

## PA 32: INVITATION TO BID PART A

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>			
BID NUMBER:	PRE0522/169310	CLOSING DATE:	01/09/2023
		CLOSING TIME:	11:00
DESCRIPTION	12 MONTHS TERM CONTRACT: PLUMBING MAINTENANCE AT WATERKLOOF, 320, 321, 322 RIGEL STREET, 153 CYGNUS AND 302 ERUSMUS STREET		
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).</b>			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)			
251 NANA SITA STREET			
CNR NANA SITA & THABO SEHUME STREET			
PRETORIA,			
<b>OR POSTED TO:</b>			
PRIVATE BAG X229			
PRETORIA, 0001			
<b>SUPPLIER INFORMATION</b>			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
	TCS PIN:	OR	CSD No:
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			

TOTAL NUMBER OF TENDERS OFFERED		TOTAL BID PRICE (ALL APPLICABLE TAXES)	R
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	PUBLIC WORKS & INFRASTRUCTURE	CONTACT PERSON	MR. N. NETSHISAULU
CONTACT PERSON	MS. M. MANALA	TELEPHONE NUMBER	082 803 5289
TELEPHONE NUMBER	012 492 3020	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	NDIVHUHO.NETSHISAULU@DPW.GOV.ZA
E-MAIL ADDRESS	MMABORE.MANALA@DPW.GOV.ZA		

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
  - 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
  - 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
  - 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO
- IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**Note Well:**

- a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.
- b) **All delivery costs must be included in the bid price, for delivery at the prescribed destination.**
- c) The price that appears on this form is the one that will be considered for acceptance as **a firm and final offer.**
- d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).
- e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.

<sup>1</sup> All applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

## PA-03 (EC): NOTICE AND INVITATION FOR QUOTATION

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES QUOTATIONS FOR:

<b>Project title:</b>	12 MONTHS TERM CONTRACT: PLUMBING MAINTENANCE AT WATERKLOOF, 320, 321, 322 RIGEL STREET, 153 CYGNUS AND 302 ERUSMUS STREET
-----------------------	--

<b>Quotation no:</b>	PRE0522/169310	<b>Reference no:</b>	
<b>Advertising date:</b>	25/08/2023	<b>Closing date:</b>	01/09/2023
<b>Closing time:</b>	11:00	<b>Validity period:</b>	30 Calendar days

### 1. REQUIRED CIDB GRADING

It is estimated that tenderers should have a CIDB contractor grading designation of **1 GB** or higher, or **select tender value range select class of construction works\*** or higher.

*\*Select tender value range and select class of construction works" or select "Not applicable" where only one class of construction works is applicable.*

It is estimated that potentially emerging enterprises should have a CIDB contractor grading designation of **Not applicable Not applicable PE** or higher, or **Not applicable Not applicable PE\*** or higher.

*\*Select tender value range and select class of construction works" or select "Not applicable" where no or only one class of construction works is applicable.*

### 2. FUNCTIONALITY CRITERIA APPLICABLE YES NO

**Note 1:** Failure to meet minimum functionality score will result in the tenderer being disqualified.

Functionality criteria <sup>1</sup> :	Weighting factor:
<b>Total</b>	<b>100 Points</b>

### 3. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS

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

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".

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

**Table 1**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</li> </ul>
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

#### 4. RESPONSIVENESS CRITERIA

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

1	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited. Corrections to be crossed out and initialled.
4	<input checked="" type="checkbox"/>	Submission of a signed bid offer as per the DPW-07 (EC).
5	<input checked="" type="checkbox"/>	Submission of DPW-09 (EC): Particulars of Tenderer's Projects.
6	<input type="checkbox"/>	Bidders must comply with DPW-21 (EC): Record of Addenda to tender documents, if any.
7	<input checked="" type="checkbox"/>	The tenderer shall submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
8	<input type="checkbox"/>	Submission of DPW-16.1 signed by the authorised official and completion of bid briefing attendance register. <b>insert motivation why the tender clarification meeting is declared compulsory</b>
9	<input type="checkbox"/>	The tenderer shall submit his fully priced and completed sectional summary- and final summary pages with the tender.
10	<input checked="" type="checkbox"/>	Submission of Active CIDB grading of 2ME
11	<input checked="" type="checkbox"/>	Submission of PA32: Invitation to Bid fully completed and signed (will replace DPW-07)
12	<input checked="" type="checkbox"/>	Submission of certified copy of Aircondition and Refrigeration certificate or (Diploma/Degree in Mechanical artisan certificate

##### 4.2. Indicate administrative responsiveness requirements applicable for this tender.

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

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's.
2	<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.
3	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure
4	<input checked="" type="checkbox"/>	Submission of PA-16.1 (EC): Ownership Particulars
5	<input type="checkbox"/>	Submission of documentation relating to <b>risk assessment criteria</b> as contained in C 2.1 of T1.2 Tender Data.
6	<input type="checkbox"/>	Data provided by the Service Provider (C1.2.3) completed.
7	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD). Insert the Supplier Registration Number on the form of offer, including proposed sub-contractors if any
8	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required.
9	<input type="checkbox"/>	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.

10	<input type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
11	<input type="checkbox"/>	<b>Specify other responsiveness criteria</b>
12	<input type="checkbox"/>	<b>Specify other responsiveness criteria</b>
13	<input type="checkbox"/>	<b>Specify other responsiveness criteria</b>
14	<input type="checkbox"/>	<b>Specify other responsiveness criteria</b>
15	<input type="checkbox"/>	<b>Specify other responsiveness criteria</b>

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

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

**5. THE FOLLOWING EVALUATION METHOD FOR RESPONSIVE BIDS WILL BE APPLICABLE:**

<input type="checkbox"/> Method 1 (Financial offer)	<input checked="" type="checkbox"/> Method 2 (Financial and Preference offer)
---	---

**5.1. This bid will be evaluated according to the 80/20 Preference points scoring system:**

**6. ELIGIBILITY IN RESPECT OF RISK TO THE EMPLOYER:**

**Standard risk management assessment criteria in respect of tenders received for routine projects in the engineering and construction works environments:**

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 Bid 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 Bid Evaluation Committee, failing which the tender offer will *mutatis mutandis* be declared non-responsive.

**6.1 Technical risks:**

**Criterion 1: Experience on comparable projects during the past specify between 5 and 10 years.**

The tendering Service Provider's experience on comparable projects during the past specify between 5 and 10 years. The number of current and previous comparable projects performed by the Tenderer as per the

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".

evaluation report prepared by the Consultant 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). Failing to provide contactable references will result in the tender offer will be *mutatis mutandis* declared non-responsive.

Aspects to be regarded as "comparable" includes (but may be extended according to circumstances): size of projects (measured against monetary value or other project quantifying parameters), nature of projects (building, engineering, high/low rise, etc.), locality/area of execution (site-specific influences, knowledge of local conditions, etc.), complexity of project, projects for similar client department irrespective of end purpose of buildings/facilities created or in progress of being created and time scales of projects (normal, fast track, etc.) and stage of its/their development.

**Criterion 2: Contractual commitment and quality of performance on comparable projects during the past specify between 5 and 10 years.**

Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer during the past specify between 5 and 10 years as per the evaluation report prepared by the Consultant 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.

Aspects to be considered include, but are not limited to the following:

1. 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;
2. The degree to which previous projects have been completed within the contractual completion periods and/or extensions thereto, and the extend of penalties imposed;
3. Project performance: time management & programming of works, timeous ordering of materials and appointment of subcontractors;
4. Financial management: payment to suppliers and cash flow problems;
5. Quality of workmanship: extent of reworks and timeous attention to remedial works;
6. Personnel resources: suitably qualified and experienced, turnover in site staff and labour force, specifically site manager and foreman;
7. Personnel management: extent of labour disputes and ability to resolving labour disputes amicably;
8. Sub-contractors: extent of turnover in subcontractors, general liaison and payment problems experienced;
9. Contract administration: contractual aspects such as complying to laws and regulations, insurances, security, submission of required documentation timeously, reaction to written contract instructions, appointments of subcontractors, etc. as can generally be expected in standard/normal conditions of contract.
10. Health & Safety: adherence to regulations and compliance, and number of transgressions & serious incidents.
11. Plant & equipment: sufficient resources on site and in time.
12. Delays: extent of causing delays, submission of claims timeously, and abuse of or exaggerated delay claims.
13. Final account: extent to which the contractor assisted in finalising the final account.

**Criterion 3: Suitably qualified and appropriately experienced human resources**

Allocation of suitably qualified and appropriately experienced human resources, both in respect of principals and/or other staff (contract manager, site agent, site foreman including other professional, technical and/or administrative) of the tendering Service Provider to the project, as proof that the tendering Service Provider will be able to react/respond appropriately to the Services required herein. The Company Organogram with CV's and certified ID's of all principals and employed workforce as well as proof of Professional Registration will be verified. Current and future workload of the tenderer in relation to capacity and capability will also be considered. The tenderer should demonstrate that he or she possesses the necessary professional and technical qualifications and -competence in relation to the scope of work and work to be undertaken.

**Criterion 4: Attendance of compulsory bid clarification meeting, if applicable**

If applicable, submission of confirmation of DPW-16.1 (PSB) attendance of compulsory bid clarification meeting or proof of attending the compulsory virtual meeting by a suitably qualified and experienced representative of the tenderer in terms of PA-04 (EC): Notice and Invitation to Tender.

