

Q 23 / 053

**REPUBLIC OF SOUTH AFRICA**

**DEPARTMENT OF PUBLIC WORKS AND  
INFRASTRUCTURE**

**QUOTATION**

**FOR**

**12-MONTHS REPAIR AND MAINTENANCE**

**FOR HIGH TENSION INSTALLATIONS**

**IN**

**DCS-GROENPUNT**

**IN THE**

**FREE STATE**

**AREA: FEZILE DABI DISTRICT**  
**MUNICIPALITY**

**DEPARTMENT OF PUBLIC WORKS  
PRIVATE BAG X20605  
BLOEMFONTEIN  
9300  
CLOSING DATE: 11 AUGUST 2023**

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

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES QUOTATIONS FOR:

<b>Project title:</b>	FEZILE DABI DISTRICT: DCS-GROENPUNT: REPAIR AND MAINTENANCE FOR HIGH TENSION INSTALLATIONS X12 MONTHS
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<b>Quotation no:</b>	Q23/053	<b>Reference no:</b>	
<b>Advertising date:</b>	04 August 2023	<b>Closing date:</b>	11 August 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 EP or higher, or 1 EB** \* 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:
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
<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 BBEE 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)  <i>(Fezile Dabi District)</i>	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> Or <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> Or <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> Or <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 BBEE 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 BBEE Certificate or Sworn Affidavit where applicable.</li> </ul> and <ul style="list-style-type: none"> <li>Medical Certificate indicating that the disability is permanent.</li> </ul> Or <ul style="list-style-type: none"> <li>South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> Or <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 BBEE 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 <sup>EM</sup> (EC).
5	<input checked="" type="checkbox"/>	<del>Submission of DPW 00 (EC): Particulars of Tenderer's Projects.</del>
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 checked="" 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"/>	Attached the following qualifications OHRVS accreditation for 11-22Kv from Eskom, Mining Industries, Local Authority or any other Authorised Body/Board (Attached certified copies)
11	<input checked="" type="checkbox"/>	Attached Installation Electrician qualifications (Attached certified copies)
12	<input checked="" type="checkbox"/>	Registration on National Treasury's Central Supplier Database

**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"/>	<del>Submission of PA 16.1 (EC): Ownership Particulars</del>
5	<input type="checkbox"/>	Submission of documentation relating to risk assessment criteria 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 checked="" 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)
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**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  
**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE, 18 PRESIDENT  
 BRAND STREET STREET, BLOEMFONTEIN, 9300.** A non-refundable bid deposit of R 0.00  
**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:	N/A		
Virtual meeting Link:	N/A		
Date:	N/A	Starting time:	N/A

## 9. ENQUIRIES

9.1. Technical enquiries may be addressed to:

<b>DPWI Project Manager</b>	Wayne Hurst	<b>Telephone no:</b>	051-4087352
<b>Cellular phone no</b>	082 314 2014	<b>Fax no:</b>	N/A
<b>E-mail</b>	wayne.hurst@dpw.gov.za		

9.2. SCM enquiries may be addressed to:

SCM Official	Keneilwe Poonyane	Telephone no:	051-4087346
Cellular phone no		Fax no:	
E-mail	keneilwe.poonyane@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 20605 BLOEMFONTEIN 9300</p> <p><b>Attention:</b> Procurement section: Room 233</p>	<p><b>OR</b></p>	<p><b>Deposited in the tender box at:</b></p> <p>18 PRESIDENT BRAND STREET NEW PUBLIC WORKS BUILDING BLOEMFONTEIN, 9300 NDPW&amp;I, GROUND FLOOR</p>
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## DPW-07 (FM): FORM OF OFFER AND ACCEPTANCE

Tender no: Q23|053

### OFFER

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

**FEZILE DABI DISTRICT: DCS-GROENPUNT: REPAIR AND MAINTENANCE FOR HIGH TENSION INSTALLATIONS X12 MONTHS**

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

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

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

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

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

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

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

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

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

**AND WHO IS:**

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

Name of representative	Signature	Date

Tender no: Q23/053

**WITNESSED BY:**

Name of witness	Signature	Date

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

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

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

**SECURITY OFFERED:**

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

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

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

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

.....

