

**URGENT  
DRINGEND**



# public works & infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTHAFRICA**

## QUOTATION DOCUMENT

**PROJECT DESCRIPTION: FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (3) MONTHS.**

**QUOTATIO NO:** ID-3220338 B

**Closing Date:** 18 December 2024  
**Closing Time:** 11h00

**Bid Briefing Meeting Date:** N/A

**Bid Briefing Meeting time:** N/A

**Tenderers CSD No:** .....  
**CTOB No:** .....

**Name of the Tenderer:** .....

**Bid Box Address**  
Department of Public Works & Infrastructure  
18 PRESIDENT BRAND STREET  
BLOEMFONTEIN  
9300

<b>SCM SPECIFIC ENQUIRIES:</b> Enquires: <b>Amohelang Maponopono</b> Tel No: <b>051 408 7434</b> during office hours Cell No: <b>N/A</b> Email Address: <a href="mailto:Amohelang.Maponopono@dpw.gov.za">Amohelang.Maponopono@dpw.gov.za</a>	<b>TECHNICAL / PROJECT SPECIFIC ENQUIRIES</b> Enquires: <b>MASHAILE MOKHATLA</b> Tel No: <b>051 408 7361</b> during office hours Cell No: <b>063 699 4046</b> Email Address: <a href="mailto:Mashaile.Mokhatla@dpw.gov.za">Mashaile.Mokhatla@dpw.gov.za</a>
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# Please attached the –

COPY of ID Copy

SANAS Accredited

BBBEE Certificate or sworn affidavit where applicable

CSD Report must be attached on the document

MAAA.....

CIPC (company registration)


Office Municipal Rates Statement

Lease Agreement

SARS PIN number

**Tenderer must submit copy of Electrical Artisan**

 **Installation Regulation registration 6(4) of Electrical  
Installation regulation 2009 issued by Department of  
Labour.**

 **submission of Electrical Artisan and Lift Mechanic  
trade test certificates with Electrical Installation card,  
or Lift Operator trade test certificates with Electrical  
Installation card issued by MERSETA or the authorised  
accreditation authority as per the code of practice  
SANS-10360 (certified copies).**

Please send the document with all pages back to:

[joey.joubert@dpw.gov.za](mailto:joey.joubert@dpw.gov.za)

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## SUMMARY OF QUOTATION INFORMATION

<b>Bid Number</b>	<b>ID-3220338 B</b>	
<b>Bid/ Project Description</b>	<b>FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (3) MONTHS.</b>	
<b>Bid Closing date &amp; Time</b>	<b>Wednesday, 18 December 2024</b>	<b>Closing Time: 11h00</b>
<b>Bid Briefing Date &amp; Time (If applicable)</b>	<i>Date of Bid Briefing (if any)</i> <b>N/A</b>	<i>Time of Bid Briefing (if any)</i> <b>N/A</b>
<b>Venue</b>	<b>N/A</b>	
<b>SCM SPECIFIC ENQUIRIES:</b>	<b>Amohelang Maponopono</b>	<a href="mailto:Amohelang.Maponopono@dpw.gov.za">Amohelang.Maponopono@dpw.gov.za</a>
	<b>051 408 7434</b>	<b>N/A</b>
<b>TECHNICAL / PROJECT SPECIFIC ENQUIRIES</b>	<b>MASHAILE MOKHATLA</b>	<a href="mailto:Mashaile.Mokhatla@dpw.gov.za">Mashaile.Mokhatla@dpw.gov.za</a>
	<b>051 408 7361</b>	<b>063 699 4046</b>
<b>Bid Validity Period</b>	<b>84 calendar days</b>	
<b>Bid Document Price</b>	<b>Free of Charge</b>	
<b>Procurement Plan Reference Number</b>	<b>N/A</b>	



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

THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES TENDERS FOR:

Project title:	FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (3) MONTHS.		
Bid no:	ID-3220338 B	Procurement Plan Reference no:	N/A
Advertising date:	Tuesday, 17 December 2024	Closing date:	Wednesday, 18 December 2024
Closing time:	11h00	Validity period:	84 calendar days

### 1. REQUIRED CIDB GRADING

It is estimated that tenderers should have a CIDB contractor grading designation of **1 ME or 1 ME\*** or higher.  
*\* Delete "or select tender value range select class of construction works" where only one class of construction works is applicable*

It is estimated that potentially emerging enterprises should have a CIDB contractor grading designation of **select tender value range select class of construction works PE or select tender value range select class of construction works PE\*** or higher.  
*\* Delete "or select tender value range select class of construction works PE" where only one class of construction works is applicable*

### 2. FUNCTIONALITY CRITERIA APPLICABLE

2.1 The Bid will not be evaluated on Functionality

Functionality criteria <sup>1</sup> :		Weighting factor:
1.	N/A	N/A
2.		
3.		
4.		
5.		
6.		
7.		
8.		
TOTAL		N/A

(Weights for functionality must add up to 100. Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)

Minimum functionality score to qualify for further evaluation:	N/A
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(Total minimum qualifying score for functionality is 50 Percent, any deviation below or above the 50 Percent, provide motivation below)

<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.

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

3.1. 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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3.2. The 80/20 Preference points scoring system will be applicable for this bid

### 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. <del>Corrections to be crossed out and initialed.</del> JJ
4	<input checked="" type="checkbox"/>	Submission of a signed bid offer as per the DPW-07 (EC).
5	<input checked="" type="checkbox"/>	<del>Submission of DPW-09 (EC): Particulars of Tenderer's Projects.</del> JJ
6	<input type="checkbox"/>	Bidders must comply with DPW-21 (EC): Record of Addenda to tender documents, if any.
7	<input checked="" type="checkbox"/>	The tenderer shall submit his fully priced Bills of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.
8	<input type="checkbox"/>	Submission of DPW-16.1 signed by the authorised official and completion of bid briefing attendance register. <b>insert motivation why the tender clarification meeting is declared compulsory</b>
9	<input type="checkbox"/>	The tenderer shall submit his fully priced and completed sectional summary- and final summary pages with the tender.
10	<input checked="" type="checkbox"/>	<b>Tenderer must submit copy of Electrical Artisan Installation Regulation registration 6(4) of Electrical Installation regulation 2009 issued by Department of Labour.</b>
11	<input checked="" type="checkbox"/>	<b>Submission of Electrical Artisan and Lift Mechanic trade test certificates with Electrical Installation card, or Lift Operator trade test certificates with Electrical Installation card issued by MERSETA or the authorised accreditation authority as per the code of practice SANS-10360 (certified copies).</b>
12	<input type="checkbox"/>	

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

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



1	<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> <i>JS</i>
5	<input type="checkbox"/>	Submission of documentation relating to <b>risk assessment criteria</b> as contained in C 2.1 of T1.2 Tender Data.
6	<input type="checkbox"/>	Data provided by the Service Provider (C1.2.3) completed.
7	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD). Insert the Supplier Registration Number on the form of offer, including proposed sub-contractors if any
8	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required.
9	<input 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 checked="" type="checkbox"/>	<b>Submission of a valid, original or certified copy of BBEE Certificate/ Sworn affidavit or DTI Certificate together with the bidding documents at closure.</b>
12	<input checked="" type="checkbox"/>	<b>Submission of PA-40: Declaration of Designated Groups</b>
13	<input type="checkbox"/>	
14	<input type="checkbox"/>	
15	<input type="checkbox"/>	

3.4. Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document 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
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## 5. EVALUATION METHOD

5.1 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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5.2. This bid will be evaluated according to the 80/20 Preference points scoring system

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

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

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people	10	<ul style="list-style-type: none"> <li>SANAS Accredited BBEE Certificate or Sworn Affidavit where applicable.</li> </ul>



Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
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> 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	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE which is at least 51% owned by black people with disability	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE 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 (NCPDSA).</li> </ul>
5.	An EME or QSE which is at least 51% owned by black youth	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>

## 7. BID EVALUATION METHOD

This bid will be evaluated according to the preferential procurement model in the PPPFA and the 80/20 preference point scoring system will be applicable

## 8. 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.

### 7.1 Technical risks:

#### **Criterion 1: Experience on comparable projects during the past 5 years.**

The tendering Service Provider's experience on comparable projects during the past 5 years. The number of current and previous comparable projects performed by the Tenderer 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, 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 5 years.**

Adherence to contractual commitments and quality of performance of comparable current and previous projects performed by the Tenderer during the past 5 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, not reflected on form DPW-09 (EC). Failing to provide contactable references will result in the tender offer be *mutatis mutandis* declared non-responsive.

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.

## 7.2 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.

## 9. CONTRACT PARTICIPATION GOAL TARGETS AND CIDB B.U.I.L.D. PROGRAMME

The contractor shall achieve in the performance of the contract the following Contract Participation Goals (CPGs) as described in PG-01.2 (EC): Scope of Work and PG-02.2 (EC): Pricing Assumptions and in accordance with the feasibility study, which forms part of the specifications in the CPG Section of the Specification of this contract.