## 6.2 Commercial risks:

The financial viability assessment evaluates the risk over the life of the construction period, as to whether the tenderer will be able to deliver the goods and services which are specified in the contract and / or be able to fulfil guarantees or warranties provided for in the contract in order to complete the project successfully for the amount tendered.

Aspects to be considered include but are not limited to, the respective rates tendered, bank rating, financial capability and capacity whether the tenderer has or has access to sufficient financial resources to deliver the goods or services described in the tender documentation (including fulfilling any guarantees or warranty claims), whether the tenderer is not subject to any current or impending legal action (either formal proceedings or notification of legal action) which could impact on the financial standing of the tenderer or the delivery of the goods or services, financial report from auditors as proof of current liquidity, and company or any parent company or investor guarantee/s and financial statements.

## 7. COLLECTION OF QUOTATION DOCUMENTS

- Quotation documents are available for collection during working hours
- Alternatively; quotation documents may be collected during working hours at the following address **insert physical address**. A non-refundable bid deposit of **R insert amount** payable (cash only) on collection of the bid documents.

## 8. SITE INSPECTION MEETING

Compulsory briefing session will be held in respect of this quotation.

The particulars for compulsory briefing session or virtual briefing session are:

Venue:	(type in here the place or "N/A")		
Virtual meeting Link:	(type in here the place or "N/A")		
Date:	(type in here the date or "N/A")	Starting time:	(type in here the time or "N/A")

## 9. ENQUIRIES

9.1. Technical enquiries may be addressed to:

<b>DPWI Project Manager</b>	MR. N. NETSHISAULU	<b>Telephone no:</b>	
<b>Cellular phone no</b>	082 803 5289	<b>Fax no:</b>	
<b>E-mail</b>	NDIVHUHO.NETSHISAULU@dpw.gov.za		



9.2. SCM enquiries may be addressed to:

<b>SCM Official</b>	Ms. M. Manala	<b>Telephone no:</b>	012 492 3020
<b>Cellular phone no</b>		<b>Fax no:</b>	
<b>E-mail</b>	mmabor.manala@dpw.gov.za		

## 10. DEPOSIT / RETURN OF QUOTATION DOCUMENTS

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

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

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

<p><b>Tender documents may be posted to:</b></p> <p>The Director-General          Department of Public Works and Infrastructure          Private Bag X x229          pretoria          0001</p> <p><b>Attention:</b>  <b>Procurement section:</b> Room G03</p>	<p><b>OR</b></p>	<p><b>Deposited in the tender box at:</b></p> <p>cnr Nana Sita &amp; Thabo Sehume          AVN building          Pretoria</p>
--	------------------	---



# public works

---

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

**BILL OF QUANTITIES/SCOPE OF WORK:  
12 MONTHS PLUMBING TERM CONTRACT  
FOR EMERGENCY AND URGENT SERVICES  
IN WATERKLOOF :320 RIGEL STREET, 321  
RIGEL STREET, 322 RIGEL STREET, 153  
CYGNUS STREET, 302 EMUS ERUSMUS  
STREET FOR PRESTIGE ACCOMMODATION**

**EMERGENCY AND URGENT MAINTENANCE  
BREAKDOWNS**

**RESPONSIBILITIES OF THE SERVICE PROVIDER**

The Service provider shall be responsible for the complete maintenance service, viz. the routine preventative maintenance, corrective maintenance breakdown and repair maintenance, repair, replacement and stocking of spare parts.

The Service provider shall carry out inspections and checking of equipment as set out in the schedules. Each inspection and test shall be recorded and listed in the periodic reports, stating the date of the inspection, nature of tests performed, inspection and test results and the name(s) of persons responsible for carrying out the inspections and tests. The testing of repaired faulty equipment or items shall also be recorded in the list in the reports.

Where routine maintenance needs to be performed at premises such as dwellings, adequate arrangements for access to these premises shall be made by the DPWI Security management.

All maintenance, repairs to and replacement of faulty items, equipment, systems and sub-systems shall be done within the Repair Time as defined in this document.

The Service provider shall restore or repair all equipment and systems to the original operational condition, and the contractor shall attend to maintenance and repairs within four hours of noting that such action is required. The contractor shall repair and / or replace all fixtures and fittings and the structure of the Premises within four hours of the receipt of a request. If the repair or replacement of a non-serviceable item is not, or cannot be effected within the specified times, then the Supplier shall advise DPWI accordingly, and shall provide an explanation for the repairs or replacement not having been effected within the time. Having regard to the reasons as aforesaid, DPWI shall agree the timing for such repairs or replacement to be affected. If the repairs or replacement are not affected by the agree time, then the contractor will be deemed to have failed to meet the Service Level.

# MAINTENANCE & REPAIR OF PLUMBING & RELATED EQUIPMENT

## Scope

The maintenance and repair of all plumbing and domestic water systems, pumps and drains, taps, sewerage and effluent systems, toilets, hand basins, urinals, bulk domestic water supply tanks, pumps and pipe work, including valves and float switches and related equipment.

## Service Level

The Service provider shall ensure that the repair and maintenance of all plumbing and related equipment, is attended to immediately as required, and in any event within an hour of receipt of a request.

If the repair or replacement of a non-serviceable item is not, or cannot be effected within the specified times, then the contractor shall advise DPWI, accordingly, and shall provide an explanation for the repairs or replacement not having been effected within this time. Having regard to the reason as aforesaid, DPWI and the contractor shall agree the timing for such repairs or replacement to be effected. If the repairs or replacement are not effected by the agreed time, then the Supplier will be deemed to have failed to meet the Service Level.

# PRICING DATA

## SCHEDULES OF QUANTITIES

**Failure to price all items in all the Schedules could result in the tender not being considered**

No.	Description	Units	Quantity	Rate	Total
<b>1</b>	<b>EXCAVATIONS</b>				
	Excavate carefully in all materials for trenches to expose defective pies, select, backfill, compact and dispose of all surplus material on completion. Allow for workspace ,shoring and dewatering as required .Payment for excavations will be limited to the length of the defective pipe being replaced .Excavations will only be paid at one of the following rates ,depending on the category in which the depth falls.				
1.1	Over 0.1m and up to 1.0m deep	M <sup>3</sup>	01		
1.2	Over 1.0m and up to 1.5m deep	M <sup>3</sup>	01		
1.3	Over 1.5m and up to 2.0m deep	M <sup>3</sup>	01		
1.4	Over 2.0m and up to 3.0m	M <sup>3</sup>	01		
1.5	Deeper than 3.0m	M <sup>3</sup>	01		
<b>2</b>	<b>EXTRA OVER ITEM 1 ( EXCAVATIONS)</b>				
	Hack up, remove and replace and or repair surfaces to match the existing on completion of repairs .Payments for this item will be limited to the actual quantity of material removed to the line and length of the excavations done including working space as described above .Payment will only be made at one of the following rates depending on the types of material and average thickness of material being replaced.				
2.1	Over 0.1mm and up to 100mm thick concrete surfaces	M <sup>2</sup>	01		
2.2	Over 100mm and up to 150mm thick concrete surfaces	M <sup>2</sup>	01		
2.3.	Over 150mm and up to 300mm thick concrete surfaces	M <sup>2</sup>	01		
2.4	Over 300mm thick concrete surfaces	M <sup>2</sup>	01		
2.5	Over 0.1mm and up to 150mm thick re-enforced concrete surfaces	M <sup>2</sup>	01		
2.6	Over 150mm and up to 300mm thick re-enforced concrete surfaces	M <sup>2</sup>	01		
2.7	Over 300mm thick re-enforced concrete surfaces	M <sup>2</sup>	01		
<b>No.</b>	<b>Description</b>	<b>Units</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total</b>
2.8	Grass sods	M <sup>2</sup>	01		
2.9	Pre-cast concrete paving slabs (all sizes and thicknesses)	M <sup>2</sup>	01		
2.10	Brick paving; (all type, size and thicknesses)	M <sup>2</sup>	01		
2.11	Pre-cast concrete Municipal road kerbing and channelling (all type, sizes and thicknesses)	M	01		
2.12	Concrete upstand for fire hydrant	Each	01		