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

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

Fax No. ....

Postal address .....

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

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

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

**ACCEPTANCE**

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

Tender no: Q23|053

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

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

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

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

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

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

**For the Employer:**

Name of signatory	Signature	Date

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

**WITNESSED BY:**

Name of witness	Signature	Date

Tender no: Q23|053

**Schedule of Deviations**

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

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

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





### **C3.2.1**      **SCOPE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

See sample in C3.5.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**C3.2.8 RESPONSE TIME**

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

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

Permission for any extension shall be granted in writing.

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

**C3.2.9 WARNING NOTICES**

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

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

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

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

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

**Measurement**

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

New Signs: Number by description

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

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

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

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

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

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".



Particulars

In-situ repair: Gloss air drying spray applied enamel.

Minimum two coats of finish colour for an overall minimum dry film thickness (dft) of 100µm, including primer & undercoat.

Measurement

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

**C3.2.11 OPERATING & MAINTENANCE (O&M) DOCUMENTS**

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

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

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

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

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

**C3.2.12 SCHEDULED WORK**

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

**C3.2.13 UNSCHEDULED WORK**

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

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

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

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

**C3.2.14 HAZARDOUS MATERIAL REMOVAL**

**Normative Reference**

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

**Scope : Transformer oil & Silica gel**

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

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

**Disposal:**

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

**C3.2.15 BUILDING & GENERAL WORK**

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

**PAINTING & SURFACE COATINGS: BUILDINGS**

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

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

Preparation of Surface as specified

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

Finishing coats on the following surfaces

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



### C3.2.16 SUBSTATION & POWER SUPPLIES

This tender involves the servicing of substations and mini substations situated in military and police bases, state buildings and structures falling under the control of the Department or other departments hereafter referred to as “user” departments.

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

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

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

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

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

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

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

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

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

### C3.2.17 SUBSTATIONS AND MINI SUBSTATIONS

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

## Measurement

Number by description as per Bill of Quantities.

### C3.2.18 TRANSFORMERS

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

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

#### TRANSFORMER COMMISSIONING/MAINTENANCE TESTS AND CHECKS

##### Buchholz Relay and Auxiliary Relay Element

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

##### Oil Temperature Sensor Relay and Auxiliary Relay Element

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

##### Winding Temp Relay and Auxiliary Relay Element

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

##### Insulation Oil Sampling and Analysis

The scope of this procedure includes all tasks required to analyse the condition of insulation oil in transformers. The transformers include both standalone and miniature substation transformers, and they are free breathing, dehydrator breathing. These tasks include taking insulating oil samples from each separate oil unit, having tests done on each sample, and reporting the test results to the Engineer. All preparation tasks required for and associated with this work (such as arranging for and doing switching of electrical equipment) will be considered part of this task. This will include but not limited to:



### Task Description

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

### Transformer Tap-Changer Mechanism Testing

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

### Differential Protection Scheme

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



Restricted Earth Fault Relay

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

Transformer Tap-Change Panel

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

**Measurement**

Number by description as per Bill of Quantities.

**C3.2.19 MV SWITCHGEAR**

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

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

**Mechanical Tests**

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

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

These checks are included in checklist .....

**Electrical Tests**

The contractor shall allow for carrying out the following tests:

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



### Static Resistance Tests:

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

### Dynamic resistance test if close coil is present:

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

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

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

### **Current Transformer Tests**

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

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

### **DC Tripping gear**

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

All test equipment must be certified and calibrated once a year. For specialized testing such as the testing of protection relays the contractor must use computerised equipment capable of providing detailed reports and test templates for future testing. The equipment must be able to indicate the accuracy of the equipment as measured from its results. The test Engineer/Technician shall be registered as a professional person at a recognized body.