(a)	Minimum Targeted Local Manufacturers of Material Contract Participation Goal, in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(b)	Minimum Targeted Local Building Material Suppliers Contract Participation Goal in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(c)	Minimum Targeted Local Labour Skills Development Contract Participation Goal in accordance with the cidb Standard for Contract Participation Goals for Targeting Enterprises and Labour through Construction Works Contracts as published in the Government Gazette Notice No. 41237 of 10 November 2017, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(d)	<b>CIDB BUILD Programme:</b> Minimum Targeted Enterprise Development Contract Participation Goal in accordance with the cidb Standard for Indirect Targeting for Enterprise Development through Construction Works Contracts, No 36190 Government Gazette, 25 February 2013, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(e)	<b>cidb BUILD Programme:</b> Minimum Targeted Contract Skills Development Goal in accordance with the cidb Standard for Developing Skills through Infrastructure Contracts as published in the Government Gazette Notice No. 43495 of 3 July 2020, as amended in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract.	Not applicable
(f)	DPWI National Youth Service training and development programme (NYS) – Condition of Contract.	Not applicable
(g)	Labour Intensive Works – Condition of Contract.	Not applicable

## 10. COLLECTION OF TENDER DOCUMENTS

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

☐ Alternatively; Bid documents may be collected during working hours at the following address NDPWI, Eben Donges Building, Cnr Robert and Hancock street, Gqeberha, 6056.

A non-refundable bid deposit of **Free of Charge** is payable (cash only) on collection of the bid documents.

## 11. SITE INSPECTION MEETING

### Details of Bid Briefing meeting (if any)

There will be no bid briefing meeting.

<b>Venue:</b>	N/A		
<b>Virtual meeting link:</b>	("N/A")		
<b>Date:</b>	<i>Date of Bid Briefing (if any)</i> N/A	<b>Starting time:</b>	<i>Time of Bid Briefing (if any)</i> N/A

## 12. ENQUIRIES

### 12.1 Technical enquiries may be addressed to:

<b>DPWI Project Manager</b>	<b>MASHAILE MOKHATLA</b>	<b>Telephone no:</b>	<b>051 4087361</b>
<b>Cellular phone no</b>	<b>063 699 4046</b>	<b>Fax no:</b>	<b>" NONE"</b>
<b>E-mail</b>	<a href="mailto:Mashaile.Mokhatla@dpw.gov.za">Mashaile.Mokhatla@dpw.gov.za</a>		

### 12.2 SCM enquiries may be addressed to:

<b>SCM Official</b>	<b>Amohelang Maponopono</b>	<b>Telephone no:</b>	<b>051 408 7434</b>
<b>Cellular phone no</b>	<b>N/A</b>	<b>Fax no:</b>	<b>NONE</b>
<b>E-mail</b>	<a href="mailto:Amohelang.Maponopono@dpw.gov.za">Amohelang.Maponopono@dpw.gov.za</a>		

## 13. DEPOSIT / RETURN OF TENDER DOCUMENTS

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

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

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

**Closing Date: Wednesday, 18 December 2024**

**Closing Time: 11h00**

<b>Tender documents may be posted to:</b> The Director-General Department of Public Works and Infrastructure Private Bag X 20605 BLOEMFONTEIN 9300 Documents must be deposited in The Bid Box before the closing date of the bid	<b>OR</b>	<b>Deposited in the tender box at:</b> The Bid Box Department of Public Works & Infrastructure 18 PRESIDENT BRAND STREET BLOEMFONTEIN
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## EVALUATION ON FUNCTIONALITY

**Paste Functionality Criteria here**

## DPW-07: FORM OF OFFER AND ACCEPTANCE

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

**Bid no: ID-3220338 B**

**Bid/ Project Description: FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (3) 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>	<b>R</b>

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)**

<p>Company or Close Corporation:</p> <p>.....</p> <p>.....</p> <p>And: Whose Registration Number is:</p> <p>.....</p> <p>And: Whose Income Tax Reference Number is:</p> <p>.....</p> <p>CSD supplier number: .....</p>	OR	<p>Natural Person or Partnership:</p> <p>.....</p> <p>.....</p> <p>Whose Identity Number(s) is/are:</p> <p>.....</p> <p>Whose Income Tax Reference Number is/are:</p> <p>.....</p> <p>CSD supplier number: .....</p>
--	----	--

**AND WHO IS (if applicable):**

Trading under the name and style of: .....	
<b>AND WHO IS:</b>	
<p>Represented herein, and who is duly authorised to do so, by:</p> <p>Mr/Mrs/Ms: .....</p> <p>In his/her capacity as:</p> <p>.....</p>	<p><b>Note:</b></p> <p><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></p>

**Bid No: ID-3220338 B**

**Bid/ Project Description: FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (3) MONTHS.**

**SIGNED FOR THE TENDERER:**

Name of representative	Signature	Date

**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) ☐

**SECURITY OFFERED: (Not required for this quotation/ bid)**

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 <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (2) Variable guarantee of 2.5% of the Contract Sum (excl. VAT) (DPW-10.5: FM) | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (3) Retention of 2.5% of the Contract Sum (excl. VAT)                         | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| (4) 1.25% cash deposit and 1.25% retention of the Contract Sum (excl. VAT)    | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

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.

**Bid No: ID-3220338 B**

**Bid/ Project Description: FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (3) MONTHS.**

**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 (where applicable) 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



## SCHEDULE OF DEVIATIONS

**Bid no: ID-3220338 B**

**Bid/ Project Description: FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (3) MONTHS.**

<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.

## TERMS OF REFERENCE/ SPECIFICATIONS

**Bid no: ID-3220338 B**

**Bid/ Project Description: FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (3) MONTHS.**

## MECHANICAL MAINTENANCE SPECIFICATION (MMS)

### SCOPE

This specification covers the general maintenance of lifts installations, which apply to most types and sizes. This specification covers maintenance for a period of 3 months. The Contractor shall always adhere to this specification, unless otherwise specified.

### STANDARD SPECIFICATIONS

#### GENERAL STANDARD SPECIFICATIONS, REGULATIONS AND CODES

The latest edition, including all amendments up to date of tender, of the following specifications, publications and codes of practice shall be read in conjunction with this specification and shall be deemed to form part thereof. Where a specification or standard is not specifically referred to, it will be assumed that the relevant SANS, ISO, BSS, DIN or equivalent American standard, listed in order of preference will apply:

#### SABS AND OTHER SPECIFICATIONS AND CODES:

SANS 10400: The application of the building regulations  
SANS 10142: Code of practice for the wiring of premises  
SANS 10103: The measurement, rating of environmental noise with respect to annoyance and speech communications  
CKS 332: Specifications for industrial V-belts  
LEPCR: Maintenance  
SANS 1543: Escalators and passenger conveyors  
SANS 1545-1: Lifts and service lifts part-1: Safety rules for the construction and installation of electric lifts  
SANS 1545-2: Lifts and service lifts part-2: Safety rules for the construction and installation of hydraulic lifts  
SANS 1545-3: Lifts for persons with physical disabilities (stair lifts)  
SANS 1545-4: Lifts for persons with physical disabilities (vertical platforms)  
SANS 1545-5: Access goods only lifts  
SANS 1545-6: Lifts and service lifts part-6: Safety rules for the construction and installation of rack & pinion lifts  
SANS 1545-9: Safety rules for the construction and installation of lifts part-9: Lift landing doors fire resistance testing  
SANS 10303: The design, safe use and maintenance of scissors lifts  
SANS 10360: The maintenance, repair of electric and hydraulic powered lifts, escalators and passenger conveyors.  
SABS/SANS Specifications listed in the Department of Public Works Specifications PW 371

#### DEPARTMENT OF PUBLIC WORKS SPECIFICATIONS

Specifications listed in the Department of Public Works Specifications PW 371.

PW 371	-	Specification of materials and methods to be used
PW 379	-	Standard Conditions in Respect of the Supply, Delivery and Installation of electrical, Mechanical Plant and Materials
STS 5	-	The Electrical Installations and Electrical Equipment pertaining to Mechanical Services

## **OCCUPATIONAL HEALTH AND SAFETY ACT**

All regulations and statutory requirements as laid down in the latest edition of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) shall be adhered to.

Manufacturers' specifications, codes of practice and installation instructions.

All equipment and materials shall be installed, serviced and repaired strictly in accordance with the manufacturers' specifications, instructions and codes of practice.

## **MUNICIPAL REGULATIONS, LAWS AND BY-LAWS**

All municipal regulations, laws, by-laws and special requirements of the Local Authority shall be adhered to unless otherwise specified.

## **VARIATIONS AND ADDITIONS TO STANDARD SPECIFICATIONS**

The following additional general specifications and requirements shall be read in conjunction with this specification and shall be adhered to unless otherwise specified in the specification.