2.13	Plastered brick wall; Painted	M <sup>2</sup>	01		
2.14	Plastered brick wall; Tiled	M <sup>2</sup>	01		
2.15	Half brick wall to match the existing	M <sup>2</sup>	01		
2.16	One brick wall to match the existing	M <sup>2</sup>	01		
2.17	Over 0.1mm and up to 25mm thick bituminous surfaces incl. 150mm thick base course and prepared sub-base course	M <sup>2</sup>	01		
2.18	Over 25mm and up to 32mm thick bituminous surfaces incl. 150mm thick base course and prepared sub-base course	M <sup>2</sup>	01		
2.19	Over 0.1mm and up to 150mm compacted gravel surface	M <sup>2</sup>	01		
2.20	Over 0.1mm and up to 150mm thick compacted gravel surfaces	M <sup>2</sup>	01		
3	<b>PIPEWORK</b> Replace pipe work to match the existing inclusive of all couplings, adaptors, tees, bends, holder bats and concrete trust blocks where necessary <b>NOTE:</b> Fibre cement pipes are to be replaced to the full standard length of the one being replaced				
3.1	15mm Diameter Polycop	Lm	01		
3.2	22mm Diameter Polycop	Lm	01		
3.3	28mm Diameter Polycop	Lm	01		
3.4	35mm Diameter Polycop	Lm	01		
3.5	42mm Diameter Polycop	Lm	01		
<b>No.</b>	<b>Description</b>	<b>Units</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total</b>
3.6	54mm Diameter Polycop	Lm	01		
3.7	15mm Diameter copper (Class 2)	Lm	01		
3.8	22mm Diameter copper (Class 2)	Lm	01		
3.9	28mm Diameter copper (Class 2)	Lm	01		
3.10	35mm Diameter copper (Class 2)	Lm	01		
3.11	42mm Diameter copper (Class 2)	Lm	01		
3.12	54mm Diameter copper (Class 2)	Lm	01		
3.13	76mm Diameter copper (Class 2)	Lm	01		
3.14	108mm Diameter copper (Class2)	Lm	01		
3.15	15mm Diameter copper Galvanised	Lm	01		
3.16	20mm Diameter Galvanised	Lm	01		
3.17	25mm Diameter Galvanised	Lm	01		
3.18	32mm Diameter Galvanised	Lm	01		
3.19	40mm Diameter Galvanised	Lm	01		
3.20	50mm Diameter Galvanised	Lm	01		
3.21	65mm Diameter Galvanised	Lm	01		
3.22	80mm Diameter Galvanised	Lm	01		
3.23	100mm Diameter Galvanised	Lm	01		
3.24	150mm Diameter Galvanised	Lm	01		
3.25	50mm Diameter Class 12 UPVC piping	No	01		
3.26	63mm Diameter Class 12 UPVC piping	No	01		
3.27	75mm Diameter Class 12 UPVC piping	No	01		

3.28	90mm Diameter Class 12 UPVC piping	No	01		
3.29	110mm Diameter Class 12 UPVC piping	No	01		
3.30	160mm Diameter Class 12 UPVC piping	No	01		
3.31	200mm Diameter Class 12 UPVC piping	No	01		
3.32	250mm Diameter Class 12 UPVC piping	No	01		
3.33	31mm Diameter Class 12 UPVC piping	No	01		
3.34	50mm Class D high pressure fibre cement piping	No	01		
3.35	75mm Class D high pressure fibre cement piping	No	01		
3.36	100mm Class D high pressure fibre cement piping	Lm	01		
3.37	150mm Class D high pressure fibre cement piping	Lm	01		
<b>No.</b>	<b>Description</b>	<b>Units</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total</b>
3.38	200mm Class D high pressure fibre cement piping	Lm	01		
3.39	250mm Class D high pressure fibre cement piping	Lm	01		
3.40	300mm Class D high pressure fibre cement piping	Lm	01		
3.41	40mm Diameter UPVC waste pipe	Lm	01		
3.42	40mm Diameter UPVC waste socket	Item			
3.43	50mm Diameter UPVC waste pipe	Lm	01		
3.44	50mm Diameter UPVC Bend waste Inspection eye	No	01		
3.45	110mm PVC 87.5 Degree Pan collar plain bend	No	01		
3.46	110mm PVC Underground double socket	No	01		
3.47	110mm PVC soil & vent 95 degree double junction	No	01		
3.48	50mm PVC Branch tee 45 degree	No	01		
3.49	110 mm Junction 90 degree plain	No	01		
3.50	110mm PVC Underground Female adaptor	No	01		
3.51	PVC 2Way Vent pipe	No			
3.52	110mm PVC Underground Gully P trap	No			
3.53	110mm Diameter UPVC Sewer line	Lm	01		
3.54	150mm Diameter UPVC Sewer/ storm water line	Lm	01		
3.55	100mm Diameter vitrified sewer line	Lm	01		
3.56	200mm Concrete pipe for water / sewer / storm water	Lm	01		
3.57	250mm Concrete pipe water / sewer / storm water	Lm	01		
3.58	300m Concrete pipe water / sewer / storm water	Lm	01		
<b>4</b>	<b>DEFECTIVE / LEAKING COUPLINGS</b> Replace defective couplings or fit new instant couplings to stop leaks to all types of pipe work as mentioned below				

4.1	<b>15mm Diameter Polycop / Copper</b>				
4.1.1	Compression or capillary solder type fittings	No	01		
4.2	<b>22mm Diameter Polycop / Copper</b>				
4.2.1	Compression or capillary solder type fitting	No	01		
4.3	<b>28mm Diameter Polycop / Copper</b>				
4.3.1	Compression or capillary solder type fittings	No	01		
4.4	<b>35mm Diameter Polycop / Copper</b>				
4.4.1	Compression or capillary solder type fittings	No	01		
4.5	<b>42mm Diameter Polycop / Copper</b>				
4.5.1	Compression or capillary solder type fittings	No	01		
<b>No.</b>	<b>Description</b>	<b>Unit</b>	<b>Rate</b>	<b>Rate</b>	<b>Total</b>
4.6	<b>54mm Diameter Polycop / Copper</b>	No	01		
4.6.1	Compression or capillary solder type fittings	No	01		
4.7	<b>76mm Diameter copper</b>	No	01		
4.7.1	Compression or capillary solder type fittings	No	01		
4.7.2	Cascade coupling	No	01		
4.7.3	Coupling	No	01		
4.8	<b>108mm Diameter copper</b>				
4.8.1	Compression or capillary solder type fittings	No	01		
4.8.2	Cascade coupling	No	01		
4.8.3	Coupling	No	01		
4.9	<b>Galvanised pipework</b>	No	01		
4.9.1	15mm Diameter Galvanised	No	01		
4.9.2	20mm Diameter Galvanised	No	01		
4.9.3	25mm Diameter Galvanised	No	01		
4.9.4	32mm Diameter Galvanised	No	01		
4.9.5	40mm Diameter Galvanised	No	01		
4.9.6	50mm Diameter Galvanised	No	01		
4.9.7	65mm Diameter Galvanised	No	01		
4.9.8	80mm Diameter Galvanised	No	01		
4.9.9	100mm Diameter Galvanised	No	01		
4.18	150mm Diameter Galvanised	No	01		
<b>4.10</b>	<b>50mm Diameter Class 12 HDPE piping</b>				
4.10.1	Cascade coupling	No	01		
4.10.2	Coupling- short collar	No	01		
4.11.3	Coupling – Long collar	No	01		
<b>4.12</b>	<b>75mm Diameter Class 12 HDPE</b>				
4.12.1	Cascade coupling	No	01		
4.12.2	Coupling-Short collar	No	01		
4.12.3	Coupling-Long collar	No	01		
<b>4.13</b>	<b>90mm Diameter Class 12HDPE piping</b>				



4.13.1	Cascade coupling	No	01		
<b>No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total</b>
4.13.2	Coupling-Short collar	No	01		
4.13.3	Coupling-Long collar	No	01		
<b>4.14</b>	<b><u>110mm Diameter Class 12HDPE piping</u></b>				
4.14.1	Cascade coupling	No	01		
4.14.2	Coupling -Short collar	No	01		
4.14.3	Coupling - Long collar	No	01		
<b>4.15</b>	<b><u>160 Diameter Class 12HDPE piping</u></b>				
4.15.1	Cascade coupling	No	01		
4.15.2	Coupling-Short collar	No	01		
4.15.3	Coupling-Long collar	No	01		
<b>4.16</b>	<b><u>200mm Diameter Class 12 HDPE piping</u></b>				
4.16.1	Cascade coupling	No	01		
4.16.2	Coupling-Short collar	No	01		
4.16.3	Coupling-Long collar	No	01		
<b>4.17</b>	<b><u>250 mm Diameter Class 12 HDPE</u></b>				
4.17.1	Cascade coupling	No	01		
4.17.2	Coupling-Short collar	No	01		
4.17.3	Coupling-Long collar	No	01		
<b>4.18</b>	<b><u>315mm Diameter Class 12 HDPE</u></b>				
4.18.1	Cascade coupling	No	01		
4.18.2	Coupling-Short collar	No	01		
4.18.3	Coupling- Long collar	No	01		
<b>4.19.</b>	<b><u>75mm Class D high pressure fibre cement piping</u></b>				
4.19.1	Cascade coupling	No	01		
4.19.2	Coupling-Short collar	No	01		
4.19.3	Coupling-Long collar	No	01		
<b>4.20</b>	<b><u>100mm Class D high pressure fibre cement piping</u></b>				
4.20.1	Cascade coupling	No	01		
4.20.2	Coupling-Short collar	No	01		
4.20.3	Coupling-Long collar	No	01		
<b>4.21.</b>	<b><u>150mm Class D high pressure fibre cement piping</u></b>				
<b>No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total</b>
4.21.1	Cascade coupling	No	01		
4.21.2	Coupling-Short collar	No	01		
4.21.3	Coupling -Long collar	No	01		
<b>4.22.</b>	<b><u>200mm Class D high pressure fibre cement piping</u></b>				
4.22.1	Cascade coupling	No	01		
4.22.2	Coupling-Short collar	No	01		
4.22.3	Coupling -Long collar	No	01		
<b>4.23.</b>	<b><u>250mm Class D high pressure fibre cement piping</u></b>				
4.23.1	Cascade coupling	No	01		
4.23.2	Coupling-Short collar	No	01		