## Relays:

### Over-Current and Earth Fault Protection Relays

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

### Standby Earth Fault Relay Function

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

### Restricted Earth Fault Relay Function

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

### Feeder Differential Protection Relays

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

### Feeder Fitted with Inter-Tripping Relays

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

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

### Master Trip and Auxiliary Relays: Per Element or Trip Function

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

### Bus bar protection

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

### Timers

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

### Relay Settings

The contractor shall allow for creating a network model in Digsilent Powerfactory software for each network using the source impedance obtained from Eskom or the Local council supplying the network as a reference point. Settings will then be calculated for each breaker in the circuit and will



be applied to the protection relays used. The settings calculations must be signed by a Professional Engineer or Professional Engineering Technologist who specializes in this field. The rate shall be based on the gathering of information/data required for settings calculations and or network modeling and the application of the settings per relay protection function.

**Measurement**

Number by description as per bill of quantities.

**C3.2.20 LT SWITCHGEAR**

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

**Measurement**

Number by description as per bill of quantities.

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

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

**Measurement**

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

**C3.2.22 TRENCHING**

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

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

**Measurement**

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

**C3.2.23 LIGHTNING PROTECTION**

The provision of a suitable lightning protective system forms part of the building work and the Contractor will be responsible for any maintenance required in this regard. The system must comply with the requirements of the latest issue of the SABS Code of Practice 03/1985 for the protection of



structures against lightning, and on completion of the work, the SABS may be called upon to verify compliance with the Code in cases where this is deemed necessary by the Department.

### Measurement

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

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

Transport measured in Day works.

### C3.3 PARTICULAR SPECIFICATIONS

- Department of Public Works Quality Specification Part A, B & C.
- Operational regulation for Medium Voltage systems (ORHVS) as per NRS 040 – Part 1 to 3.
- NRS 089 maintenance of electrical networks.
- Occupational Health and Safety Specification for Preventative and Day to Day Maintenance Services See attached Generic Guidelines.
- SL - Employment and training of labour on the Expanded Public Works Program (EPWP) infrastructure projects: National Youth Service (NYS). See attached additional specification
- SN – Implementation of labour-intensive Infrastructure Project under the Expanded Public Works Programme (EPWP).

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

C3.4.1 CHECK LIST FOR SUBSTATIONS AND MINI SUBSTATIONS.

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

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

C3.4.4 MV & LV SWITCHGEAR QUESTIONNAIRE.

C3.4.5 MAINTENANCE AND SERVICE SCHEDULE FOR BATTERY.

C3.4.6 INSPECTION CHECK LIST.



C3.4.1 CHECK LIST FOR SUBSTATIONS AND MINI SUBSTATIONS

VISUAL INSPECTION

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

REMARKS:

(a) Leaks: \_\_\_\_\_

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

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

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

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

CLIENT STAMP



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

**DUST AND CLEAN**

		YES	NO
1	Doors and frames		
2	Windowpanes and frames		
3	Window guards		
4	Window cills		
5	Walls and ceilings		
6	Cable ducts		
7	H.T. Switchgear		
8	L.T. Switchgear		
9	L.T. Transformer		
10	L.T. Distribution Board		
<b>CLEAN AND OIL</b>			
1	Door hinges		
2	Door locks		
<b>CLEAN AND POLISH</b>			
1	Substation floors		
2	Outside cut grass, weeds and apply weed killer for a 2m Circumference where required		
<b>Report under "Remarks" on the condition of:</b>			
1	Doors including hinges, locks, etc		
2	Windows including glass, cills, guards, etc		
3	Yard fencing and gates		
4	Walls - any cracks		
5	Roof - any leaks		
6	Cable duct covers		
7	Warning signs		
8	Floors		

**REMARKS:**

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

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

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

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

CLIENT STAMP



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

**METER READINGS:**

(Reset all Maximum Demand Ammeters).

a H.T.

