drop out fuses	No	1	R1 500,00	R1 500,00
111	50 - 80A Drop out fuses	No	1	R1 500,00	R1 500,00
112	50A Drop out fuses	No	1	R1 500,00	R1 500,00
113	Drop out link	No	1	R50,00	R50,00
114	Drop out link Complete with holder	No	1	R50,00	R50,00
115	Auto replaser	No	1	R1 500,00	R1 500,00
	Cable glands Steel				
116	No 2	No	1	R100,00	R100,00
117	No 3	No	1	R85,00	R85,00
118	No 4	No	1	R150,00	R150,00
119	No 5	No	1	R350,00	R350,00
120	No 6	No	1	R480,00	R480,00
121	No 1	No	1	R85,00	R85,00
	Cable glands PVC				
122	No 1	No	1	R600,00	R600,00
123	No 2	No	1	R60,00	R60,00
124	No 3	No	1	R80,00	R80,00
125	No 4	No	1	R150,00	R150,00
126	No 5	No	1	R330,00	R330,00
127	No 6	No	1	R470,00	R470,00
	Kiosk				
128	200 x 350 x 155	No	1	R5 000,00	R5 000,00
129	400 x 550 x 225	No	1	R6 000,00	R6 000,00
130	240 x 190 x 90	No	1	R7 000,00	R7 000,00
	Cable joints				
131	Cable joints 16mm	No	1	R980,00	R980,00
132	Cable joints 70 mm	No	1	R4 000,00	R4 000,00
133	Cable joints 95 mm	No	1	R4 000,00	R4 000,00
134	Cable joints 25 mm	No	1	R500,00	R500,00
135	Cable joints 120 mm	No	1	R4 000,00	R4 000,00
136	Cable joints 150 mm	No	1	R4 000,00	R4 000,00

137	Cable joints 240 mm	No	1	R4 000,00	R4 000,00
138	Cable joints 185 mm	No	1	R4 000,00	R4 000,00
139	95 mm 11 KV joint kit	No	1	R4 000,00	R4 000,00
140	95 mm 22 KV joint kit	No	1	R4 000,00	R4 000,00
LV & HV Circuit Breaker.					
141	60 A	No	1	R850,00	R850,00
142	80 A	No	1	R850,00	R850,00
143	100 A	No	1	R1 800,00	R1 800,00
144	150 A	No	1	R8 000,00	R8 000,00
145	200 A	No	1	R9 000,00	R9 000,00
146	22 A - 25KA	No	1	R1 060,00	R1 060,00
147	250 A	No	1	R9 000,00	R9 000,00
148	300 A	No	1	R9 000,00	R9 000,00
149	400 A	No	1	R9 000,00	R9 000,00
150	450 A	No	1	R9 000,00	R9 000,00
151	500 A	No	1	R10 000,00	R10 000,00
152	600 A	No	1	R10 000,00	R10 000,00
153	800 A	No	1	R10 000,00	R10 000,00
T3 circuit breaker / mini subs & switch gear					
153	400 A	No	1	R25 000,00	R25 000,00
154	800 A	No	1	R40 000,00	R40 000,00
Oil circuit breaker/ substation					
155	400 A	No	1	R10 000,00	R10 000,00
156	800 A	No	1	R20 000,00	R20 000,00
157	Cable fault location	P/D	1	R5 000,00	R5 000,00
158	pressure test	No	1	R5 000,00	R5 000,00
Isolators					
159	400 A	No	1	R4 500,00	R4 500,00
160	600 A or 630 A	No	1	R4 800,00	R4 800,00
161	800 A	No	1	R5 500,00	R5 500,00
K-Range switches					
162	400 A	No	1	R1500,00	R1500,00
163	600 A or 630 A	No	1	R1800,00	R1800,00
164	800 A	No	1	R2500,00	R2500,00
F1 unit					
165	400 A	No	1	R1500,00	R1500,00
166	600 A or 630 A	No	1	R1800,00	R1800,00
167	800 A	No	1	R2500,00	R2500,00
SF6 gas circuit breaker					
168	400 A	No	1	R1500,00	R1500,00

SCHEDULE 3

SCHEDULE OF QUANTITIES: TRANSPORT COST AND NON – SCHEDULE RATES LABOUR AND M

ITEM	DESCRIPTION	UNIT	QUANTIT Y	RATE	AMOUNT
LABOUR					
	The rates for labour will be deemed to be an all-inclusive rate.(ie inclusive of statutory minimum labour rates, bonuses, pension fund contributions, medical fund contributions, UIF etc)				
NORMAL TIME					
3,1	Artisan	Hour	1	230	230
3,2	Semi -Skilled Labour	Hour	1	120	120
Materials and equipment.					
	Provide for the sum of R0,00 for non-scheduled material items				
3,3	Gross markup incl. profit on materials valued	%	1	17%	
TRANSPORT SCHEDULE					
3,4	Transport cost of vehicle with loading capacity of 1 ton	km	1	R9-00	R9-00
3,5	2-10 high up with crane	km	1	R15-00	R15-00
TOTAL FOR SCHEDULE 4 CARRIED TO FINAL SUMMARY					N/A