4.23.3	Coupling –Long collar	No	01		
4.24	<b>300mm Class D high pressure fibre cement piping</b>				
4.24.1	Cascade coupling	No	01		
4.24.2	Coupling-Short collar	No	01		
4.24.3	Coupling –Long collar	No	01		
5.	<b>HOT WATER CYLINDERS</b> Replace horizontal /vertical/multi pressure /combination electrical hot water cylinders, complete with necessary pressure reducing valves, vacuum breakers, relief valves, isolators Allowance must be made for all necessary pipe work to accommodate new hot water cylinders. The entire installation is to be done strictly in accordance with the Manufacturer's instructions All new installations are to bear the SANS mark				
i)	<b>Note:</b> Hot water cylinder manufacturer's guarantee /warranty including purchase date must be submitted with invoice				
<b>No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total</b>
ii)	Plumbers current year licence number must be indicated on hot water cylinder as well as on guarantee/warranty				
iii)	The successful tender must make allowance when replacing a hot water to install an isolator in the run of the electrical supply in close proximity to the hot water cylinder in order to comply with the SANS code of practice.				
iv)	Supply and install copper bonding between hot and cold water pipes using 6mm brass-screws and washers from the copper strapping. Connect a 2.5 square meter earth wire to the earth wire to the earth strand of the hot water cylinder.				
v)	All electrical work must be executed by a qualified electrician and must be accompanied by a certificate of compliance				
5.1	100 litre 100kpa	No	01		
5.2	100 litre 200kpa	No	01		

5.3	100 litre 400kpa	No	01		
5.4	150 litre 100kpa	No	01		
5.5	150 litre 200kpa	No	01		
5.6	150 litre 400kpa	No	01		
5.7	150 litre 100kpa	No	01		
5.8	200 litre 100kpa	No	01		
5.9	200 litre 200kpa	No	01		
5.10	200 litre 400kpa	No	01		
<b>No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total</b>
5.11	150 litre Combination hot water cylinder	No	01		
<b>6.</b>	<b><u>Sundries for Hot water Installations</u></b>				
6.1	Replace 100kpa Pressure reducing valve	No	01		
6.2	Replace 150kpa Pressure reducing valve	No	01		
6.3	Replace 200kpa Pressure reducing valve.	No	01		
6.4	Replace 400kpa Pressure reducing valve	No	01		
6.5	Replace 600kpa Pressure reducing valve	No	01		
6.6	Provide new drip tray complete with complete with 40mm diameter outlet pipe taken to outside through eaves ,with support by three 75x 50mm SA pine bearers nailed securely to timbers. Cylinders to rest on three 38x 38 mm battens placed in tray. Allow for the disconnection and reconnection of water supply and draw off pipes	No	01		
6.7	Replace thermostat only, and adjust	No	01		
6.8	Replace 1 to 4kw "Kerold" or ceramic type element	No	01		
6.9	Replace plate with 1 to 4kw mega flow type cylinder element, thermostat and mode complete	No	01		
6.10	Replace 1 to 4kw element including thermostat	No	01		
<b>7</b>	<b><u>VALVES</u></b>				
	Replace valves and accessories to match existing				
7.1	15mm Diameter brass stopcock	No	01		
7.2	22mm Diameter brass stopcock	No	01		
7.3	54mm Gate valves	No	01		
7.4	75mm Gate valves	No	01		
7.5	100mm Gate valves	No	01		
<b>No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total</b>
7.6	150mm Gate valves	No	01		
7.7	200mm Gate valves	No	01		
7.8	250mm Gate valves	No	01		
7.9	300mm Gate valves	No	01		

7.10	Servicing to all sizes of gate valves including the replacement of the defective parts	No	01		
7.10.1	Replace symphonic cistern valve with Cobra No.780-235 or other approved symphonic flushing valve unit with handle, cap and back nuts and flush pipe.	No	01		
8	<b>CLEAR BLOCKAGES</b>				
8.1	Inspect drainage & sewerage system using CCTV Inspection camera	Per Hour	01		
8.2	Clear blockage by means of high pressure water jet machine	Per Hour	01		
8.3	Clear blocked toilets , urinals ,sinks, and showers	Each	01		
8.4	Clear blocked grease trap and clean strainer	No	01		
8.5	Clean blocked gully	No	01		
8.6	Cleaned blocked waste pipes including traps	No	01		
8.7	Clear out entire blockage in sewer system including all sanitary fittings, gully's and manholes up to a connecting point at the main sewer line	Per Hour	01		
8.8	Clear out entire main sewer line with pipe size up to 300mm in diameter and up to 100metres in length	Per Hour	01		
8.9	Ditto, but more than 100 metres	Per Hour	01		
9	<b>INSPECTION CHAMBER SUNDRIES</b>				
9.1	Replace cast iron rodding eye cover	No	01		
9.2	Replace UPVC rodding eye cover	No	01		
9.3	Replace 450 x 600mm single seal frame	No	01		
9.4	Replace 450 x 600mm double seal frame	No	01		
<b>No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total</b>
9.5	Replace 450 x 600mm single seal cover	No	01		
9.6	Replace 450 x 600mm double seal cover	No	01		
9.7	Replace 450 x 600mm single seal cover and frame:25kg	No	01		
9.8	Replace 450 x 600mm double seal cover and frame:72kg	No	01		
9.9	Replace 600 x 600mm single seal cover	No	01		
9.10	Replace 600 x 600mm double seal cover	No	01		
9.11	Replace 600 x 600mm double seal cover and frame;124kg	No	01		
9.12	Replace 650mm diameter cover and frame;135kg	No	01		
9.13	Replace 650mm diameter cover and frame;204kg	No	01		

9.14	Allow for breaking through inspection chamber walls and concrete surrounds to gain access to valves or pipes and make good on completion	Item	01		
<b>10</b>	<b>BALL VALVES</b>				
10.1	Service 15mm ball valve	No	01		
10.2	Service 20mm ball valve	No	01		
10.3	Service 25mm ball valve	No	01		
10.4	Replace 15mm Ball valve	No	01		
10.5	Replace 20mm Ball valve	No	01		
10.6	Replace 20mm Ball valve	No	01		
<b>11</b>	<b>TAPS/MIXERS</b>				
11.1	Service and reseal 15mm tap/Mixer	No	01		
11.2	Service and reseal 20mm tap/Mixer	No	01		
11.3	Replace 15mm tap/Mixer	No	01		
11.4	Replace 20mm tap/Mixer	No	01		
11.5	Replace 15mm urinal bibcock	No	01		
11.6	Replace Toilet pan P/S trap	No	01		
11.7	Replace Toilet Cistern (Shires Lynx)	No	01		
11.8	Replace heavy duty double flap toilet seat	No	01		
<b>No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total</b>
11.9	Replace wash hand basin pedestal type including trap	No	01		
11.10	Replace Bath /basin/urinal p/s trap	No	01		
11.11	Replace urinal p/s trap	No	01		
11.12	Replace flush pipe connector	No	01		
11.13	Replace flush master	No	01		
11.14	Replace Beta valve to cistern	No	01		
11.15	Replace Beta valve washer to cistern	No	01		
11.16	Service flush master (full kit)	No	01		
11.17	Reseal pan outlet with silicone	No	01		
11.18	Replace white glazed wall tiles	M <sup>2</sup>	01		
<b>12</b>	<b>FLEXI PIPES</b>				
12.1	Chrome plated pipe connector	No	01		
12.2	Stainless steel bath shower flexible hose connector	No	01		
12.3	Braided flexible pipes connector: Female	No	01		
12.4	Braided flexible pipes connector: Male	No	01		
12.5	Braided flexible pipes connector : Male & Female	No	01		
<b>13</b>	<b>SEPTIC TANKS</b>				
13.1	Cleaning of sludge and disposal using specialized dumping trucks	P/Litre	01		
13.2	Allow disinfecting of sewer septic tank with Waste chemical	P/Litre	01		
<b>14</b>	<b>HYDRO BOILERS</b>				
14.1	5 Litre	No	01		
14.2	7.5 Litre	No	01		
14.3	10 Litre	No	01		
14.4	15 Litre	No	01		

15	Allow water leakages dictating underground and on brickwork/walls using Plumbing equipment/machinery	P/Hour	01		
	<b>SCHEDULE ONE (1) TOTAL CARRIED TO SUMMARY PAGE</b>				

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

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

<b>COMPANY STAMP</b>
----------------------

**SCHEDULE TWO (2)  
NON SCHEDULE MATERIAL AND LABOUR**

No.	Description	Units	Quantity	Rate	Total
1	<b>MATERIAL</b> Mark -up on allowance for non-schedule material calculated as follows: R20 000.00 x %= R..... (R.....to entered in total column)	Rand		%m/up	
2	<b>LABOUR</b> The rates for labour will be deemed to include for all statutory minimum labour rates ,contribution to bonus, holiday ,pension, medical funds etc as well as for normal working hours, overtime, Sunday and holiday time must include transport and travelling costs ,but excluding VAT				
2.1	<b>LABOUR NORMAL WORKING HOURS</b>				
2.1.1	Skilled Artisan	P/hr	01		
2.1.2	General Assistant	P/hr	01		
2.2	<b>LABOUR :OVERTIME,SUNDAY AND PUBLIC HOLIDAYS</b>				
2.2.1	Skilled Artisan	P/hr	01		
2.2.2	General Assistant	P/hr	01		
	<b>SCHEDULE TWO(2)TOTAL CARRIED TO SUMMARY PAGE</b>				