MW \_\_\_\_\_ Rph \_\_\_\_\_ Yph \_\_\_\_\_ Ph \_\_\_\_\_  
\_\_\_\_\_ A \_\_\_\_\_ A \_\_\_\_\_ A \_\_\_\_\_ A

b L.T.

i) Transformer No. \_\_\_\_\_

3-ph \_\_\_\_\_ V Ph.1 \_\_\_\_\_ V Ph.2 \_\_\_\_\_ V  
V \_\_\_\_\_ A V \_\_\_\_\_ A V \_\_\_\_\_ A

ii) Transformer No. \_\_\_\_\_

3-ph \_\_\_\_\_ V Ph.1 \_\_\_\_\_ V Ph.2 \_\_\_\_\_ V  
V \_\_\_\_\_ A V \_\_\_\_\_ A V \_\_\_\_\_ A

iii) Transformer No. \_\_\_\_\_

3-ph \_\_\_\_\_ V Ph.1 \_\_\_\_\_ V Ph.2 \_\_\_\_\_ V  
V \_\_\_\_\_ A V \_\_\_\_\_ A V \_\_\_\_\_ A

iv) Transformer No. \_\_\_\_\_

3-ph \_\_\_\_\_ V Ph.1 \_\_\_\_\_ V Ph.2 \_\_\_\_\_ V  
V \_\_\_\_\_ A V \_\_\_\_\_ A V \_\_\_\_\_ A

v) Transformer No. \_\_\_\_\_

3-ph \_\_\_\_\_ V Ph.1 \_\_\_\_\_ V Ph.2 \_\_\_\_\_ V  
V \_\_\_\_\_ A V \_\_\_\_\_ A V \_\_\_\_\_ A

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

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

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

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

CLIENT STAMP



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

**(TO BE COMPLETED ON FIRST VISIT TO SUBSTATION)**

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

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

- i) \_\_\_\_\_ Setting \_\_\_\_\_
- ii) \_\_\_\_\_ Setting \_\_\_\_\_
- iii) \_\_\_\_\_ Setting \_\_\_\_\_

**2 L.T. TRANSFORMERS**

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

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

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

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

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

CLIENT STAMP



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

<ul style="list-style-type: none"> <li>Contractors are to note that all maintenance to Nickel Cadmium Alkaline batteries, charging equipment and accessories, are to be in accordance with the manufactures requirements.</li> <li>Any loss or damage to the equipment through negligence on the contractor's part will be for his account</li> </ul>			
		<b>YES</b>	<b>NO</b>
1	Clean Battery and/or Container/Stand and Terminals with luke warm water and dry out.		
2	Neutralize corrosion with bicarbonate of soda solution		
3	Top up all cells with distilled water.		
4	Clean all battery terminals and cover with "Vaseline".		
5	Clean for loose connections and terminals, Tighten where necessary		
6	Ensure that Battery charger is set on "Trickle charge".		
7	Is Amp/Voltmeter on charger operational? (See "Remarks")		
8	Is "Test" button on charger operational? (See "Remarks")		
9	Check indicating lights on charger and replace if necessary; indicate quantity replaced under "Remarks" (see "Remarks")		
10	The following information on each cell is to be recorded.		
	<b>TOTAL VOLTS</b>		
	<b>BATTERY CHARGER</b>		<b>AMPS</b>
<b><u>L.V. BATTERY SUPPLY: CHECK LIST CONT.</u></b>			

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

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

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

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

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

CLIENT STAMP
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**C3.4.6 INSPECTION CHECKLIST**

Substation / Mini sub: \_\_\_\_\_  
Name or Number : \_\_\_\_\_  
Area: \_\_\_\_\_  
Delete which is not applicable:

**Visual Inspection**

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

Remarks: \_\_\_\_\_

**Dust/clean/oil**

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

Yard fencing/gates: \_\_\_\_\_  
Walls any cracks: \_\_\_\_\_  
Warning/Danger signs present: \_\_\_\_\_  
Remarks: \_\_\_\_\_

**Low Voltage Battery Supply**

Cater with water/bicarbonate of soda	Yes/No	Top Up Batteries	Yes/No
Vaseline Terminals	Yes/No	Check all connections	Yes/No
Amp/Voltmeter in order	Yes/No	Charger on "Trickle"	Yes/No
Test Button in order	Yes/No	No. of lights replaced	
Indication lights in order	Yes/No		
Volts No.1	Battery No.2		Battery No.3
Volts SG	Volts SG	Volts SG	Volts SG
Cell No.	Cell No.	Cell No.	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Total Voltage \_\_\_\_\_ Total Amps \_\_\_\_\_