### **GENERAL**

- a) All materials and equipment supplied and installed shall be new and of high quality and manufactured to the relevant specifications, suitable for providing efficient, reliable and trouble-free service.
- b) All work shall be executed in a first-class workman-like manner by qualified tradesmen.
- c) All equipment, component parts, fittings and materials supplied and/or installed, shall conform in respect of quality, manufacture, test and performance to the requirements of the applicable current SABS specifications and codes.
- d) All materials and workmanship which are inferior to that specified for the work will be condemned. All condemned material and workmanship shall be replaced or rectified as directed and approved by the official responsible of DPWI.
- e) The Contractor shall submit a detailed list of the equipment and materials to be used to the responsible official of the DPW for approval before placing orders or commencing installation.
- f) All new equipment, materials and systems shall be installed and positioned in such as not to impede access routes, entrances and other services. The Contractor shall coordinate these items taking other services and equipment into account.
- g) All control equipment and serviceable items shall be installed and positioned such that they will be accessible and maintainable.

- h) The Contractor shall make sure that all safety regulations and measures are applied and enforced during the repair and construction periods to ensure the safety of the public and User Client.

#### **LOGGING AND RECORDING PROCEDURES**

The Contractor shall under this maintenance contract institute a logging and recording system as part of his maintenance control plan as required by the Occupational Health and Safety Act. This shall consist of a log and record book which shall be utilised to log and record all operations, faults, system checks, breakdowns, maintenance visits, inspections, etc.

The logbook shall be kept in a safe place as agreed with the responsible official of the DPW and User Client and shall only be utilised by the Contractor. Copies of the monthly entries and recordings into the logbook shall be submitted by the Contractor together with his monthly report to the responsible official of the DPW. This logbook shall be structured to include at least the following:

- a) Monthly inspection and maintenance actions,
- b) Six-monthly inspection and maintenance actions,
- c) Breakdown reports,
- d) Statutory inspection and test comments and reports.

#### **RECOMMISSIONING PLANT AND INSTALLATION**

##### **GENERAL**

On completion of the maintenance work the plant and equipment shall be put into operation after all tests and adjustments have been carried out to the satisfaction of the DPW. Logging of the operation of the installation shall commence immediately upon start-up. The Contractor shall submit a full commissioning report.

##### **RE-COMMISSIONING OF PLANT AND ANCILLARY EQUIPMENT**

On completion of maintenance the Contractor shall re-commission the plant and its ancillary equipment. This operation shall be done strictly in accordance with the manufacturer's specification and shall be witnessed by the official of the DPW.

The Contractor shall visit, inspect, test and readjust the plant over the 30-day period following the re-commissioning to ensure the correct functioning of the plant and its associated equipment.

##### **GUARANTEE OF INSTALLATION AND EQUIPMENT**

The Contractor shall provide guarantees obtained from the manufacturer(s) and/or supplier(s) to the effect that each piece of new equipment, supplied and installed under the repair contract, complies with the required performance and will function as part of the complete system.

All new equipment, including completely new installations and the systems, shall be guaranteed for a period of twelve (12) months commencing on the day of issue of a certificate of completion for repair work of the installation.

## MAINTENANCE TOOLS AND SPARES

The Contractor shall stock all maintenance tools needed to maintain the installation in a good working order. It is the responsibility of the Contractor to stock all the spares needed for breakdown and emergency maintenance to ensure minimum downtime.

Spares that are easily and quickly obtained from suppliers such as bearings etc. need not be kept in stock. The Contractor however will be responsible to ensure they can obtain these spares within a maximum time limit of 2 working days.

In the case of irregular parts needed due to unforeseen breakdowns the Contractor will Endeavour to obtain the unique part as quickly as is practically possible.

## MAINTENANCE TO INSTALLATIONS AND EQUIPMENT

### GENERAL

Monthly maintenance responsibilities for each installation including all units and components as specified shall commence with access to the site. A difference shall be made in payment for the maintenance prior to and after practical completion of repair work.

This part of the contract shall include:

#### a) Routine preventative maintenance

This entails the rendering of services and servicing of equipment according to a predetermined maintenance control plan to:

- i) Replace and service components of equipment, units or parts thereof for each installation at prescheduled moments regardless of condition.
- ii) Readjust, reset, clean, and corrosion protect all components of equipment, units or parts thereof for each installation; and
- iii) Carry out all implied actions to maintain installations in their present functional condition.

PREVENTATIVE MAINTENANCE SHALL BE AIMED AT MINIMIZATION OF BREAKDOWNS.

#### b) Corrective maintenance

This entails regular observation of the equipment, identifying pending breakdowns, maladjustment or anomalies of equipment, units or parts of installations and subsequent action to restore installations to the functional condition as before the breakdown.

#### c) Breakdown maintenance

This entails repair and/or replacement of defective equipment, units or parts of installations following a breakdown that leaves the installation inoperable or unsafe, and subsequent action to restore installations to their normal functional condition, within the maximum downtime allowed.

Response time: Same day if call is received before 15H00, otherwise next day.

#### d) Emergency maintenance repairs

These repairs are defined as any work required by rectifying an emergency breakdown that disables a complete installation and prevents it from functioning to its designed service level.

Response time: 2 hours.

#### e) Ordinary maintenance repairs

These repairs are defined as all maintenance work required other than emergency maintenance repairs.

Response time: Same day if call is received before 12H00, otherwise next day.

**f) Fatal breakdown**

Fatal breakdown is defined as an occurrence when an installation or a specified part thereof fails to operate for any period other than during the execution of routine preventative and corrective maintenance activities. Response time: 2 hours.

All the above-mentioned maintenance work shall be executed in accordance with the relevant codes of practice, statutory regulations, standards, regulations, municipal laws and by-laws and the manufacturers' specifications and codes of practice.

All new equipment, components and materials supplied and installed under the maintenance contract shall be furnished with a prescribed manufacturer's guarantee. The maintenance work and items are to be categorized by the Contractor for each maintenance activity.

**Annexure A – Monthly Preventative Maintenance for BLOEMFONTEIN DEEDS OFFICE (CGO):**

**Lift 1- Lift Number 489659: STOPS 4**

**TABLE 1: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1.</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: BLOEMFONTEIN DEEDS OFFICE: LIFT 1 - LIFT NUMBER 489659**

<p>REMARKS.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p>.....</p> <p><b>CONTRACTORS' SIGNATURE</b></p>		<p>.....</p> <p><b>DATE</b></p>
<p>.....</p> <p><b>CLIENT USERS NAME:</b></p>		<p>.....</p> <p><b>COMPLAINT NUMBER</b></p>



**Annexure B – Monthly Preventative Maintenance for BLOEMFONTEIN DEEDS OFFICE (CGO):**  
**Lift 2- Lift Number 489660: STOPS 4**

**TABLE 2: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1.</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/ Clean /Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: BLOEMFONTEIN DEEDS OFFICE: LIFT 2 - LIFT NUMBER 489660**

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure C – Monthly Preventative Maintenance for BLOEMFONTEIN DEEDS OFFICE (CGO):**  
**Dumbwaiter 1: Lift Number 32093: STOPS 4**

**TABLE 3: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all dumbwaiter doors and locks	Check/Adjust/Repair/ Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Record	
1.4	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.5	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Repair/ Record	
1.6	Blow-out controllers, main motors & generators	Check/Adjust/Replace/ Record	
1.7	Lubricate all moving parts as necessary	Check/Repair/Record	
1.8	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Adjust/Repair/ Record	
1.9	Clean down shaft, landing door-gear, dumbwaiter door equipment, behind car and landing door sills and counterweight	Check/Clean/Replace/ Record	
1.10	Clean and de-grease the top of dumbwaiter and lubricate all moving parts and linkages as necessary	Check/Clean/Repair/ Record	
1.11	Top-up dumbwaiter and counterweight oil pots as necessary	Check/Clean/Repair/ Record	
1.12	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Check and re-adjust all dumbwaiter and landing door equipment if necessary	Check/Repair/Record	
1.14	Check dumbwaiter & counterweight guide shoes for excessive play	Check/Adjust/Repair/ Record	
1.15	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.16	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.17	Check dumbwaiter door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.18	Check dumbwaiter & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	
REMARKS.....			
.....			
.....			
..... CONTRACTORS' SIGNATURE		..... DATE	
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER	

**Annexure D – Monthly Preventative Maintenance for BLOEMFONTEIN SARS OFFICE (CGO):**

**Lift 3- Lift Number FSL17/3: STOPS 4**

**TABLE 5: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: BLOEMFONTEIN DEEDS OFFICE: LIFT 3 - LIFT NUMBER FSL17/3**

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure E – MONTHLY Preventative Maintenance for BLOEMFONTEIN SARS OFFICE (CGO):**  
**Dumbwaiter 2: Lift Number unknown: STOPS 4**

**TABLE 6: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all dumbwaiter doors and locks	Check/Adjust/Repair/Clean /Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Record	
1.4	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.5	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Repair/ Record	
1.6	Blow-out controllers, main motors & generators	Check/Adjust/Replace/ Record	
1.7	Lubricate all moving parts as necessary	Check/Repair/Record	
1.8	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Adjust/Repair/ Record	
1.9	Clean down shaft, landing door-gear, dumbwaiter door equipment, behind car and landing door sills and counterweight	Check/Clean/Replace/ Record	
1.10	Clean and de-grease the top of dumbwaiter and lubricate all moving parts and linkages as necessary	Check/Clean/Repair/ Record	
1.11	Top-up dumbwaiter and counterweight oil pots as necessary	Check/Clean/Repair/ Record	
1.12	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Check and re-adjust all dumbwaiter and landing door equipment if necessary	Check/Repair/Record	
1.14	Check dumbwaiter & counterweight guide shoes for excessive play	Check/Adjust/Repair/ Record	
1.15	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.16	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.17	Check dumbwaiter door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.18	Check dumbwaiter & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	
REMARKS..... ..... ..... ..... .....			
..... CONTRACTORS' SIGNATURE		..... DATE	
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER	

