



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

BILL OF QUANTITIES/SCOPE OF WORK:

**12 MONTHS GENERAL PLUMBING TERM
CONTRACT
FOR EMERGENCY AND URGENT SERVICES
IN WATERKLOOF: 285 JULIUS JEPPE
STREET, 262 MILNER STREET , 249 ALBERT
STREET, 287 ALBERT STREET, 249
DELPHINUS STREET FOR PRESTIGE
PROPERTY PORTFOLIO MANAGEMENT &
ACCOMMODATION**

**EMERGENCY AND URGENT DAY TO DAY
MAINTENANCE BREAKDOWNS**

RESPONSIBILITIES OF THE SERVICE PROVIDER

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

The Service provider shall carry out inspections and checking of equipment as set out in the schedules. Each inspection and test shall be recorded and listed in the periodic reports, stating the date of the inspection, nature of tests performed, inspection and test results and the name(s) of persons responsible for carrying out the inspections and tests. The testing of repaired faulty equipment or items shall also be recorded in the list in the reports. Where routine maintenance needs to be performed at premises such as dwellings, adequate arrangements for access to these premises shall be made by the DPWI Security management.

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

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

not affected by the agree time, then the contractor will be deemed to have failed to meet the Service Level.

MAINTENANCE & REPAIRS OF PLUMBING & RELATED FITTINGS

Scope of work

The maintenance and repair of all plumbing and domestic water systems, pumps and drains, taps, sewerage and effluent systems, toilets, hand basins, urinals, piping work, burst water pipes rainwater disposals including valves and float switches and related equipment.

Service Level agreement

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

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

agree time, then the Supplier will be deemed to have failed to meet the Service Level.

PRICING DATA SCHEDULES OF QUANTITIES

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

No.	Description	Units	Quantity	Rate	Total
1.	<u>EXCAVATIONS</u> Excavate carefully in all materials for trenches to expose defective pipes, select, backfill, compact and dispose of all surplus material on completion. Allow for workspace, shoring and dewatering as required. Payment for excavations will be limited to the length of the defective pipe being replaced. Excavations will only be paid at one of the following rates, depending on the category in which the depth falls.				
1.1	Over 0.1m and up to 1.0m deep	M³	01		
1.2	Over 1.0m and up to 1.5m deep	M³	01		
1.3	Over 1.5m and up to 2.0m deep	M³	01		
1.4	Over 2.0m and up to 3.0m deep	M³	01		
1.5	Deeper than 3.0m	M³	01		
2.	<u>CONCRETE FOR REPAIR WORK</u>				
2.1	Over 0.1mm and up to 100mm thick concrete surfaces	M³	01		
2.2	Over 100mm and up to 150mm thick concrete surfaces	M³	01		
2.3.	Over 150mm and up to 300mm thick concrete surfaces	M³	01		
2.4	Over 300mm thick concrete surfaces	M³	01		
3.	<u>REINFORCED CONCRETE FOR REPAIR WORK</u>				
3.1	Over 0.1mm and up to 150mm thick re-enforced concrete surfaces	M³	01		
3.2	Over 150mm and up to 300mm thick re-enforced concrete surfaces	M³	01		

	Mesh reinforcement type 193 in concrete surface beds and slabs				
3.3	Over 300mm thick re-enforced concrete surfaces	M ³	01		
3.4	10mm Diameter bar reinforcement in concrete	M ³	01		
4.	<u>CONCRETE PAVED WORK AREA FOR REPAIR WORK</u>				
No.	Description	Units	Quantity	Rate	Total
4.1	Grass sods	M ²	01		
4.2	Pre-cast concrete paving slabs (all sizes and thicknesses)	M ²	01		
4.3	Brick paving; (all type, size and thicknesses)	M ²	01		
4.4	Pre-cast concrete Municipal Road kerbing and channelling (all type, sizes and thicknesses)	M	01		
4.5	Concrete upstand for fire hydrant	Each	01		
5.	<u>PLASTERING FOR REPAIR WORK</u>				
5.1	Plastered brick wall; Painted Allow removal of plaster to brick work to access faulty plumbing fittings	M ²	01		
5.2	Allow repairing the affected brickwork area by closing any openings and make good finish to match existing	M ²	01		
5.3	Allow re-painting of the affected are with two coats of PVA paint to match existing and make good finish	M ²	01		
6.	<u>CEILING FOR REPAIR WORK</u>				
6.1	Allow removal of existing damaged ceiling panels due to water leakages to access faulty plumbing fittings	M ²	01		
6.2	Allow new installation of new ceiling panels and paint with two coats of PVA paint to match existing and make good finish	M ²	01		
6.3	Allow replacement of damaged	M	01		