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

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

**COMPANY STAMP**

**SCHEDULE THREE (3)  
TRANSPORT INSIDE CORE AREAS AND GENERAL**

No.	Description	Units	Quantity	Rate	Total
1	Transport for travelling inside core	Km	100		

	defined areas				
	<b>SCHEDULE THREE(3)TOTAL CARRIED TO SUMMARY PAGE</b>				

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

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

**COMPANY STAMP**



# SUMMARY PAGE

NO.		Total
1.	TOTAL BROUGHT FORWARD FROM SCHEDULE ONE (1)	
2.	TOTAL BROUGHT FORWARD FROM SCHEDULE TWO (2)	
3.	TOTAL BROUGHT FORWARD FROM SCHEDULE THREE (3)	
<b>SUB TOTAL</b>		
<b>VAT</b>		
<b>GRAND TOTAL</b>		

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

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

**COMPANY STAMP**



# public works

---

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

**WATERKLOOF:320 RIGEL STREET, 321 RIGEL STREET, 322 RIGEL STREET, 153 CYGNUS STREET, 302 EMUS ERUSMUS STREET: 12 MONTHS CONTRACT FOR GENERAL PLUMBING REPAIRS  
PRE-0522-169310**

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

**NOTES TO BIDDERS**  
**FOR**  
**PREVENTATIVE MAINTENANCE AND REPAIRS FOR PLUMBING**  
**INSTALLATION FOR WATERKLOOF RESIDENCES, PRETORIA**

- A. PROSPECTIVE TENDERERS ARE REMINDED TO ACQUAINT THEMSELVES FULLY WITH THE CONTENTS OF THIS DOCUMENTATION BEFORE COMPLETING ANY DETAILS.**
- B. THIS DOCUMENT WILL BE REFERRED TO AS A “TENDER” FOR EASY UNDERSTANDING.**
- C. SITE INSPECTION BY BIDDERS**

Please note that notwithstanding the above, bidders should do a complete site inspection prior to submitting their bid to familiarise themselves with the circumstances and conditions pertaining to the service as well as with a view to assess the extent and scope of work.

1. This tender is subject to the conditions of ST 36 (General Conditions and Procedures) and further as stipulated hereunder. Tenderers are required to fully acquaint themselves with the contents thereof. Copies of ST 36 may be obtained from The Government Printer, Private Bag X84, Pretoria, 0001, or the Regional Office of the Department of Public Works & Infrastructure, Pretoria.
2. Estimated quantities are given but no guarantee can be given as to the quantities that will be ordered from contractors.

**3. PRICES**

**3.1 Value Added Tax (VAT)**

The tender price shall include value added tax (VAT). All rates, provisional sums, etc. in this tender document must be NETT with VAT calculated and added to the total thereof in the summary and thereafter carried to the final cost form

- 3.2. All prices quoted by the Tenderer for items in this document must make provision for additional costs, if any, that may occur as a result of these clauses and as well as for the supply of all scaffolding and normal plant, electrical testing equipment and instruments, labour and transport costs and everything necessary for the proper performance of the work.

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

#### 4. **THE TENDER**

The Tenderer shall, before submitting his tender, check the pages of this document and if any doubt exists as to the full intent or meaning of any descriptions, or this document contains any obvious errors, the Tenderer shall obtain a directive in writing from the Department before the closing date of the Tender.

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

**THIS TENDER MUST BE COMPLETED IN FULL, EACH PAGE MUST BE INITIALED AND THE PRICE SCHEDULE SIGNED. THE COMPLETE DOCUMENT MUST BE HANDED IN WITH THE TENDER.**

#### 5. **DOCUMENTS**

The following documents shall be read in conjunction with this Tender:-

- (i) State Tender Board General Conditions and Procedures (ST 36).
- (ii) The South African Bureau of Standards "Code of Practice", S A B S 0142 [Latest edition].
- (iii) The Occupational Health and Safety Act of 1993. [Act No. 85 of 1993].
- (iv) Municipal By-laws and fire regulations and any special requirements of local Authority.
- (v) The Machinery and Occupational Safety Act No 3 and 6 of 1993, as amended.
- (vi) The Department of Public Works Standard Specification for Plumbing Installation.

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

#### 5.1 **SURETY**

No surety is required for this tender.

#### 6. **PROVISIONAL QUANTITIES**

All quantities are fixed rated for a period of 6 months

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

7. **CONTRACT PERIOD, RENEWAL AND TARIFF ADJUSTMENT**

This tender will be valid from Date of Order Number for **12 months**. [If the order is written out before the 15<sup>th</sup> of the month, then the contract must start that month. If the order is written out after the 15<sup>th</sup> of the month, then the contract must start on the 1<sup>st</sup> of the next month.]

**If a RAMP project starts at an Institution and the Plumbing installation is covered in the RAMP, THEN THIS CONTRACT STOPS WITHIN 14 DAYS NOTICE.**

**National Department of Public Works will not be liable or obligated financially to the Contractor due to loss of work.**

8. **CONTRACTORS ABILITY**

Tenderers are to note, that the Plumbing installation to be serviced /maintained/repared under this contract are all of the utmost strategic importance to the department and full proof of the tenderer's ability to satisfactorily perform the specified service will be required. To this end, tenderer's premises will be inspected for plant, equipment and general good management before tenders are awarded.

Tenderers will be required to satisfy the department of their ability to obtain parts without delay for repairs to the Plumbing installation.

Tenderers will satisfy the Department that;

(a) Their Artisans /technicians are properly qualified to carry out the specified servicing/maintenance/repairs to the equipment contemplated under this contract.

(b) Their Technicians doing the services are fully qualified plumbers and have knowledge of all aspects of plumbing and related trades.

(c) Their Technicians have knowledge of containing water pressure and balancing of the system.

(d) Their technicians are fully conversant with the working of plumbing equipment as well as protection devices and able to carry out minor repairs on site.

(e) They will use competent trained staff directly employed and supervised by themselves and shall take all necessary steps to maintain the installations and

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.

4

SIGNATURE:

DATE:

keep it in perfect working condition for the full period of this Service Maintenance and Repair contract.

**NOTE**

**It will be expected of the successful tenderer to submit all Technicians/Artisans certificates of qualification and apprenticeship contracts for evaluation by this Department. A statement of experience gained and on what type of equipment, shall be submitted for each Technician/Artisan employed. Non compliance of this clause can lead to the disqualification of the tender.**

**9. SCOPE OF CONTRACT**

This contract covers the servicing, maintenance, repairs, testing, adjusting, reporting on and of the entire Plumbing installation in the Union Buildings: East Wing, Pretoria.

It is a specific condition of the contract that all new work or additions of any nature whatsoever are excluded. The Department of Public Works & Infrastructure will have the right however, to enter into new contracts for major Repairs and Renovations, Pilot Projects and New Works in any complex or building covered in the area of this contract, which will then exclude day to day maintenance for the duration of this new contract.

Work undertaken under this tender consists primarily of the servicing/maintenance of the entire Plumbing installation, including all pumps, and valves and ancillary equipment, all as described in this tender document and the various Checklists as appended. The contractor must supply, at his own cost, all expendable material such as oil, grease, waste, hacksaw blades, welding rods and material for all other forms of welding, insulation tape, cleaning materials and chemicals etc. necessary for the proper execution of maintenance, servicing and repair work. No claims for consumables shall be accepted.

Where repairs are required to specialized items of equipment the Contractor shall arrange for such work to be carried out by specialists approved by the Department. Should the Contractor wish to make use of sub-contractors, he shall apply to the Department for written approval before making use of their services.

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

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

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.

SIGNATURE:

DATE:

**10. UNCERTAINTY ABOUT SCOPE OF WORK**

Should the Contractor be uncertain about the Scope of Work to be executed under this Contract, the Department shall immediately be requested in writing to clarify any discrepancies that may exist before the closing date of this Tender. No claims whatsoever in this regard will be entertained after the Contract has been awarded.

**11. OFFICIAL ORDER FOR REPAIRS**

- (a) Official Order Numbers for services will be issued to the Contractor for the service after execution of the service.
- (b) A separate order number will be issued for repairs (which excludes minor repairs as mentioned in clause 9)
- (c) Instructions for repairs may only be issued to Contractors by officials of this Department. 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. It is, however, expected of him to respond to telephonic requests for services. However, he must obtain the official Complaint form for the services requested, as soon as possible.
- (d) No payments shall be made for work executed without the necessary written authority [Order Form].
- (e) Payments can be delayed if order numbers and complaint numbers do not appear on invoices submitted for payment.
- (f) Special arrangements are applicable for emergency services which are stipulated in Clause 13.

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

**12. EXECUTION OF MAINTENANCE AND REPAIRS**

All equipment shall be serviced and maintained as requested by the Department of Public Works, It shall be required from the contractor to do a pre-arranged repair work, the contractor shall submit a detailed job description and cost breakdown for all repair work required to the equipment.

In the event of any scheduled repair work becoming necessary, the contractor shall furnish the regional representative with a detailed cost breakdown, stating the duration required and probable timing of the repairs.