**Annexure F – MONTHLY Preventative Maintenance for BLOEMFONTEIN MAGISTRATE COURT:**  
**Lift Number 72BE0194: STOPS 4**

**TABLE 7: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Clean /Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

**REMARKS: BLOEMFONTEIN MAGISTRATE COURT: LIFT NUMBER 72BE0194**

REMARKS.....  
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..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER



**Annexure G – MONTHLY Preventative Maintenance for BLOEMFONTEIN SAPS HQ:**

**Lift 1: Lift Number 72BE9069: STOPS 6**

**TABLE 8: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

**REMARKS: BLOEMFONTEIN SAPS HQ LIFT 1: LIFT NUMBER 72BE9069**

REMARKS..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure H – MONTHLY Preventative Maintenance for BLOEMFONTEIN SAPS HQ:**

**Lift 2: Lift Number 72BE9070: STOPS 6**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Clean /Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: BLOEMFONTEIN SAPS HQ: LIFT 2: LIFT NUMBER 72BE9070**

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure I – MONTHLY Preventative Maintenance for BLOEMFONTEIN SAPS KAVALIER FLATS:  
Lift Number 72BE0397: STOPS 8.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Clean /Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: BLOEMFONTEIN SAPS KAVALIER FLATS: LIFT NUMBER 72BE0397**

REMARKS..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure J – MONTHLY Preventative Maintenance for BLOEMFONTEIN SAPS MOREWAG FLATS:**  
**LIFT 1: Lift Number 72BE0207: STOPS 9.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

REMARKS: BLOEMFONTEIN SAPS MOREWAG FLATS: LIFT 1: LIFT NUMBER 72BE0207

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER



**Annexure K – MONTHLY Preventative Maintenance for BLOEMFONTEIN SAPS MOREWAG FLATS:**  
**Lift 2: Lift Number 72BE0208: STOPS 9.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Clean /Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: BLOEMFONTEIN SAPS MOREWAG FLATS: LIFT 2: LIFT NUMBER 72BE0208**

<p>REMARKS.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p>.....</p> <p><b>CONTRACTORS' SIGNATURE</b></p>		<p>.....</p> <p><b>DATE</b></p>
<p>.....</p> <p><b>CLIENT USERS NAME:</b></p>		<p>.....</p> <p><b>COMPLAINT NUMBER</b></p>

**Annexure L – MONTHLY Preventative Maintenance for BLOEMFONTEIN HIGH COURT:**

**Lift 1: Lift Number 72M27006A: STOPS 4.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

**REMARKS: BLOEMFONTEIN HIGH COURT: LIFT 1: LIFT NUMBER 72M27006A**

REMARKS..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure M – MONTHLY Preventative Maintenance for BLOEMFONTEIN HIGH COURT:**  
**Lift 2: Lift Number 802006: STOPS 4.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Clean /Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: BLOEMFONTEIN HIGH COURT: LIFT 2: LIFT NUMBER 802006**

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CONTRACTORS' SIGNATURE

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DATE

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CLIENT USERS NAME:

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COMPLAINT NUMBER

**Annexure N – MONTHLY Preventative Maintenance for BLOEMFONTEIN NATIONAL MUSEUM:  
Lift Number 802247: STOPS 2.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/Repair/Record	
1.19	Check emergency light & alarm	Check/Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/Repair/Record	

**REMARKS: BLOEMFONTEIN NATIONAL MUSEUM: LIFT NUMBER 802247**

REMARKS..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER



**Annexure O – MONTHLY Preventative Maintenance for BLOEMFONTEIN PARK ROAD SAPS:**  
**Lift Number 802654: STOPS 2.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

NB: The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

**REMARKS: BLOEMFONTEIN PARK ROAD SAPS: LIFT NUMBER 802654**

REMARKS..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure P – MONTHLY Preventative Maintenance for BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS:**  
**Lift 1: Lift Number 803134: STOPS 7.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS: LIFT 1: LIFT NUMBER 803134**

<b>REMARKS.</b> ..... ..... ..... ..... ..... .....		
..... <b>CONTRACTORS' SIGNATURE</b>		..... <b>DATE</b>
..... <b>CLIENT USERS NAME:</b>		..... <b>COMPLAINT NUMBER</b>

**Annexure Q – MONTHLY Preventative Maintenance for BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS:  
LIFT 2: Lift Number 803135: STOPS 7.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

**REMARKS: BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS: LIFT 2: LIFT NUMBER 803135**

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure R – MONTHLY Preventative Maintenance for BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS:**  
**Lift 3: Lift Number 803136: STOPS 7.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

**REMARKS: BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS: LIFT 3: LIFT NUMBER 803136**

REMARKS..... ..... ..... ..... ..... .....		
..... <b>CONTRACTORS' SIGNATURE</b>		..... <b>DATE</b>
..... <b>CLIENT USERS NAME:</b>		..... <b>COMPLAINT NUMBER</b>



**Annexure S – MONTHLY Preventative Maintenance for BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS:  
Lift 4: Lift Number 803137: STOPS 4.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS: LIFT 4: LIFT NUMBER 803137**

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure T – MONTHLY Preventative Maintenance for BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS:**  
**Lift 5: Lift Number 803138: STOPS 4.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

**REMARKS: BLOEMFONTEIN DEPARTMENT OF PUBLIC WORKS: Lift 5: LIFT NUMBER 803138**

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER



**Annexure U – MONTHLY Preventative Maintenance for BLOEMFONTEIN SUPREME COURT OF APPEAL:**  
**Lift number 803589: STOPS 3.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BLOEMFONTEIN SUPREME COURT OF APPEAL: LIFT NUMBER 803589

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure V – MONTHLY Preventative Maintenance for BLOEMFONTEIN WAR MUSEUM:**  
**Chair Lift: Lift Number 803590: STOPS 2.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: BLOEMFONTEIN WAR MUSEUM: CHAIR LIFT: LIFT NUMBER 803590**

REMARKS.....  
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CONTRACTORS' SIGNATURE

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DATE

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CLIENT USERS NAME:

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COMPLAINT NUMBER



**Annexure W – MONTHLY Preventative Maintenance for BLOEMFONTEIN WAR MUSEUM:**  
**Lift 2: Lift Number 803591: STOPS 4.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: BLOEMFONTEIN WAR MUSEUM: LIFT 2: LIFT NUMBER 803591**

REMARKS.....  
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CONTRACTORS' SIGNATURE

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DATE

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CLIENT USERS NAME:

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COMPLAINT NUMBER

**Annexure X – MONTHLY Preventative Maintenance for BLOEMFONTEIN WAR MUSEUM:**  
**Platform Hoist Disable: Lift 3: Lift Number 803592: STOPS 1.5.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: BLOEMFONTEIN WAR MUSEUM: PLATFORM HOIST DISABLE: LIFT 3: LIFT NUMBER 803592**

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure Y – MONTHLY Preventative Maintenance for BLOEMFONTEIN HEIDEDAL SAPS:**  
**Lift Number 72BE7427: STOPS 3.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: BLOEMFONTEIN HEIDEDAL SAPS: LIFT NUMBER 72BE7427**

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure Z – MONTHLY Preventative Maintenance for BLOEMFONTEIN OLIVENHUIS MUSEUM:**  
**Lift 1: Lift Number 72NE3774: STOPS 2.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

**REMARKS: BLOEMFONTEIN OLIVENHUIS MUSEUM: LIFT 1: LIFT NUMBER 72NE3774**

REMARKS..... ..... ..... ..... .....		
..... <b>CONTRACTORS' SIGNATURE</b>		..... <b>DATE</b>
..... <b>CLIENT USERS NAME:</b>		..... <b>COMPLAINT NUMBER</b>





**Annexure AA – MONTHLY Preventative Maintenance for BLOEMFONTEIN OLIWENHUIS MUSEUM:**  
**Lift 2: Lift Number 72NE5694: STOPS 2.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: BLOEMFONTEIN OLIVENHUIS MUSEUM: LIFT 2: LIFT NUMBER 72NE5694**

REMARKS.....  
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CONTRACTORS' SIGNATURE

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DATE

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CLIENT USERS NAME:

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COMPLAINT NUMBER



**Annexure AB – MONTHLY Preventative Maintenance for BETHLEHEM SAP HQ:**

**Lift 1: Lift Number 72EX1563: STOPS 4.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/Repair/Record	

REMARKS: BETHLEHEM SAP HQ: LIFT 1: LIFT NUMBER 72EX1563

REMARKS..... ..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure AC – MONTHLY Preventative Maintenance for BETHLEHEM SAP HQ:**  
**Lift 2: Lift Number 72EX1563A: STOPS 4.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: BETHLEHEM SAP HQ: LIFT 2: LIFT NUMBER 72EX1563A