	timber trusses due to water leakages				
6.4	Allow replacement of damaged timber buttons due to water leakages	M	01		
7.	<u>TILING FOR REPAIR WORK</u>				
7.1	Allow removal of existing wall tiles and plaster to brick work to access faulty plumbing fittings	M ²	01		
7.2	Allow new installation of new wall tiles with all necessary fittings to match existing and make good finish	M ²	01		
8.	<u>BRICKWORK FOR REPAIR WORK</u>				
8.1	Half brick wall to match the existing	M ²	01		
8.2	Double brick wall to match the existing	M ²	01		
9.	<u>BITUMINOUS SURFACE FOR REPAIR WORK</u>				
9.1	Over 0.1mm and up to 25mm thick bituminous surfaces incl. 150mm thick base course and prepared sub-base course	M ²	01		
9.2	Over 25mm and up to 32mm thick bituminous surfaces incl. 150mm thick base course and prepared sub-base course	M ²	01		
10.	<u>GRAVEL SURFACE FOR REPAIR WORK</u>				
10.1	Over 0.1mm and up to 150mm compacted gravel surface	M ²	01		
10.2	Over 0.1mm and up to 150mm thick compacted gravel surfaces	M ²	01		
11.	<u>PLUMBING PIPEWORK</u> Replace pipe work to match the existing inclusive of all couplings, adaptors, tees, bends, holder bats and concrete trust blocks where necessary NOTE: Fibre cement pipes are to be replaced to the full standard				

	length of the one being replaced				
11.1	15mm Diameter Polycop	Lm	01		
11.2	22mm Diameter Polycop	Lm	01		
11.3	28mm Diameter Polycop	Lm	01		
11.4	35mm Diameter Polycop	Lm	01		
11.5	42mm Diameter Polycop	Lm	01		
No.	Description	Units	Quantity	Rate	Total
11.6	15mm Diameter copper (Class 2)	Lm	01		
11.7	22mm Diameter copper (Class 2)	Lm	01		
11.8	28mm Diameter copper (Class 2)	Lm	01		
11.9	35mm Diameter copper (Class 2)	Lm	01		
11.10	42mm Diameter copper (Class 2)	Lm	01		
11.11	54mm Diameter copper (Class 2)	Lm	01		
11.12	76mm Diameter copper (Class 2)	Lm	01		
11.13	100mm Diameter copper (Class2)	Lm	01		
11.14	108mm Diameter copper (Class2)	Lm	01		
11.15	15mm Diameter Class 12 UPVC piping	Lm	01		
11.16	25mm Diameter Class 12 UPVC piping	Lm	01		
11.17	35mm Diameter Class 12 UPVC piping	Lm	01		
11.18	50mm Diameter Class 12 UPVC piping	Lm	01		
11.19	63mm Diameter Class 12 UPVC piping	Lm	01		
11.20	75mm Diameter Class 12 UPVC piping	Lm	01		
11.21	90mm Diameter Class 12 UPVC piping	Lm	01		
11.22	110mm Diameter Class 12 UPVC piping	Lm	01		
11.23	160mm Diameter Class 12 UPVC piping	Lm	01		
11.24	200mm Diameter Class 12 UPVC piping	Lm	01		
11.25	250mm Diameter Class 12 UPVC piping	Lm	01		
11.26	31mm Diameter Class 12 UPVC piping	Lm	01		
11.27	50mm Class D high pressure fibre cement piping	Lm	01		
11.28	75mm Class D high pressure fibre cement piping	Lm	01		
11.29	100mm Class D high pressure fibre cement piping	Lm	01		
11.30	150mm Class D high pressure fibre cement piping	Lm	01		

No.	Description	Units	Quantity	Rate	Total
11.31	200mm Class D high pressure fibre cement piping	Lm	01		
11.32	250mm Class D high pressure fibre cement piping	Lm	01		
11.33	300mm Class D high pressure fibre cement piping	Lm	01		
11.34	40mm Diameter UPVC waste pipe	Lm	01		
11.35	40mm Diameter UPVC waste socket	Item			
11.36	50mm Diameter UPVC waste pipe	Lm	01		
11.37	50mm Diameter UPVC Bend waste Inspection eye	No	01		
11.38	110mm PVC 87.5 Degree Pan collar plain bend	No	01		
11.39	110mm PVC Underground double socket	No	01		
11.40	110mm PVC soil & vent 95-degree double junction	No	01		
11.41	50mm PVC Branch tee 45 degree	No	01		
11.42	110 mm Junction 90 degree plain	No	01		
11.43	110mm PVC Underground Female adaptor	No	01		
11.44	PVC Vent pipe	No	01		
11.45	110mm PVC Underground Gully P trap	No	01		
11.46	110mm Diameter UPVC Sewer line	Lm	01		
11.47	150mm Diameter UPVC Sewer/ storm water line	Lm	01		
11.48	100mm Diameter vitrified sewer line	Lm	01		
11.49	200mm Concrete pipe for water / sewer / storm water	Lm	01		
11.50	250mm Concrete pipe water / sewer / storm water	Lm	01		
11.51	300mm Concrete pipe water / sewer / storm water	Lm	01		
12.	<u>DEFECTIVE / LEAKING COUPLINGS</u> Replace defective couplings or fit new instant couplings to stop leaks to all types of pipes work as mentioned below				
12.1	15mm Diameter Polycop / Copper				
12.1.1	Compression or capillary solder	No	01		