Remarks: \_\_\_\_\_





**C3.4.6 INSPECTION CHECKLIST**

**Checklist Continued**

Meter Readings: Reset All Meters

HT: \_\_\_\_\_  
\_\_\_\_\_

LT:  
Transformer 1: \_\_\_\_\_  
Transformer 2: \_\_\_\_\_  
Transformer 3: \_\_\_\_\_  
Transformer 4: \_\_\_\_\_

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

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

Name of Artisan: \_\_\_\_\_  
\_\_\_\_\_

Names of Labourers: \_\_\_\_\_  
\_\_\_\_\_

Date Started: \_\_\_\_\_ Time Started: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Time Completed: \_\_\_\_\_

**C3.5 JOB CARD**

Department of Public Works

Tender No: .....

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

Service Date : .....

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

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

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

WORK EXECUTED DESCRIPTION

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

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

Artisan's Name: .....

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

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

**CONTRACTOR**

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

**SIGNED BY THE CONTRACTOR**

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

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

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

Remarks : .....

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

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

<p><b>CLIENT          DEPARTMENTAL          STAMP</b></p>
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**DEPARTMENTAL REPRESENTATIVE**

I certify that the work has been carried out satisfactorily

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

Date: .....

**C3.6 TRAVEL LOG**

Department of Public Works

Tender No: .....

**PREVENTATIVE AND DAY-TO-DAY MAINTENANCE**  
**TRAVEL LOG**

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

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

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

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

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

.....  
Contractor (Representative's name)

.....  
Signature

.....  
Date

FEZILE DABI DISTRICT: DCS-GROENPUNT

ITEM	DESCRIPTION	UNIT	QTY	TOTAL RATE	AMOUNT Rand , Cent
	<b>SCHEDULE NO.1</b>				
	<b>RETICULATIONS: PREVENTATIVE</b>				
	<b>MAINTENANCE: MATERIALS</b>				
	<b>Scheduled Rates:</b> The rates for labour will be deemed to include for statutory minimum labour rates,for normal working hours, after hours, as well as for transport cost including traveling time (The contractor should establish his/her office in the respective manicipal district, and choose it as a cental point of travelling)				
1,1	<b>Overhead line equipment</b> Materials required to maintain overhead lines and replace damadged equipment				
1,2	<b>Replace drop out type fuse links</b>				
(a)	5 Amp	ea	1		
(b)	10 Amp	ea	1		
(c)	15 Amp	ea	1		
(d)	20 Amp	ea	1		
1,3	<b>Replace 11m Wooden Pole</b> including excavation and removal of existing damadged pole, planting of new pole and compact	ea	1		
1,4	<b>Replacing of Insulators</b>				
(a)	11/22 kV Pin Insulators	ea	1		
(b)	11/22 kV Disc type strain insulators	ea	1		
1,5	<b>Replacing of lightning arrestor</b>				
(a)	11/22 kV Lightning Arrestor	ea	1		
(b)	400/230 V Lightning Arrestor	ea	1		
1,6	<b>Cable:</b> Materials required to repair, replace or extend underground cable				
1,7	<b>Supply, install and joint or terminate the PILC 6.6/11 kV cable</b>				
(a)	120m <sup>2</sup> x 3 Core	m	1		
(b)	95m <sup>2</sup> x 3 Core	m	1		
(c)	70m <sup>2</sup> x 3 Core	m	1		
1,8	<b>Supply &amp; install cable joint similar to Raytech Heat Shrink Type for following cables</b>				
(a)	120m <sup>2</sup> x 3 Core 11 kV	ea	1		
(b)	95m <sup>2</sup> x 3 Core 11 kV	ea	1		
(c)	70m <sup>2</sup> x 3 Core 11 kV	ea	1		
1,9	<b>Supply, install cable termination similar to Raytech Heat Shrink Type for following cables</b>				
(a)	120m <sup>2</sup> x 3 Core 11 kV	ea	1		
(b)	95m <sup>2</sup> x 3 Core 11 kV	ea	1		
(c)	70m <sup>2</sup> x 3 Core 11 kV	ea	1		