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure AD – MONTHLY Preventative Maintenance for QWAQWA/PHUTHADITJHABA MAGISTRATE COURT:  
Disable Lift: Lift Number 72NE7310: STOPS 2.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: QWAQWA/PHUTHADITJHABA MAGISTRATE COURT: DISABLE LIFT: LIFT NUMBER 72NE7310**

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER



**Annexure AE– MONTHLY Preventative Maintenance for QWAQWA/PHUTHADITJHABA HOME AFFAIRS:  
Lift Number FSL16/04: STOPS 3.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

**REMARKS: QWAQWA/PHUTHADITJHABA HOME AFFAIRS: LIFT NUMBER FSL16/04**

REMARKS..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure AF – MONTHLY Preventative Maintenance for HARRISMITH MAGISTRATE COURT:**  
**Disable Lift: Lift Number 72BE0398: STOPS 2.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: HARRISMITH MAGISTRATE COURT: DISABLE LIFT: LIFT NUMBER 72BE0398:**

REMARKS.....  
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CONTRACTORS' SIGNATURE

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DATE

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CLIENT USERS NAME:

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COMPLAINT NUMBER

**Annexure AG – MONTHLY Preventative Maintenance for WELKOM SAPS HQ FLATS:**  
**Lift 1: Disable Lift: Lift Number 72BE0399: STOPS 5.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: WELKOM SAPS HQ FLATS: LIFT 1: DISABLE LIFT: LIFT NUMBER 72BE0399**

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure AH – MONTHLY Preventative Maintenance for WELKOM THABONG SAPS CHARGE OFFICE:**  
**Lift 1: Lift Number 802675: STOPS 2.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: WELKOM THABONG SAPS CHARGE OFFICE: LIFT 1: LIFT NUMBER 802675**

<p>REMARKS.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p>.....</p> <p>CONTRACTORS' SIGNATURE</p>		<p>.....</p> <p>DATE</p>
<p>.....</p> <p>CLIENT USERS NAME:</p>		<p>.....</p> <p>COMPLAINT NUMBER</p>



**Annexure AI – MONTHLY Preventative Maintenance for WELKOM DETECTIVE BRANCH:**  
**Lift Number 802655: STOPS 3.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: WELKOM DETECTIVE BRANCH: LIFT NUMBER 802655

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure AJ – MONTHLY Preventative Maintenance for WELKOM THABONG SAPS SUPPORT OFFICE:**  
**Lift 2: Lift Number 802676: STOPS 3.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

**REMARKS: WELKOM THABONG SAPS SUPPORT OFFICE: LIFT 2: LIFT NUMBER 802676**

REMARKS..... ..... ..... ..... ..... .....		
..... <b>CONTRACTORS' SIGNATURE</b>		..... <b>DATE</b>
..... <b>CLIENT USERS NAME:</b>		..... <b>COMPLAINT NUMBER</b>

**Annexure AK – MONTHLY Preventative Maintenance for WELKOM MAGISTRATE COURT:**  
**Lift 1: Lift Number: 72NE7124: STOPS 3.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: WELKOM MAGISTRATE COURT: LIFT 1: LIFT NUMBER: 72NE7124**

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure AL – MONTHLY Preventative Maintenance for WELKOM MAGISTRATE COURT:**

**Lift 2: Lift Number: FSL17-11: STOPS 3.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: WELKOM MAGISTRATE COURT: LIFT 2: LIFT NUMBER: FSL17-11**

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER



**Annexure AM – MONTHLY Preventative Maintenance for KROONSTAD SAPS:**  
**Lift Number: 802653: STOPS 2.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	Minor service of the lift installation (every month)		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: KROONSTAD SAPS: LIFT NUMBER: 802653

REMARKS..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure AN – MONTHLY Preventative Maintenance for KROONSTAD MAGISTRATE COURT:**  
**Scissor Platform: Lift Number :05/L862: STOPS 1.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	<b>Minor service of the lift installation (every month)</b>		
1.1	Check oil levels	Check/Adjust/Repair/Clean /Record	
1.2	Check for any oil leaks	Clean/Record	
1.3	Blow-out dust and clean hydraulic equipment and cover box	Check/Adjust/Record	
1.4	Test stop switch	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Lubricate all moving parts as necessary	Check/Adjust/Replace/ Record	
REMARKS..... ..... ..... ..... ..... .....			
..... CONTRACTORS' SIGNATURE		..... DATE	
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER	

**Annexure AO – MONTHLY Preventative Maintenance for VIRGINIA MAGISTRATE COURT:  
Disability Lift: Lift Number 72NE6893: STOPS 2.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check lights are working in the inside of lift car	Clean/Record	
1.3	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Record	
1.4	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.5	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Repair/ Record	
1.6	Blow-out controllers and hydraulic equipment	Check/Adjust/Replace/ Record	
1.7	Lubricate all moving parts as necessary	Check/Repair/Record	
1.8	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Adjust/Repair/ Record	
1.9	Top-up oil in hydraulic system as necessary	Check/Clean/Replace/ Record	
1.10	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.11	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Clean/Repair/ Record	
1.12	Top-up car and counterweight oil pots as necessary	Check/Adjust/Repair/ Record	
1.13	Lubricate all moving parts and linkages as necessary	Check/Repair/Record	
1.14	Check and re-adjust all car and landing door equipment if necessary	Check/Adjust/Repair/ Record	
1.15	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.16	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.17	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.18	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.19	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.20	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.21	Check Car & Counterweight, hydraulic	Check/Supply/Adjust/ Repair/Record	



REMARKS: KROONSTAD SAPS: LIFT NUMBER: 802653

REMARKS..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure AP – MONTHLY Preventative Maintenance for SASOLBURG ZAMDELA SAPS:**  
**Lift Number: 803565: STOPS 2.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	

**REMARKS: SASOLBURG ZAMDELA SAPS: LIFT NUMBER: 803565**

REMARKS ..... ..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure AQ – MONTHLY Preventative Maintenance for FICKSBURG SAPS BORDER POST:**  
**Lift Number: 803139: STOPS 2.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



**REMARKS: FICKSBURG SAPS BORDER POST: LIFT NUMBER: 803139**

REMARKS..... ..... ..... ..... ..... .....		
..... <b>CONTRACTORS' SIGNATURE</b>		..... <b>DATE</b>
..... <b>CLIENT USERS NAME:</b>		..... <b>COMPLAINT NUMBER</b>

**Annexure AR – MONTHLY Preventative Maintenance for CLOCOLAN SAPS DISABILITY LIFT:  
Lift Number Unknown: STOPS 2.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check lights are working in the inside of lift car	Clean/Record	
1.3	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Record	
1.4	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.5	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Repair/ Record	
1.6	Blow-out controllers and hydraulic equipment	Check/Adjust/Replace/ Record	
1.7	Lubricate all moving parts as necessary	Check/Repair/Record	
1.8	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Adjust/Repair/ Record	
1.9	Top-up oil in hydraulic system as necessary	Check/Clean/Replace/ Record	
1.10	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.11	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Clean/Repair/ Record	
1.12	Top-up car and counterweight oil pots as necessary	Check/Adjust/Repair/ Record	
1.13	Lubricate all moving parts and linkages as necessary	Check/Repair/Record	
1.14	Check and re-adjust all car and landing door equipment if necessary	Check/Adjust/Repair/ Record	
1.15	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.16	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.17	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.18	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.19	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.20	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.21	Check Car & Counterweight, hydraulic	Check/Supply/Adjust/ Repair/Record	



**REMARKS: CLOCOLAN SAPS DISABILITY LIFT: LIFT NUMBER UNKNOWN:**

REMARKS..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure AS – MONTHLY Preventative Maintenance for SMITHFIELD MAGISTRATE COURT:**  
**Scissor Platform: Lift number:05/L861: STOPS 1.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** The contractor is expected to perform but not limited to the action below

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Check oil levels	Check/Adjust/Repair /Record	
1.2	Check for any oil leaks	Clean/Record	
1.3	Blow-out dust and clean hydraulic equipment and cover box	Check/Adjust/Record	
1.4	Test stop switch	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Lubricate all moving parts as necessary	Check/Adjust/Replace / Record	
REMARKS..... ..... ..... ..... ..... .....			
..... CONTRACTORS' SIGNATURE		..... DATE	
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER	