SECTION 3**TRANSPORT COST AND NON SCHEDULED RATES FOR LABOUR AND MATERIALS****LABOUR AND NON SCHEDULE MATERIAL**

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

REGIONAL OFFICE AND AREA: PREVENTATIVE AND DAY TO DAY MAINTENANCE OF MEDIUM VOLTAGE INSTALLATIONS IN STATE BUILDINGS

ITEM	DESCRIPTION		AMOUNT
1	SCHEDULE 1	MAINTENANCE AND SERVICING OF MEDIUM VOLTAGE EQUIPMENT	
2	SCHEDULE 2	SCHEDULED MAINTENANCE ITEMS	
3	SCHEDULE 3	TRANSPORT COST AND NON SCHEDULED AND LABOUR RATES	
		SUB TOTAL	
		VAT AT 15%	
TOTAL AMOUNT CARRIED TO FORM OF OFFER (DPW-07 FM)			N/A

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 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)



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

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

Generic Guidelines Building, Civil, Electrical and Mechanical Services

MANAGED BY: STATUTORY COMPLIANCE

TABLE OF CONTENT

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

1. PREAMBLE

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

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

Due to wide and different scope of any work on any project, every activity will be different, and circumstances and conditions may change even on a daily basis. Therefore, due caution is to be taken by the Contractor when drafting the Health and Safety Plan based on these Health and Safety Specifications. Prior to drafting the Health and Safety Plan, and in consideration of the information contained 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 OHS Act will take precedence.

5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

5.1 *Communication, Participation & Consultation*

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

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

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

6. INTERPRETATION

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

7. RESPONSIBILITIES OF THE CONTRACTOR.

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

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

8. SCOPE OF WORK

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

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

9. PREPARING A HEALTH & SAFETY PLAN

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

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

10. HEALTH AND SAFETY FILE

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

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

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

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

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

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

11.1.1 Safety Audit by the NDPW.

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

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

11.1.2 Health & Safety incident/accident reporting & investigations

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

OR where:

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

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

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

12. Review

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

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

12.1 Site Rules and other Restrictions

a) OHS rules

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

b) Security Arrangements

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

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

12.1.1 Duties and Functions of the H&S Representatives

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

12.1.2 Establishment of H&S Committee(s)

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

12.1.3 Training & Awareness

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

a) *Training & Induction*

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

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

13. PROJECT/SITE SPECIFIC REQUIREMENTS

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

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

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

Administrative & Legal Requirements

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

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

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

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

15. THE CONTRACTOR'S GENERAL DUTIES

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

16. THE CONTRACTOR'S SPECIFIC DUTIES

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

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

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

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

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

18. GENERAL NOTES TO THE CONTRACTOR

Legal Framework: Part of legal obligations

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

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

19. HOUSE KEEPING

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

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

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

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

a) Ablution facilities

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

b) Smoking Areas

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

c) Drinking Water Facilities

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

d) Equipment Compliance Certificates

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

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

e) Barricading

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

f) Erection of Structures for Logistic Support

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

g) Fall Arrest and Prevention Equipment

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

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

h) Hazardous Chemical Substances Waste Removal

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

i) Personal Protective Equipment (PPE)

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

21. LOCKOUT SYSTEMS

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

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

22. IMPORTANT LISTS AND RECORDS TO BE KEPT

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

a) Contractor Risk Assessment Process

The risk assessment process shall include:

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

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

b) Risk Profile

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

c) Risk Based Inspection Program

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







d) List of Statutory appointments

e) List of record keeping responsibilities Inspection checklist

IMPORTANT CONTACT DETAILS

(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		
	Engineer		

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

**SECTION 37(2) AGREEMENTS
CONCLUDED BETWEEN**

DEPARTMENT OF PUBLIC WORKS

(Hereinafter referred to as Department of Public Works)

AND

.....

(Name of contractor/supplier)

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

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

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

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

This agreement constitutes the sole agreement between the parties, and no variation, modification, or waiver of any of the provisions of this agreement or consent to any departure from these shall, in any manner, be of any force or effect, unless confirmed in writing and signed by

both parties, and such variation, modification, waiver, or consent shall be effective only in the specific instance and for the specific purpose and to the extent for which it was made or given.

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

Signed this day of 20 at

..... (Place)

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

Behalf of **(Supplier/contractor)**

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

Witnesses

1.

2.

Signed this day of20.....

At (Place)

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

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

(Department of Public Works representative)

Witnesses

1.

2.

DETAILS OF CONTRACTOR:

Name and Surname

Tel No. and Cell No.

Fax No.

DETAILS OF CONTRACT (WORK TO BE EXECUTED):

Description

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

Start Date

SUPERVISION BY THE DEPARTMENT OF PUBLIC WORKS:

DETAILS OF NDPW REPRESENTATIVE:

Name and Surname

Tel No. and Cell No.

Fax No.

SUPERVISION BY CONTRACTOR:

DETAILS OF CONTRACTOR'S SUPERVISOR:

Name and Surname

Tel No. and Cell No.

Fax No.

DETAILS OF CONTRACTOR'S HEALTH AND SAFETY REPRESENTATIVES:

Name and Surname

Tel No. and Cell No.

Fax No.