Repairs shall be scheduled in order to coincide with the next monthly or quarterly service wherever possible. Scheduled repairs at any other time than the monthly or quarterly service shall only be allowed where possible failure of the equipment or damage to equipment may occur before the next scheduled service. The contractor shall clearly identify these items on his report together with a recommendation as to when such repairs must be effected.

Note

In the event of a machine having to be removed to a workshop for a major repair, the contractor must provide an equally rated loan set or sets at a cost to be negotiated for the duration of the repairs.

Scheduled repairs shall be carried out promptly and within the stated frame, and should any delay occur, the regional representative shall immediately be advised of the reason for and possible duration of the delay.

On repaired items, an unconditional guarantee of 90 calendar days shall be required and on new items an unconditional 365 calendar days guarantee. In the event of repairs having to be carried out urgently during the cause of a programmed service, details of such repairs shall be reported immediately to the Regional Representative for further instructions and/or authority to proceed.

**13. EMERGENCY/URGENT SERVICES**

The successful Contractor shall be required to provide a 24 hour -365 day per year stand-by services so as to attend immediately to any break-downs and/or other emergencies that may occur. The Contractor shall have suitably qualified staff and proper equipped and operating vehicles available at all times.

In the event of an emergency/urgent call out, such as a loss of water to a portion of an institution or building, or a total water loss, also attributable to a supply authority failure, the contractor shall respond within 2 (two) hours after such a call out was made. Failure to respond will result in the Contractor being liable for any damages following the non attending to the call-out and / or alternative

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.

7

SIGNATURE:

DATE:



arrangements being made. This may include the calling of an additional Contractor. The Contractor shall be held responsible for any cost incurring in arranging such action, including the additional Contractors fee.

Services after hours may be executed without receipt of an official complaint number and solely at the request of an official of the Department. The Contractor must, however, ensure that an official of the User Department signs the Job Card. The Contractor must also ensure that he obtains the official complaint number from the Department on the following working day. No payment will be made without a complaint number, duly completed and signed on the job card.

**14. CHECK LIST JOB CARDS**

The Contractor must follow check list in accordance with the example included herein. The Contractor is requested to state the name / number of the building on the check list job card.

The check list must be completed legibly in ink after completion of each service. In addition to the original completed check list submitted with the account, the contractor must submit a copy of the check list to the User Department for audit purposes and for verification of the deletion of the unused lines. Incomplete and incorrect job cards shall be returned to the contractor with his invoice.

**15. TARIFFS (UNIT RATES)**

Each item as listed in this Tender Document must be priced. "No cost" or unfair and unreasonable tariff shall not be accepted and may lead to disqualification of the tender.

This is a lump sum contract and therefore tariffs and prices are to be totalled and carried over to the final cost Form

**16. NON-SCHEDULED REPAIRS**

Non-scheduled repairs emanating from scheduled repairs may be executed only on the instruction of this Department. Under no circumstances whatsoever will Client Departments be allowed to put work in hand requiring non-scheduled items.

Contractors shall submit certified copies of suppliers' tax invoices, attached to their accounts in respect of new parts, components and material purchased for any repairs, attached to all accounts where non-scheduled repairs were executed. Descriptions like "1 x motor" or "1 x fan" 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 no., size, capacity, etc. shall be listed on the account. The total discount price on non-scheduled materials before adding VAT will be credited to this Department.

The percentage mark up on non-scheduled materials claimed by the Contractor shall be as priced. Mark up will not be allowed on labour, transport cost and Scheduled items.

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

**NOTE**

SHOULD THE CONTRACTOR'S PRICE FOR MATERIAL/NEW PARTS BE ABNORMALLY HIGH, THE DEPARTMENT RESERVES THE RIGHT TO OBTAIN WRITTEN QUOTATIONS FOR SUCH MATERIAL/NEW PARTS FROM ANOTHER INDEPENDENT SUPPLIER AND ADJUST THE CONTRACTOR'S PRICE ACCORDINGLY.

**17. PROFIT ON MATERIAL**

Percentage mark-up is allowed on non-scheduled material, parts and components only and not on labour, transport and sub-contractor's services. The total discount obtained from the supplier shall be credited to the department. The percentage mark-up shall then be calculated on the total discount price excluding VAT.

**18. FRAUDULENT CONDUCT**

Fraudulent conduct shall mean any conduct aimed at obtaining an unjust profit (see clause 46 of ST

**19. ACCOUNTS**

Accounts for services rendered, must be accompanied by a Job Card for each separate building or service. The unit rates for items on the Job Card must be cross referenced with the applicable rates for similar items in the Tender Document by means of the page and item numbers e.g. 12/25 (page 12, Item 25).

**20. GUARANTEE**

The guarantee period for any work executed shall be 3 months. Should the contractor install any replacement equipment which offers a manufacturers guarantee in excess of the 3 months referred to above, he shall be responsible for liaison with the manufacturer/supplier for the repair/replacement thereof [in the event of faulty equipment] at no extra cost to the state.

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

**21. TRANSPORT AND LABOUR COSTS**

- (a) Transport costs and travelling time for repairs/servicing as reflected in Schedule 1 shall be included in the tariffs/rates. (Which shall be inclusive of travelling time for artisans, assistants and driver, as well as overheads and profit).
- (b) Transport cost and travelling time on non-scheduled repair work shall be calculated and added separately.
- (c) Labour rates shall be deemed to include for statutory minimum labour rates, contribution to bonus, holiday, pension and medical funds, etc., as well as any profit.

**22. PAYMENT**

Accounts can be submitted to the Department, upon completion of the Service/repair. Payment of accounts complying with all the requirements of clause 19 will be made within 21 days of date of statement.

**23. TRAINED STAFF**

At all times for the duration of the contract, the work shall be carried out under the supervision of a qualified, skilled and competent tradesman and representative of the Contractor.

The standard and quality of workmanship for the servicing/repairs shall be to the best standard practice of the industry and shall be such as not to let the installation deteriorate to an unacceptable condition.

Servicing/repair work and call-outs at all times be done by suitable qualified and trained staff and under no circumstances may untrained workers be left alone on site without proper supervision of trained staff.

It will be the responsibility of the successful Tenderer to ensure that all the entire plumbing installation, maintain the condition required for the full period of this maintenance, service and repairs Contract.

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

**24. MANAGEMENT**

The Contractor undertakes to

- (a) Arrange with the member in charge regarding access to the complex in order to execute the required service.
- (b) Take adequate precautions to prevent damage to buildings, fittings computers, and furnishings and other valuable equipment within the complex.
- (c) Accept liability and to indemnify the State against any claims whatsoever arising from his conduct and/or the conduct of his employees.
- (d) Safeguard all his employees in accordance with the regulations of the Unemployment Insurance Act 1966, [Act No. 30 of 1966] and any amendments thereof.
- (e) Comply with all By-laws and requirements of the local authority.
- (f) Comply with the local Fire Officer's regulations.
- (g) Provide a registered Installation Electrician or a Master Installation Electrician and personnel in terms of the appropriate statutory Act to carry out any emergency repair work on a 24-hour basis including weekends and public holidays.

**25. MATERIAL OF EQUAL QUALITY**

Only original spares, as supplied and recommended by the manufacturer/ supplier of the equipment installed on site, shall be used. Under no circumstances shall pirate parts be used or parts modified to effect repairs. Where original spares are no longer available, it shall be brought to the attention of the department, together with a proposal for the replacement or modification of the item to ensure continued serviceability.

The contractor shall supply to the department the suppliers or factory guarantee of repaired or replaced components together with the serial numbers of original and new components which shall be entered on the job card and invoices submitted for payment.

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

All new parts, components and material used in this contract shall be guaranteed for a period of at least **12 months**.

Replacement parts, spares and materials used must be of equal specification to the component that is being replaced and must where possible carry the S A B S mark of approval. If such equivalent component is not available, then the alternative component must be approved by the Technical representative of the Department of Public Works prior to installation.

**26. REDUNDANT MATERIAL (Rubbish and Waste)**

All redundant material and parts shall remain the property of the government and shall be left on site and stored by the person in charge of the property against the job card as a receipt. A copy of the job card shall be left with the 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 material or parts shall be labelled with the complaint number for the repair work.

After an inspection of all material and parts that are obsolete/unserviceable/of no value to the regional representative, the contractor shall be notified to remove and dispose of such material and parts during his next service call. The material and parts shall then become the property of the contractor and the removal and disposing thereof shall be for the contractor's amount.

**27. PREVENTATIVE MAINTENANCE SERVICE SCHEDULES**

Servicing shall be carried out strictly as stated on the service schedule and the contractor shall after each service submit to the Regional Manager copies of the service schedule duly completed and signed by the Contractor.

The contractor shall make his own arrangements for printing and duplicating of service schedules.

The service schedule shall be countersigned by the officer in charge of the building in which the equipment is situated and shall endorse the schedule to the effect that the equipment in his opinion, is operating satisfactorily.

**28. ACCESS CARDS TO SECURITY AREAS**

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.

SIGNATURE:

DATE:

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

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

**29. SECURITY CHECK ON PERSONNEL**

The Department or National State Security, may require the Contractor to have his personnel or a certain number of them security classified.

In the event of either the Department or the Commissioner of Correctional Services requesting the removal of a person or persons from the site for security reasons, the Contractor shall do so forthwith and the Contractor shall thereafter ensure that such person or persons are denied access to the site and/or to any documents or information relating to the work.