**Annexure AT – MONTHLY Preventative Maintenance for SPRINGFONTEIN SAPS:**

**Lift Number: Unknown: STOPS 2.**

**TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST**

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
<b>1</b>	<b>Minor service of the lift installation (every month)</b>		
1.1	Test all lift doors and locks	Check/Adjust/Repair/Record	
1.2	Check all the lights working in the motor room and lift pit	Clean/Record	
1.3	Check lights are working in the inside of lift car	Check/Adjust/Record	
1.4	Check for wired fuses & fit correct rated fuses if necessary	Check/Adjust/Repair/ Record	
1.5	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/ Record	
1.6	Check operation of controller fans and clean air filters if applicable	Check/Adjust/Replace/ Record	
1.7	Blow-out controllers, main motors & generators	Check/Repair/Record	
1.8	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.9	Grease all sheaves and equipment in the motor room and lift shaft as necessary	Check/Clean/Replace/ Record	
1.10	Test stop switch on top of car before accessing the car top	Check/Clean/Repair/ Record	
1.11	Clean down shaft, landing door-gear, car door equipment, behind car and landing door sills and counterweight	Check/Clean/Repair/ Record	
1.12	Clean and de-grease top of car and lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.13	Top-up car and counterweight oil pots as necessary	Check/Repair/Record	
1.14	Lubricate all moving parts and linkages as necessary	Check/Adjust/Repair/ Record	
1.15	Check and re-adjust all car and landing door equipment if necessary	Check/Supply/Adjust/ Repair/Record	
1.16	Check car & counterweight guide shoes for excessive play	Check/Supply/Adjust/ Repair/Record	
1.17	All landing door releases to operate correctly	Check/Supply/Adjust/ Repair/Record	
1.18	Check floor levels and re-adjust if necessary	Check/Supply/Adjust/ Repair/Record	
1.19	Check emergency light & alarm	Check/Supply/Adjust/ Repair/Record	
1.20	Check car door protection & operation of car doors	Check/Supply/Adjust/ Repair/Record	
1.21	Replace missing COP screws	Check/Supply/Adjust/ Repair/Record	
1.22	Check the load plate in car, missing handrails & car flooring	Check/Supply/Adjust/ Repair/Record	
1.23	Clean pit floor, top of lift car, bottom of car and all associated pit equipment	Check/Supply/Adjust/ Repair/Record	
1.24	Check Car & Counterweight, hydraulic and buffers in pit	Check/Supply/Adjust/ Repair/Record	



REMARKS: SPRINGFONTEIN SAPS: LIFT NUMBER: UNKNOWN

REMARKS..... ..... ..... ..... .....		
..... CONTRACTORS' SIGNATURE		..... DATE
..... CLIENT USERS NAME:		..... COMPLAINT NUMBER

**Annexure AU – MONTHLY Preventative Maintenance for BLOEMFONTEIN HIGH COURT:  
Chairlift 3 Chair Lift: Lift number:4X: STOPS 2.**

### TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	<b>Minor service of the lift installation (every month)</b>		
1.1	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/Clean /Record	
1.2	Check operation of Chair Lift, controller fans and clean air filters if applicable	Clean/Record	
1.3	Blow-out controllers and motor	Check/Adjust/Record	
1.4	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.5	Test stop switch	Check/Adjust/Repair/ Record	
1.6	Check floor levels and re-adjust if necessary	Check/Adjust/Replace/ Record	
REMARKS..... ..... ..... ..... ..... .....			
CONTRACTORS' SIGNATURE		DATE	
CLIENT USERS NAME:		COMPLAINT NUMBER	

**Annexure AV – MONTHLY Preventative Maintenance for BLOEMFONTEIN HIGH COURT:**  
**Chairlift 4 Chair Lift: Lift Number: G&M: STOPS 2.**

### TABLE 9: SCHEDULED ACTIONS TOGETHER WITH CHECK LIST

**NB:** *The contractor is expected to perform but not limited to the action below*

ITEM	MAINTENANCE DESCRIPTION	ACTIONS	COMMENTS
1	<b>Minor service of the lift installation (every month)</b>		
1.1	Check follow-through on all contactors & relays; clean, adjust and replace where necessary	Check/Adjust/Repair/Clean /Record	
1.2	Check operation of Chair Lift, controller fans and clean air filters if applicable	Clean/Record	
1.3	Blow-out controllers and motor	Check/Adjust/Record	
1.4	Lubricate all moving parts as necessary	Check/Adjust/Repair/ Record	
1.5	Test stop switch	Check/Adjust/Repair/ Record	
1.6	Check floor levels and re-adjust if necessary	Check/Adjust/Replace/ Record	
REMARKS..... ..... ..... ..... ..... .....			
CONTRACTORS' SIGNATURE		DATE	
CLIENT USERS NAME:		COMPLAINT NUMBER	





## PRICING SCHEDULE/ BILL OF QUANTITIES

**Bid no: ID-3220338 B**

**Bid/ Project Description: FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (3) MONTHS.**

**COMPLAINT: ID3220338**

**FREE STATE PROVINCE:  
MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (03) MONTHS**

**BILL OF QUANTITIES 1: MINOR SERVICE**

ITEM	REF:	DESCRIPTION OF WORK TO BE DONE	UNIT	QTY	UNIT PRICE	AMOUNT
<b>1.</b>	<b>MINOR SERVICE OF THE LIFT INSTALLATION (EVERY MONTH)</b>					
<b>1.1</b>	<b>BLOEMFONTEIN:</b> Maintenance (refer to Occupational Health and Safety Act, 1993 Lift, Escalator and Passenger Conveyor Regulations, 1994 specification)					
1.1.1	Annexure A	Bloemfontein Deed Office (CGO): Lift 1	Monthly	03	R	R
1.1.2	Annexure B	Bloemfontein Deed Office (CGO): Lift 2	Monthly	03	R	R
1.1.3	Annexure D	Bloemfontein Deed Office (CGO): Lift 3	Monthly	03	R	R
1.1.4	Annexure C	Bloemfontein Deeds Office (CGO): Dumbwaiter 1	Monthly	03	R	R
1.1.5	Annexure E	Bloemfontein Deeds Office (CGO): Dumbwaiter 2	Monthly	03	R	R
1.1.6	Annexure P	Bloemfontein DPWI Regional Office: Lift 1	Monthly	03	R	R
1.1.7	Annexure Q	Bloemfontein DPWI Regional Office: Lift 2	Monthly	03	R	R
1.1.8	Annexure R	Bloemfontein DPWI Regional Office: Lift 3	Monthly	03	R	R
1.1.9	Annexure S	Bloemfontein DPWI Regional Office: Lift 4	Monthly	03	R	R
1.1.10	Annexure T	Bloemfontein DPWI Regional Office: Lift 5	Monthly	03	R	R
1.1.11	Annexure F	Bloemfontein Magistrate Court: Lift	Monthly	03	R	R
1.1.12	Annexure U	Bloemfontein Supreme Court of Appeal: Lift	Monthly	03	R	R
1.1.13	Annexure L	Bloemfontein High Court: Lift 1	Monthly	03	R	R
1.1.14	Annexure M	Bloemfontein High Court: Lift 2	Monthly	03	R	R
1.1.15	Annexure AU	Bloemfontein High Court: Chair Lift (Chairlift 3)	Monthly	03	R	R
1.1.16	Annexure AV	Bloemfontein High Court: Chair Lift (Chairlift 4)	Monthly	03	R	R
1.1.17	Annexure N	Bloemfontein National Museum: Lift	Monthly	03	R	R
1.1.18	Annexure Z	Bloemfontein Oliewenhuis Museum: Lift 1	Monthly	03	R	
1.1.19	Annexure AA	Bloemfontein Oliewenhuis Museum: Lift 2	Monthly	03	R	R
1.1.20	Annexure V	Bloemfontein War Museum: Chair Lift (Chairlift 1)	Monthly	03	R	R
1.1.21	Annexure W	Bloemfontein War Museum: Lift 2	Monthly	03	R	R
1.1.22	Annexure X	Bloemfontein War Museum: Lift 3 (Platform Hoist Disable)	Monthly	03	R	R
1.1.23	Annexure O	Bloemfontein Park Road Police Station: Lift	Monthly	03	R	R
1.1.24	Annexure Y	Bloemfontein: HEIDEDAL Mangaung 1011 SAPS: Lift	Monthly	03	R	R
1.1.25	Annexure I	Bloemfontein SAPS Kavalier Flats: Lift	Monthly	03	R	R
1.1.26	Annexure J	Bloemfontein SAPS Morewag Flats: Lift 1	Monthly	03	R	R
1.1.27	Annexure K	Bloemfontein SAPS Morewag Flats: Lift 2	Monthly	03	R	R
1.1.28	Annexure G	Bloemfontein SAPS HQ (Crime Intelligence): Lift 1	Monthly	03	R	R
1.1.29	Annexure H	Bloemfontein SAPS HQ (Crime Intelligence): Lift 2	Monthly	03	R	R
<b>A.</b>	<b>TOTAL: The sum of items (1.1.1 – 1.1.29)</b> <b>CARRY FORWARD TO FINAL SUMMARY</b>					<b>R</b>