Quantities listed in this BOQ document are only estimates and cannot be seen as contractual commitments. Actual quantities will only be determined based on actual calls. (ID number)

FEZILE DABI DISTRICT: DCS-GROENPUNT

ITEM	DESCRIPTION	UNIT	QTY	TOTAL RATE	AMOUNT Rand , Cent
	<b>SCHEDULE NO.2</b>				
	<b>RETICULATIONS: PREVENTATIVE</b>				
	<b>MAINTENANCE: MATERIALS</b>				
	The rates for labour will be deemed to include minimum statutory labour rates for normal working hour and after hours as well as for transport cost				
2,2	<b>Supply , install cable termination similar to</b>				
	<b>Raytech Heat Shrink Type for following cables</b>				
(a)	120m <sup>2</sup> x 4 Core	ea	1		
(b)	95m <sup>2</sup> x 4 Core	ea	1		
(c)	70m <sup>2</sup> x 4 Core	ea	1		
(d)	50m <sup>2</sup> x 4 Core	ea	1		
(e)	35m <sup>2</sup> x 4 Core	ea	1		
(f)	25m <sup>2</sup> x 4 Core	ea	1		
(g)	16m <sup>2</sup> x 4 Core	ea	1		
(h)	16m <sup>2</sup> x 3 Core	ea	1		
(i)	10m <sup>2</sup> x 4 Core	ea	1		
2,3	<b>Supply, install and connect bare copper earth</b>				
	<b>conductor with ferrul or lug included for the</b>				
	<b>following sizes</b>				
(a)	16m <sup>2</sup> Bare Copper	m	1		
(b)	10m <sup>2</sup> Bare Copper	m	1		
2,4	<b>Allow for excavation and back filling for</b>				
	<b>underground cables and joint holes in the</b>				
	<b>following ground conditions</b>				
(a)	Pickable Material	m <sup>3</sup>	1		
(b)	Hard Material (Power Tools Required)	m <sup>3</sup>	1		
(c)	Hard Rock (Blasting)	m <sup>3</sup>	1		
2,5	<b>Transformer Repairs:</b>				
	<b>Repair the following according to the</b>				
	<b>Depatments standards including Oil Etc.</b>				
(a)	Replace Tap changer	ea	1		
(b)	Replace Transformer Top Gasket	ea	1		
(c)	Replace LT Insulator Gasket(4) including Cone	ea	1		
(d)	Replace HT Insulator Gasket(3) including Cone	ea	1		
(e)	Repair of Minor leaks(Tigtning or Tap seal)	ea	1		
SCHEDULE 2 TOTAL CARRIED FORWARD TO THE SUMMARY PAGE					

Quantities listed in this BOQ document are only estimates and cannot be seen as contractual commitments. Actual quantities will only be determined based on actual calls. (ID number)

FEZILE DABI DISTRICT: DCS-GROENPUNT

ITEM	DESCRIPTION	UNIT	QTY	AMOUNT Rand , Cent
	<b>SCHEDULE NO 3: ELECTRICAL RETICULATIONS: STANDBY LABOUR AND MAINTENANCE SUPPORT</b>			
3,1	<b>Non-Schedule Rates:</b>			
3.1.1	<b>Labour:</b>			
3.1.1.1	<b>Labour rates per hour - Normal Hours</b>			
(a)	Accredited HV Operators (OHRVS)	p/h	1	
(b)	Artisan Electrical	p/h	1	
(c)	Assistant Artisan	p/h	1	
3.1.1.2	<b>Labour rates per hour - After Hours</b>			
(a)	Accredited HV Operators (OHRVS)	p/h	1	
(b)	Artisan Electrical	p/h	1	
(c)	Assistant Artisan	p/h	1	
3,2	<b>Materials:</b>			
	The cost of non scheduled materials shall be			
	deemed to include for the cost of material			
	after deduction of any discount and delivery			
3,3	<b>Transport:</b>			
	<b>Capacity of:</b>			
(a)	1-1,5 Ton	km	1	
(b)	2-2,5 Ton	km	1	
(c)	2,5-3 Ton	km	1	
(d)	3,5-4 Ton	km	1	
(e)	4,5-5 Ton	km	1	
(f)	5,5-6 Ton	km	1	
(g)	6,5-7 Ton	km	1	
(h)	7,5-8 Ton	km	1	
(i)	8,5-9 Ton	km	1	
(j)	9,5-10 Ton	km	1	
(k)	7 Ton with a 20 Ton Crane	km	1	
(l)	Oil Purification Unit to Site	km	1	
SCHEDULE 3 TOTAL CARRIED FORWARD TO THE SUMMARY PAGE				