**30. USER DEPARTMENT SHALL NOT NEGOTIATE.**

The contractor and the user department on whose behalf the work is being done are not permitted to enter into negotiations with regard to any matter whatsoever relating to the rates and conditions of the contract.

In the event of any dispute arising out of any matter in connection with the contract, such matters shall be referred by the Department for submission to the State Tender Board, whose decision shall be final. The contractor shall not delay the execution of any work pending such decision.

**31. WORK EXPLICITLY EXCLUDED FROM THIS CONTRACT**

The contractor shall under no circumstances undertake work of any nature, related to or in connection with the following, unless specifically instructed to do so by a representative of the Department of Public Works & Infrastructure.

- (a) Main supply feeder pipes and/or metering equipment belonging to any local supply authority.

**32. DEPARTMENT OF PUBLIC WORKS RESPONSIBILITY.**

The Department of Public Works & Infrastructure is responsible for the water supply to hire or state owned complexes and/or buildings, irrespective whether

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

the services are supplied from a P.W.D. reticulation network or from the local supply authority.

Any dispute or uncertainty with regards to the responsibility of the execution of a service must be referred to this department for clarification.

**33. FIXED PRICE CONTRACT**

The contract is a fixed priced contract and no adjustments shall be made for any increases or decreases of prices except for VAT rate adjustments.

**Note**

Any errors in the compilation of the Job Cards or accounts discovered at a later stage, shall be rectified by the Department all in accordance with the regulations of clause 52 [3] of "Conditions and Procedures in Regard to Tender, Contract and Order [ST 36]".

**34. CHECK LISTS**

The check list for the maintenance to the equipment consists of the quarterly and major maintenance of Addendum B. (where applicable). On each visit to the site the contractor must attend to all the items listed in the check list.

The work is to be carried out by a competent technician, all in accordance with the Basic Conditions of Employment Act (Act No. 3 of 1983) with Regulations and Occupational Health and Safety (Act 85/1993) and SANS10142

All irregularities and comments must be reported by the Contractor in the spaces provided in the check list, and the originals, signed and dated, must be attached to the accounts. A duplicate copy of the completed check list for each visit must be kept in the generator room and the Contractor must make provision in each generator room for a neat, weatherproof document holder, secured to the wall, for this purpose. The contractor must allow and arrange for the reproduction of the check lists at his own cost for use at all sites.

The Contractor will be required to strictly adhere to the program submitted by him.

**35. TESTING**

The plumbing installation shall be tested on a regular in conjunction with Client

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

### 36. CLAIMS

The Contractor will indemnify, protect, defend and hold harmless the Client from and against any and all claims, demands, actions and proceedings whatsoever including all fees, costs and expenses incurred in respect thereof arising out of:

- a) Any claim in respect of any taxes payable by the Contractor.
- b) Any claim for Workmen's Compensation Insurance or for any loss for which the Contractor is liable.
- c) Any claim by any third person including any employees of the Client or of
- d) The Contractor for any loss resulting from any bodily injury and or damage to property by any act or omission of the Contractor or any of its Employees, servants or agents.
- e) Any claims on the lack of knowledge regarding a site as the Contractor is obliged to visit the site/ sites prior to bidding.

### 37. CONDITIONS RELATING TO THE PERSONNEL OF THE CONTRACTOR

The prospective bidders are expected to comply with all statutory provisions governing the contract and Electrical/Mechanical/Engineering/Building industry, more particularly the prescribed minimum wage determined by the Department of Labour. The Department reserves the right to terminate the service in the event of the successful bidders' non-compliance with statutory obligations.

The personnel appointed by the contractor should have proof of prior experience and suitable competence

The contractor and his/her personnel are prohibited from reading or going through records in offices.

**Files and other correspondence on desks, racks, etc., must be placed back in the position in which it was found after cleaning such areas.**

The contractor undertakes to keep the number of workers allowed in a building to the essential amount required.

Personal hygiene of the contractor, his personnel, and agents must be maintained at an acceptable standard.

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.

15

SIGNATURE:

DATE:



In accordance to the law on control and entry to public areas and vehicles, 1985 (law 5.3 of 1985), employees will be subject to the conditions as set out in Article Z(2) of the mentioned law.

The occupant of an office shall have the right to request employees of the contractor to leave an office if he/she receives a visitor or telephone call.

Employees of the contractor shall not loiter about the building or use the benches or chairs in public areas to relax on. At the end of each workday and no later than the normal closing time, all employees of the contractor must be off the premise(s). No employee would be allowed on the premise(s) after working hours except if they have permission from the responsible officer in charge of the building.

Personnel of the contractor have, subject to other conditions of this contract, entry to all areas to supply a service. If the service is not required in that specific area at the time then entry to the area is prohibited.

Without prejudicing the contractor's right to choose his/her own personnel, the Department reserves the right to, at all times, indicate personnel to the contractor who is a security, health or safety risk. Such persons would not be allowed to be used by the contractor to carry out his duties.

In such a case the contractor will immediately honour the Department's request and shall have no claim of loss or damage against the Department.

The contractor will provide each employee of the contractor with a photo identity card. The card must have the following particulars

- a) Name of Firm (Contractor)
- b) Name of employee
- c) Identity number of Employee
- d) Signature of the Employee
- e) The employee will wear the permit on a visible place when he/she is working in the involved building. The necessary control over these permits must be provided as not to allow such permits to fall into unauthorised hands. The employees or persons in the service of the contractor who are working in or around the building providing the services as stated in this contract must at all times be dressed in a uniform that is to the Departments approval. The contractor shall at all times ensure that all cleaning staff is neatly clothed in uniforms (with the name of the company printed there on) with necessary personal protective equipment which shall include but not be limited to headgear, shoes, gloves etc.

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

The contractor or his affiliates may provide no information of state activities to the public.

### **38. INDEMNITIES**

The contractor and his/her affiliates enter the premise(s) at own risk.

The contractor indemnifies the Department of any happenings that he/she is aware of or not aware of his/her personnel that are used for services that fall outside this contract.

The contractor will at own cost take out an insurance policy against any claim, cost, lost or damage resulting from duties and shall ensure that such insurance is valid for the entire period of the contract.

### **39. EQUIPMENT**

The contractor shall not use defective electrical and mechanical equipment, which could affect the Client in it's daily operations. Any damage of whatever nature caused by this will be for the contractor account. All leads and extension leads must be of the correct capacity to carry the load of the involved machinery and will be 3 phase and not 2 phase.

The contractor may only use equipment that will normally be used in normal circumstances for purposes named in this agreement. The contractor may under no circumstances tamper with the electrical installations and equipment in a building or make changes to it without the Departments prior consent.

With the exception of connections at existing power points provided by the Department, the contractor may not make connections to the electrical system. Only equipment that does not require above 1250 watts to operate may be used at such power points.

The equipment used by the contractor shall where applicable comply with the law on Machinery and Occupational Safety, 1983 (Law no. 6 of 1983). Under no circumstances shall the equipment used such as vacuum cleaners etc., exceed the sound factor of 66db (Decibels) within one meter of the equipment.

### **40. NUISANCE**

The contractor will not be allowed to perform any act or duty on the premise(s), which in the mind of the Department will be of nuisance, danger or possible nuisance or danger to any person on the premise(s) or that could cause damage to the property.

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

Personnel must behave in a soberly manner.

Silence must be reasonably maintained.

#### **41. CAUTION SIGNBOARDS**

The contractor will be compelled to display neat caution signboards or signs, of which the size and design must be clearly visible in areas where the contractor or his employees are busy working. (Such as toilets, passages etc.). The signs must also be clearly visible in areas where the services rendered can cause injuries to any person or persons and must be able to attract a persons attention to show that services are been carried out in the area.

It is hereby specially agreed upon that the Contractor throughout the duration of the contract period, will be compelled to do everything within his/her means and wherever practicable possible to ensure that all signs, print work, notices or any written material that is displayed is in English.

#### **42. INFLAMMABLE AND POISONOUS MATERIAL AND OTHER CHEMICALS**

The Contractor shall not use or store any poisonous or highly inflammable substances and other chemicals on the premise(s).

#### **43. SUPERVISION**

The contractor must ensure that there is always continued on site supervision from Monday's to Friday's excluding Public Holidays effective supervision. Supervisors must in all respect respond to reasonable requests of the appointed personnel.

#### **44. DRESS CODE**

The successful bidder will be required:

- 1) to ensure that a uniform displaying the company logo and name are worn at all times
- 2) Ensure that staff uniform is clean and neat at all times.
- 3) Refrain from wearing political party colours or logos.