COMPLAINT: **ID3220338**

**FREE STATE PROVINCE:  
MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (03) MONTHS**

**BILL OF QUANTITIES 2: MINOR SERVICE**

ITEM	REF:	DESCRIPTION OF WORK TO BE DONE	UNIT	QTY	UNIT PRICE	AMOUNT
<b>1.</b>	<b>MINOR SERVICE OF THE LIFT INSTALLATION (EVERY MONTH)</b>					
<b>1.2</b>	<b>WELKOM:</b> Maintenance (refer to Occupational Health and Safety Act, 1993 Lift, Escalator and Passenger Conveyor Regulations, 1994 specification)					
1.2.1	Annexure AJ	Welkom Magistrate Court: Lift 1	Monthly	03	R	R
1.2.2	Annexure AL	Welkom Magistrate Court: Lift 2	Monthly	03	R	R
1.2.3	Annexure AI	Welkom SAPS Detective Branch: Lift	Monthly	03	R	
1.2.4	Annexure	Welkom: Thabong Police Station: Lift 1	Monthly	03	R	R
1.2.5	Annexure AJ	Welkom: Thabong Police Station: Lift 2	Monthly	03	R	R
1.2.6	Annexure AG	Welkom SAPS HQ Flats: Lifts 1	Monthly	03	R	R
1.2.7	Annexure AH	Welkom SAPS HQ Flats: Lifts 2	Monthly	03	R	R
<b>1.3</b>	<b>BETHLEHEM:</b> Maintenance (refer to Occupational Health and Safety Act, 1993 Lift, Escalator and Passenger Conveyor Regulations, 1994 specification)					
1.3.1	Annexure AB	Bethlehem SAPS HQ: Lift 1	Monthly	03	R	R
1.3.2	Annexure AC	Bethlehem SAPS HQ: Lift 2	Monthly	03	R	R
<b>1.4</b>	<b>KROONSTAD:</b> Maintenance (refer to Occupational Health and Safety Act, 1993 Lift, Escalator and Passenger Conveyor Regulations, 1994 specification)					
1.4.1	Annexure AM	Kroonstad Police Station: Lift	Monthly	03	R	R
1.4.2	Annexure AN	Kroonstad Magistrate Court: Scissor Platform Lift	Monthly	03	R	R
<b>1.5</b>	<b>QWA-QWA:</b> Maintenance (refer to Occupational Health and Safety Act, 1993 Lift, Escalator and Passenger Conveyor Regulations, 1994 specification)					
1.5.1	Annexure AE	Qwa-Qwa: Phuthaditjhaba Home Affairs: Lift	Monthly	03	R	R
1.5.2	Annexure AD	Qwa-Qwa: Phuthaditjhaba Magistrate Court: Disability Lift	Monthly	03	R	R
<b>1.6</b>	<b>HARRISMITH &amp; SASOLBURG:</b> Maintenance (refer to Occupational Health and Safety Act, 1993 Lift, Escalator and Passenger Conveyor Regulations, 1994 specification)					
1.6.1	Annexure AF	Harrismith Magistrate Court: Lift	Monthly	03	R	R
1.6.2	Annexure AP	Sasolburg: Zamdela Police Station: Lift	Monthly	03	R	R
<b>1.7</b>	<b>ODENDAALSRUS &amp; VIRGINIA:</b> Maintenance (refer to Occupational Health and Safety Act, 1993 Lift, Escalator and Passenger Conveyor Regulations, 1994 specification)					
1.7.1	Annexure	Odendaalsrus Police Station: Lift 1	Monthly	03	R	R
1.7.2	Annexure	Odendaalsrus Police Station: Lift 2	Monthly	03	R	R
1.7.3	Annexure AO	Virginia Magistrate Court: Disability Lift	Monthly	03	R	R
<b>B.</b>	<b>TOTAL: The sum of items (1.2.1 – 1.2.7; 1.3.1; 1.3.2; 1.4.1; 1.4.2; 1.5.1; 1.5.2; 1.6.1; 1.6.2; 1.7.1 – 1.7.3)</b> <b>CARRY FORWARD TO FINAL SUMMARY</b>					<b>R</b>



**COMPLAINT: ID3220338**

**FREE STATE PROVINCE:  
MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (03) MONTHS**

**BILL OF QUANTITIES 3: MINOR SERVICE**

ITEM	REF:	DESCRIPTION OF WORK TO BE DONE	UNIT	QTY	UNIT PRICE	AMOUNT
<b>1.</b>	<b>MINOR SERVICE OF THE LIFT INSTALLATION (EVERY MONTH)</b>					
<b>1.8</b>	<b>FICKSBURG &amp; CLOCOLAN:</b> Maintenance (refer to Occupational Health and Safety Act, 1993 Lift, Escalator and Passenger Conveyor Regulations, 1994 specification)					
1.8.1	Annexure AQ	Ficksburg SAPS Boarder Post: Lift	Monthly	03	R	R
1.8.2	Annexure AR	Clocolan Police Station: Disability Lift	Monthly	03	R	R
<b>1.9</b>	<b>SMITHFIELD &amp; SPRINGFONTEIN:</b> Maintenance (refer to Occupational Health and Safety Act, 1993 Lift, Escalator and Passenger Conveyor Regulations, 1994 specification)					
1.9.1	Annexure AS	Smithfield Magistrate Court: Scissor Platform Lift	Monthly	03	R	R
1.9.2	Annexure AT	Springfontein Police Station: Lift	Monthly	03	R	R
<b>2.</b>	<b>HEALTH AND SAFETY COSTS</b>					
	<b>Tenderers to allow for all costs associated with complying with requirements of the Occupational Health and Safety Act no. 85 of 1993 as well as the Health and Safety Specifications (H&amp;SS).</b>					
2.1	Health and Safety file inclusive of the OHS plan		No.	01	R	R
<b>C.</b>	<b>TOTAL: The sum of items (1.8.1 – 1.8.2; 1.9.1 – 1.9.2; 2.1)</b> <b>CARRY FORWARD TO FINAL SUMMARY</b>					<b>R</b>

**BILL OF QUANTITIES 4: UNSCHEDULED WORK/ REPAIRS**

ITEM	REF:	DESCRIPTION OF WORK TO BE DONE	UNIT	UNIT PRICE	AMOUNT	
3.	NON-SCHEDULED MAINTENANCE					
	3.1	Labour rates: Maintenance of Instruments, Mechanical and Electrical Equipment				
	3.1.1	Lift Mechanic	R/Hr	R		
	3.1.3	Electrical	R/Hr	R		
	3.1.4	Assistant/ General Worker	R/Hr	R		
	3.2	Travelling Rates				
	3.2.1	Transport Rate	R/Km	R		
	3.3	Annexure B Inspection				
	3.3.1	Inspection by a registered lift inspector		R		
ITEM	REF:	DESCRIPTION OF WORK	PERIOD	QTY	UNIT PRICE	AMOUNT
4.	NON-SCHEDULED MAINTENANCE					
	4.1	Provision for Unscheduled Maintenance Work (Labour, Material and Transport)				
	4.1.1	Provisional amount: Labour, Material, Markup, Transport	3 Months		R75 236.23	R225 708.69
	4.1.2	Mark-up on material	25%			
D.	TOTAL: Item 4.1.1 CARRY FORWARD TO FINAL SUMMARY					R225 708.69

COMPLAINT: ID3220338

**FREE STATE PROVINCE:  
MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (03) MONTHS**

**BILL OF QUANTITIES (FINAL SUMMARY)**

ITEM	DESCRIPTION	AMOUNT
A.	BILL OF QUANTITIES 1: MINOR SERVICE (TOTAL BROUGHT FORWARD)	R
B.	BILL OF QUANTITIES 2: MINOR SERVICE (TOTAL BROUGHT FORWARD)	R
C.	BILL OF QUANTITIES 3: MINOR SERVICE (TOTAL BROUGHT FORWARD)	R
D.	BILL OF QUANTITIES 4: UNSCHEDULED WORK/ REPAIRS (TOTAL BROUGHT FORWARD)	R225 708.69
SUM OF ITEMS (A, B, C & D)		SUB TOTAL R
(If registered as VAT vender)		VAT @ 15% R
SUM OF ITEMS (SUB TOTAL + VAT)		TOTAL OFFER R



## DRPW – 03 (EC) TENDER DATA

**Bid no: ID-3220338 B**

**Bid/ Project Description: FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (3) MONTHS.**

Paste Tender Data here

## 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<sup>3</sup> 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

(<sup>3</sup>) 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.

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".  
For External Use

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 declare 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>4</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.

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<sup>4</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.

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".  
For External Use





- 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 DECLARE 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.**

Name of Bidder	Signature	Date	Position

This form is aligned to SBD 4.

## 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:**

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

\_\_\_\_\_  
\_\_\_\_\_  
(project description as per Tender Document)

Tender Number: \_\_\_\_\_ (Tender Number as per 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 the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the 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			

**Note:**

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

**ENTERPRISE STAMP**

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

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

\_\_\_\_\_

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

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

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

### **RESOLVED that:**

1. The Enterprise submits a 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 Tender Document)

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

- 1 \*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.

- 2 The Enterprise accept 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.
- 3 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: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_



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

Postal Code \_\_\_\_\_

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

	Name	Capacity	Signature
1			
2			
3			
4			
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8			
9			
10			

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

**Note:**

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

**ENTERPRISE STAMP**

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

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender 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:**

- A. The above-mentioned Enterprises submit a tender in consortium/joint venture to the Department of Public Works & Infrastructure in respect of the following project:

\_\_\_\_\_  
\_\_\_\_\_  
*(project description as per Tender Document)*

Tender Number: \_\_\_\_\_ *(tender number as per Tender Document)*

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 tender, and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the tender 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: \_\_\_\_\_

E-mail address: \_\_\_\_\_



	Name	Capacity	Signature
1			
2			
3			
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7			
8			
9			
10			
11			
12			
13			

The tendering 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).