Quantities listed in this BOQ document are only estimates and cannot be seen as contractual commitments.  
Actual quantities will only be determined based on actual calls. (ID number)

FEZILE DABI DISTRICT: DCS-GROENPUNT

SUMMARY PAGE	AMOUNT Rand , Cent
TOTAL FROM SCHEDULE NO 1	
TOTAL FROM SCHEDULE NO 2:	
TOTAL FROM SCHEDULE NO 3	
SUB TOTAL	
VAT 15%	
<b>TOTAL</b>	

Quantities listed in this BOQ are only estimates and cannot be seen as contractual commitments. Actual quantities will only be determined based on actual calls. (ID number)

## PA-11: BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

**YES / NO**

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

Full Name	Identity Number	Name of State institution

---

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



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

**YES / NO**

2.2.1 If so, furnish particulars:

.....  
.....

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

**YES / NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

This form has been aligned with SBD4

## PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

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

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

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

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

**RESOLVED that:**

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

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

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

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

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

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

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

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

17			
18			
19			
20			

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

**Note:**

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

<b>ENTERPRISE STAMP</b>

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

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

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

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

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

**RESOLVED that:**

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

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

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

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

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

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

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

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

Physical address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (code)

Postal Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (code)

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

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

**Note:**

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

**ENTERPRISE STAMP**

## PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

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

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_
8. \_\_\_\_\_  
\_\_\_\_\_

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

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

### RESOLVED that:

#### RESOLVED that:

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

\_\_\_\_\_  
\_\_\_\_\_

*(Project description as per Bid /Tender Document)*

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

PA-15.3: Special Resolution of Consortia or Joint Ventures

B. \*Mr/Mrs/Ms: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

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

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

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

Physical address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Postal code) \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Postal code) \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_



PA-15.3: Special Resolution of Consortia or Joint Ventures

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

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

**Note:**

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



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

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

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

### 1. GENERAL CONDITIONS

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

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

### 1.2 Preference Points System to be applied

*(tick whichever is applicable).*

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

### 1.3 Points for this tender shall be awarded for:

1.3.1 Price; and

1.3.2 Specific Goals

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

	80/20
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	100

1.5 Breakdown Allocation of Specific Goals Points

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

**Table 1**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> <li>SANAS Accredited BBEE 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)  <i>(Fezile Dabi District)</i>	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder.</li> </ul> Or <ul style="list-style-type: none"> <li>Any account or statement which is in the name of the bidder.</li> </ul> Or <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> Or <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 BBEE 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 BBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

			and <ul style="list-style-type: none"> <li>• Medical Certificate indicating that the disability is permanent.</li> </ul> Or <ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) Registration indicating that the disability is permanent.</li> </ul> Or <ul style="list-style-type: none"> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPPDSA).</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>

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

**Table 2**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	<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> Or

			<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 or any entity 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 or any entity 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> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>

5.	An EME or QSE or any entity 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>
----	--	---	---

**1.5.3. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 3 below are applicable.**

**NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.**

**Table 3**

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	<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 or any entity which is at least 51% owned by black women (mandatory)	2	<ul style="list-style-type: none"> <li>• SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4. <input type="checkbox"/>	An EME or QSE or any entity 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> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
<b>OR</b>			
5. <input type="checkbox"/>	An EME or QSE or any entity 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>

1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.

1.7 The organ of state reserves the right to require of a service provider/tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

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

competitive tendering process or any other method envisaged in legislation;

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

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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



Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

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

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

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation

Public Company  
 Personal Liability Company  
 (Pty) Limited  
 Non-Profit Company  
 State Owned Company  
 [TICK APPLICABLE BOX]

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

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

	.....
	<b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

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

Tender no: .....