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

#### **45. UNIT RATES / PRICES**

45a) Unit rates entered into the Schedule of Quantities shall be representative of the actual cost involved in the execution thereof plus a reasonable mark-up and should be valid whether the work associated therewith will be carried out once only or more frequently .The National Department of Public Works shall at liberty make adjustments, before awarding the contract to individual unit rates in these Schedules as necessary to eliminate errors, discrepancies or what is considered to be unreasonable or unbalanced rates and to balance the totals without altering the tender amount

45b) Unit rates for items, must allow for fault finding, the removal of the existing item or part and for the supply and fixing of the new items, inclusive of material, labour, plant, scaffolding cutting, waste, all expendable material such as oil, grease, cleaning material, equipment, profit, attendance, overheads, compliance with the Occupational Health and Safety Act and Construction Regulations and any other costs associated with the successful execution of the required work

45c) Transport costs, inclusive of workers, supervisor/artisan driver, travelling time, fuel and maintenance will be calculated as per proof of the site visitation form for all services carried out as scheduled or non scheduled

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:



public works

---

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

WATERKLOOF:320 RIGEL STREET, 321  
RIGEL STREET, 322 RIGEL STREET, 153  
CYGNUS STREET, 302 EMUS ERUSMUS  
STREET : 12 MONTH TERM CONTRACT FOR  
SERVICE AND REPAIRS: PLUMBING  
SERVICES.

## **OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION**

### **INDEX**

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.

SIGNATURE:

DATE:

## **1.0.0. INTRODUCTION AND BACKGROUND**

1.1.0. Background to the Health and safety Specification

1.2.0 .Purpose of the Health and Safety Specification

1.3.0. Implementation of the Health and Safety Specification

## **2.1.0 OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION**

2.1. 0. Scope

2.2.0. Interpretation

2.2.1. Applications

2.2.2. Definitions

### **2.2.3. General Administrative Requirements**

2.3.1. Compensation of Occupational injuries and Diseases Act

2.3.2. Health and safety file

2.3.3. Initial hazard identification and Risk assessment

2.3.4. Health and safety training

2.3.5. General record keeping

2.3.6. Emergency procedures

2.3.7. First Aid box and first Aid equipment

2.3.8. Accident / incident reporting and investigation

2.3.9. Personal protection equipment and clothing

2.3.10. Non-conformance and failure to follow health and safety measures

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

## **2.4.0. Requirements**

2.4.1. Hazardous chemical substances (HCS)

2.4.2. Fire Extinguishers and Fire fighting equipment

2.4.3. Scaffolding /working on height

2.4.4. Ladders and ladder work

2.4.5. Portable electrical tools

2.4.6. Asbestos work

## **2.5.0. Electrical Installations**

## **2.6.0. Sub Stations**

2.7.0. Occupational health

2.7.1. Occupational hygiene

2.7.2. Alcohol and other drugs

## **3.0.0. Annexure A**

Task completion

## **4.0.0. Annexure B**

Appointments

## **5.0.0. Annexure C**

Requirements to be reported on

## **6.0.0. Annexure D**

Initial hazard identification and risk assessment as well as control measures

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

## **1.0.0. INTRODUCTION AND BACKGROUND**

### **1.1.0. Background to the Health and Safety Specification**

The Construction Regulations in the Occupational Health and Safety Act And Regulations (85 of 1993) place the onus on the Client to prepare a health and safety specification for all construction work.

### **1.2.0. Purpose of the Health and Safety Specification:**

To assist in achieving compliance with the Occupational Health and Safety Act and Regulations (85/1993) in order to reduce incidents and injuries. This specification shall act as the basis for the drafting of the construction phase health and safety plan

### **1.3.0. Implementation of the Health and Safety Specification**

This specification forms an integral part of the contract and the Contractor is required to use it at pre-tender phase when drawing up the Year Tender/maintenance/service contract health and safety plan. Where applicable The principal Contractor shall forward a copy of this specification to all Contractors at the bidding stage so they can in turn prepare health and safety plans relating to their operations

## **2.0.0. OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION.**

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:



### **2.1.0. SCOPE:**

The specification covers the requirements for eliminating incidents and injuries as far as reasonably possible for Pretoria region: Year Tenders/maintenance/service contractors.

The scope also addresses legal compliance, hazard identification and risk assessment, risk control, and promoting a health and safety culture amongst those working on the project. The specification also makes provision for the protection of those persons other than employees.

### **2.2.0. INTERPRETATIONS**

#### **2.2.1. Application**

This specification is a compliance document drawn up in terms of South African legislation and is therefore binding. It must be read in conjunction with relevant legislation as set out previously.

#### **2.2.2. Definitions**

The definitions as listed in the Occupational Health and Safety Act and Regulations (85/1993) shall apply.

### **2.3.0. GENERAL ADMINISTRATIVE REQUIREMENTS**

#### **2.3.1. Compensation of Occupational Injuries and diseases Act 130 of 1993 (COIDA) (Registration with workmen' Compensation)**

The Principal Contractor shall submit a letter of good standing with its Compensation Insurer to the client as proof of registration. This certified proof of registration to be submitted with the tender document. Contractors shall submit proof of registration to the Principal Contractor. **No contractor will commence work on any site unless proof the above is received.**

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.

SIGNATURE:

DATE:

### **2.3.2. Health and Safety File**

The principal Contractor and all Contractors shall have a health and Safety file available at his premises, containing all health related information. The Health and Safety file must be handed to DPWI at completion of the project.

### **2.3.3 Initial Hazard Identification and Risk Assessment**

An initial hazard identification and basic risk assessment is attached for perusal by the principal Contractor (Annexure D). These hazards and the consequential risk must be addressed in the Construction-phase health and safety plan to be submitted by the Principal Contractor and by other Contractors. The Principal Contractor must include a comprehensive risk assessment document compiled by a competent person, detailing all potential site-specific risk. Contractors shall do the same for their scope of work.

### **2.3.4 Health and Safety Training**

The Principal Contractor shall ensure that all site personnel undergo a risk-specific health and safety induction training session before starting work. In this case, the induction must include the transportation risk. A record of induction training attendance shall be kept in the health and safety file.

### **2.3.5 General Record Keeping**

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

The Principal Contractor shall ensure that all workers wear PPE. Task-specific PPE shall be identified during the risk assessment. See attached initial hazard identification and risk assessment (Annexure D) for minimum requirements

### **2.3.10 Non-conformance and failure to follow health and safety measures**

Any non-conformance by an employee shall be dealt with by means of an internal disciplinary procedure. All such non-conformance must be documented and reported to the DPW.

### **2.3.11 Contractor (sub-contractors)**

The Principal Contractor shall ensure that all Contractors under its control comply with this Specification document, the OHS Act and Regulations (85/1993) and all other relevant legislation that may relate to the activities directly or indirectly. The Contractor, when appointing other Contractors as sub-contractors, shall *mutatis mutandis* ensure compliance. Contractors are Employers in their own right and must comply with all requirements including but not limited to preparing a site-specific health and safety plan, opening and maintaining a health and safety file, training their workers, appointing competent supervisors, etc.

## **2.4.0 REQUIREMENTS:**

### **2.4.1 Hazardous Chemical Substances (HCS)**

Any hazardous chemical substances not able to be substituted must be safely transported. All workers must be inducted into the hazards, the consequences and control measures required to protect themselves against exposure. A list of these substances must be included in the health and safety file and updated when there are any changes. Material safety data sheets (MSDS) must be included by the supplier, however, it remains the Principal Contractor's

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.  
SIGNATURE:  
DATE:

Only licensed electricians will be permitted to carry out electrical work.

### **2.6.0 SUB STATIONS**

Persons such as painters, carpenters etc. that have to carry out work in a sub station shall do so under supervision of an authorised person as required by the notice in regulation 4 (a) of the electrical machinery regulations which states “No unauthorised entry”.

### **2.7.0 OCCUPATIONAL HEALTH**

#### **2.7.1 Occupational Hygiene**

Exposure of workers to occupational health hazards and risks are very common in any work environment, especially in construction. Occupational exposure is a major problem and all Contractors are to ensure that health and hygiene measure are put in place to prevent exposure to these hazards and risks. Prevent inhalation, ingestion, absorption, and noise induction. Site-specific health risks are tabled in Annexure D e.g. asbestos, cement dust, wet cement, vibration and noise.

#### **2.7.2 Alcohol and other Drugs**

No alcohol and other drugs will be allowed on site unless under controlled conditions under the supervision of the Principal Contractor’s Responsible Person. No person may be under the influence of alcohol or any other drugs while on the construction site. Any person on prescription drugs must inform

ACKNOWLEDGEMENT OF THE CONTENTS OF THIS PAGE BY CONTRACTOR.

SIGNATURE:

DATE:



public works

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

Project title	REFERENCE NUMBER: PRE-0522-169310
	<b><u>WATERKLOOF : 320 RIGEL STREET, 321 RIGEL STREET, 322 RIGEL STREET, 153 CYGNUS STREET, 302 EMUS ERUSMUS STREET : 12 MONTHS CONTRACT FOR GENERAL PLUMBING REPAIRS</u></b>
	Reference No.
Contact Person	0828035289 /012 310 5186
	NDIVHUHO NETSHISAULU
	ISSUE DATE:08/08/2022
	CLOSING DATE:31/07/2023
	Quotation box: Outside room GO14



public works

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

### COMPANY DOCUMENTS REQUIRED FOR SECURITY CLEARANCE

- Company profile
- CIPRO/CK registration
- Valid tax clearance certificate from SARS ( it should not be expiring in a month or two)
- **PSIRA registration certificate (if is security Company)**
- Certified ID copies of Company Directors & their Finger Prints
- Certified ID copies and their finger prints of company employees/ workers who will be doing the work.

**Compiled by:**  
**Mr.T.M.Maila**  
**Security Management**  
**Pretoria Regional Office**  
**012 310 5181**  
**083 3260 585**