## DPW-16. TENDER BRIEFING MEETING CERTIFICATE

Project title:	FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (3) MONTHS.		
Tender / Quotation no:	ID-3220338 B	Reference no:	N/A

Date Bid Briefing Meeting: N/A

Time of Bid Briefing Meeting: N/A

Venue: N/A

This is to certify that I, \_\_\_\_\_

representing \_\_\_\_\_

attended the tender clarification meeting on: \_\_\_\_\_

I further certify that I am satisfied with the description of the work and explanations given at the tender clarification meeting and that I understand the work to be done, as specified and implied, in the execution of this contract.

Name of Tenderer	Signature	Date

Name of DPW Representative	Signature	Date

## DPW-21: RECORD OF ADDENDA TO TENDER DOCUMENTS

<b>Project title:</b>	<b>FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (3) MONTHS.</b>		
<b>Tender / Quotation no:</b>	<b>ID-3220338 B</b>	<b>Reference no:</b>	<b>N/A</b>

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

	<b>Date</b>	<b>Title or Details</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

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

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

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

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

### PROCUREMENT

Tender Number: ID-3220338 B

Name of Tenderer .....

☐ EME<sup>2</sup> ☐ QSE<sup>3</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 / under developed area/township	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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<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"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

<sup>2</sup> EME: Exempted Micro Enterprise

<sup>3</sup> QSE: Qualifying Small Business Enterprise

# 1. 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, 2022, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature	Date

## DPW-09 PARTICULARS OF TENDERER'S PROJECTS

<b>Project title:</b>	FREE STATE PROVINCE: MAINTENANCE OF LIFTS FOR A PERIOD OF THREE (3) MONTHS.		
<b>Tender / Quotation no:</b>	ID-3220338 B	<b>Closing date:</b> Wednesday, 18 December 2024	<b>Time:</b> 11h00

*Note: The Tenderer is required to furnish the following particulars and to attach additional pages if more space is required.*

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

#### 1.1. Current projects

Projects currently engaged in	Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – eg 1 to 6)	Work stages completed	Work stages in progress
1.						
2.						
3.						
4.						
5.						
6.						
7.						

## 1.2. Completed projects

Projects completed in the last 5 (five) years		Name of Employer or Representative of Employer	Contact tel. no.	Contract sum of Project	Scope of Services (Work stages appointed for – eg 1 to 6)	Date of appointment	Date of completion
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Name of Tenderer	Signature
	Date

## 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

### 1.2 Preference Points System to be applied

☒ The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender shall be awarded for:

1.3.1 Price: Maximum 80 points

1.3.2 Specific Goals: Maximum 20 points

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

Preference Points System to be applied	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 below are applicable:

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people	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	2	<ul style="list-style-type: none"> <li>• Official Municipal Rates Statement which is in the name of the bidder.</li> <li>Or</li> <li>• Any account or statement which is in the name of the bidder.</li> <li>Or</li> <li>• Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder.</li> <li>Or</li> <li>• Lease Agreement which is in the name of the bidder.</li> </ul>

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
3.	An EME or QSE which is at least 51% owned by black women	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.</li> </ul>
4.	An EME or QSE which is at least 51% owned by black people with disability	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE 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	2	<ul style="list-style-type: none"> <li>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:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 \\
 P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where





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

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

**Table 1: 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE or any entity which is at least 51% owned by <b>Historically Disadvantaged Individuals (HDI)</b>	10	
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	
3. An EME or QSE or any entity which is at least 51% owned by women	4	
4. An EME or QSE or any entity which is at least 51% owned by people with disability	2	
5. An EME or QSE or any entity which is at least 51% owned by youth.*	2	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that



person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

.....

## SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL

This affidavit **must not** be used for Construction/ CIDB related projects/ services

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Construction Business:</b>	
<b>Definition of "Black People"</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>
<b>Definition of "Black Designated Groups"</b>	<p>"Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>



3. I hereby declare under Oath that:

- ☐ The Enterprise is \_\_\_\_\_ % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is \_\_\_\_\_ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ The Enterprise is \_\_\_\_\_ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- ☐ Black Designated Group Owned % Breakdown as per the definition stated above:

- Black Youth % = \_\_\_\_\_ %
- Black Disabled % = \_\_\_\_\_ %
- Black Unemployed % = \_\_\_\_\_ %
- Black People living in Rural areas % = \_\_\_\_\_ %
- Black Military Veterans % = \_\_\_\_\_ %

☐ Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ the annual Total  
Date/ month / year

Revenue was R10, 000,000.00 (Ten Million Rands) or less

☐ Please Confirm on the below table the B-BBEE Level Contributor, by **ticking the applicable box.**

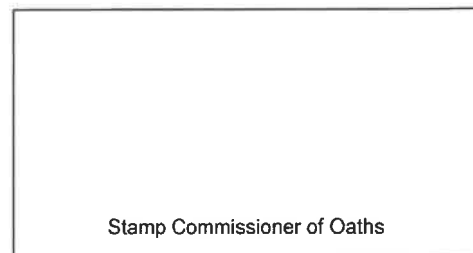
100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature \_\_\_\_\_

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

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp



Stamp Commissioner of Oaths

## SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE – GENERAL

This affidavit **must not**  
be used for Construction/  
CIDB related projects/  
services

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (**Select one**) of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Construction Business:</b>	
<b>Definition of “Black People”</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>
<b>Definition of “Black Designated Groups”</b>	<p>“Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”</p>



I hereby declare under Oath that:

☐ The Enterprise is \_\_\_\_\_ % Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

☐ The Enterprise is \_\_\_\_\_ % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

☐ The Enterprise is \_\_\_\_\_ % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

☐ Black Designated Group Owned % Breakdown as per the definition stated above:

- Black Youth % = \_\_\_\_\_ %
- Black Disabled % = \_\_\_\_\_ %
- Black Unemployed % = \_\_\_\_\_ %
- Black People living in Rural areas % = \_\_\_\_\_ %
- Black Military Veterans % = \_\_\_\_\_ %

☐ Based on the Audited Financial Statements/ Financial Statements and other information available on the latest financial year-end of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day/ month / year

(the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

☐ Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

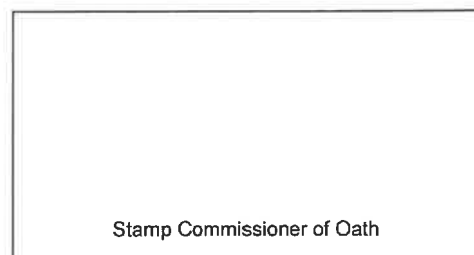
3. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

4. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature \_\_\_\_\_

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

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp



**B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES  
(ISSUED IN TERMS OF THE AMENDED CONSTRUCTION SECTOR CODE)**

(Gazette Vol. 630 No. 41287)

Issued in terms of paragraph 3.6.2.4.1 (B)

I, the undersigned,

This affidavit  
**must** be used  
for Construction/  
CIDB related  
projects/ service  
**only**

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

- 1) The contents of this statement are to the best of my knowledge a true reflection of the facts.
- 2) I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name:			
Trading Name (If Applicable):			
Registration Number:			
Enterprise Physical Address:			
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):			
Nature of Construction Business:	BEP (Built Environment Professional)	Contractor	Supplier
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalization before 27 April 1994; or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date."		
Definition of "Black Designated Groups"	"Black Designated Groups" means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"		

3) I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is \_\_\_\_\_ % Black Owned
- The Enterprise is \_\_\_\_\_ % Black Female Owned
- The Enterprise is \_\_\_\_\_ % Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)

- o Black Youth % \_\_\_\_\_ %
- o Black Disabled % \_\_\_\_\_ %
- o Black Unemployed % \_\_\_\_\_ %
- o Black People living in Rural areas % \_\_\_\_\_ %
- o Black Military Veterans % \_\_\_\_\_ %





4) Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_/\_\_\_\_/\_\_\_\_, the annual Total Revenue was less than the applicable amount confirmed by ticking the applicable box below.

BEP	R1.8 million	
Contractor	R3.0 million	
Supplier	R3.0 million	

*If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.*

· Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box below.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
At least 30% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	
Less than 30% Black Owned	<b>Level Five</b> (80% B-BBEE procurement recognition level)	

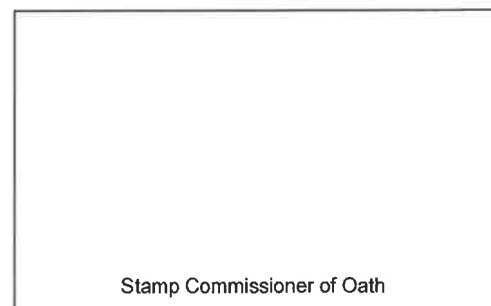
5) I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

6) The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature \_\_\_\_\_

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

\_\_\_\_\_  
Commissioner of Oaths  
Signature & stamp





# **FACILITIES MANAGEMENT CONDITIONS OF CONTRACT (DPW)**

## **SEPT. 2005 VERSION 1**



PA-10 (FM): CONDITIONS OF CONTRACT

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.*