Name of Tenderer .....

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

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

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

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

- 1 EME: Exempted Micro Enterprise
- 2 QSE: Qualifying Small Business Enterprise



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

Tender no:

### 2. DECLARATION:

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

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

Signed by the Tenderer

Name of representative	Signature	Date

**FACILITIES MANAGEMENT**

**CONDITIONS OF CONTRACT (DPW)**

**SEPT. 2005 VERSION 1**

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

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## 1. DEFINITIONS

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



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

## 2. INTERPRETATION

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

### **3. DURATION**

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

### **4. RIGHTS AND OBLIGATIONS OF THE EMPLOYER**

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

### **5. RIGHTS AND OBLIGATIONS OF THE SERVICE PROVIDER**

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



## 6. SERVICE MANAGER

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

## 7. SECURITY

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

## 8. SECURITY CLEARANCE

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

## 9. CONFIDENTIALITY

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

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

#### **10. AMBIGUITY IN DOCUMENTS**

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

#### **11. INSURANCES**

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

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

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

#### **13. PROGRAMME**

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



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

#### **14. SUBCONTRACTING**

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

#### **15. INTELLECTUAL PROPERTY RIGHTS INDEMNITY**

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

#### **16. COMPLIANCE WITH LEGISLATION**

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

#### **17. REPORTING OF INCIDENTS**

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



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

## 18. NUISANCE

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

## 19. MATERIALS, WORKMANSHIP AND EQUIPMENT

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

## 20. URGENT WORK

- 20.1. The Employer may, by itself or through another service provider, effect any remedial or other repair work which becomes necessary due to an act or omission on the part of the Service Provider.
- 20.2. If the remedial or repair work became necessary due to an act or omission on the part of the Service Provider, its employees, agents or representatives, the Service Provider shall effect such remedial or repair work at its own cost.
- 20.3. If the remedial or repair work is urgently necessary due to an act or omission on the part of the Service Provider, its employees, agents or representatives and the Service Provider refuses to or is not available or able to effect such remedial or repair work, the Employer may effect such remedial or repair work either by itself or through another service provider.
- 20.4. If the Employer effects the remedial or repair work in terms of 20.3, then the Employer may recover such costs, losses or damages from the Service Provider or by deducting the same from any amount still due under this Contract or under any other contract presently or hereafter existing between the Employer and the Service Provider and for this purpose all these contracts shall be considered one indivisible whole.

## 21. INDEMNIFICATIONS

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

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

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

## 22. VARIATIONS

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

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

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

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

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

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

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

## 23. IDENTIFIED PROJECTS

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

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

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

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

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

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

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



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

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

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

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

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





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

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

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

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

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

## 24. SUSPENSION OF THE SERVICES

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

## 25. PENALTY FOR NON-PERFORMANCE

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

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



- 26.12 In assessing the quality of the work presented by the Service Provider, the Employer may enlist the assistance of third persons. In assessing the work the third person shall act reasonably. The selection of such third persons shall be in the absolute discretion of the Employer and the Service Provider shall abide by such selection.
- 26.13 Any and all extra costs incurred by the Service Provider, resulting from the Service Provider having to address and/or rectify queries arising from a claim submitted in respect of work done, shall be for the account of the Service Provider.

## 27. RELEASE OF SECURITY

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

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

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

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

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

27.3 If the form of security selected is:

(a) a retention of 2.5% of the Contract Sum (excl. VAT); or

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

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

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

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

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

## 28. OVERPAYMENTS

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

## 29. COMPLETION

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

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

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

29.3.1 The Guarantee shall be returned, if applicable.

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

### 30. ASSIGNMENT

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

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

### 31. INDULGENCES

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

### 32. OWNERSHIP AND PUBLICATION OF DOCUMENTS

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

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

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

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

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

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

### 33. BREACH OF CONTRACT

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

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



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

#### **34. STOPPAGE AND/OR TERMINATION OF CONTRACT**

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



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

### **35. DISPUTE RESOLUTION**

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

### **36. GENERAL**

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

### **37. DOMICILIUM CITANDI ET EXECUTANDI**

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