	type fittings				
12.1.2	Cascade coupling	No	01		
12.1.3	Coupling	No	01		
12.2	22mm Diameter Polycop / Copper				
12.2.1	Compression or capillary solder type fitting	No	01		
12.2.2	Cascade coupling	No	01		
12.2.3	Coupling	No	01		
12.3	28mm Diameter Polycop / Copper				
12.3.1	Compression or capillary solder type fittings	No	01		
12.3.2	Cascade coupling	No	01		
12.3.3	Coupling	No	01		
12.4	35mm Diameter Polycop / Copper				
12.4.1	Compression or capillary solder type fittings	No	01		
12.4.2	Cascade coupling	No	01		
12.4.3	Coupling	No	01		
12.5	42mm Diameter Polycop / Copper				
12.5.1	Compression or capillary solder type fittings	No	01		
12.5.2	Cascade coupling	No	01		
12.5.3	Coupling	No	01		
No.	Description	Unit	Quantity	Rate	Total
12.6	54mm Diameter Polycop / Copper				
12.6.1	Compression or capillary solder type fittings	No	01		
12.6.2	Cascade coupling	No	01		
12.6.3	Coupling	No	01		
12.7	76mm Diameter copper				
12.7.1	Compression or capillary solder type fittings	No	01		
12.7.2	Cascade coupling	No	01		
12.7.3	Coupling	No	01		
12.8	108mm Diameter copper				
12.8.1	Compression or capillary solder	No	01		

	type fittings				
12.8.2	Cascade coupling	No	01		
12.8.3	Coupling	No	01		
12.9	Galvanised pipework	Lm	01		
12.9.1	15mm Diameter Galvanised	Lm	01		
12.9.2	20mm Diameter Galvanised	Lm	01		
12.9.3	25mm Diameter Galvanised	Lm	01		
12.9.4	32mm Diameter Galvanised	Lm	01		
12.9.5	40mm Diameter Galvanised	Lm	01		
12.9.6	50mm Diameter Galvanised	Lm	01		
12.9.7	65mm Diameter Galvanised	Lm	01		
12.9.8	80mm Diameter Galvanised	Lm	01		
12.9.9	100mm Diameter Galvanised	Lm	01		
12.9.10	150mm Diameter Galvanised	Lm	01		
12.10	50mm Diameter Class 12 HDPE piping				
12.10.1	Cascade coupling	No	01		
12.10.2	Coupling- short collar	No	01		
12.10.3	Coupling - Long collar	No	01		
12.11	75mm Diameter Class 12 HDPE				
12.11.1	Cascade coupling	No	01		
12.11.2	Coupling-Short collar	No	01		
12.11.3	Coupling-Long collar	No	01		
12.12	90mm Diameter Class 12HDPE piping				
12.12.1	Cascade coupling	No	01		
12.12.2	Coupling-Short collar	No	01		
12.12.3	Coupling-Long collar	No	01		
12.13	100mm Diameter Class 12HDPE piping				
12.13.1	Cascade coupling				
12.13.2	Coupling- short collar				
12.13.3	Coupling - Long collar				
12.14	110mm Diameter Class 12HDPE piping				
12.14.1	Cascade coupling	No	01		
12.14.2	Coupling -Short collar	No	01		
12.14.3	Coupling - Long collar	No	01		
12.15	160 Diameter Class 12HDPE piping				

12.15.1	Cascade coupling	No	01		
12.15.2	Coupling-Short collar	No	01		
12.15.3	Coupling-Long collar	No	01		
12.16	<u>200mm Diameter Class 12 HDPE piping</u>				
12.16.1	Cascade coupling	No	01		
12.16.2	Coupling-Short collar	No	01		
12.16.3	Coupling-Long collar	No	01		
12.17	<u>250 mm Diameter Class 12 HDPE</u>				
12.17.1	Cascade coupling	No	01		
12.17.2	Coupling-Short collar	No	01		
12.17.3	Coupling-Long collar	No	01		
12.18	<u>315mm Diameter Class 12 HDPE</u>				
12.18.1	Cascade coupling	No	01		
12.18.2	Coupling-Short collar	No	01		
12.18.3	Coupling- Long collar	No	01		
12.19	<u>75mm Class D high pressure fibre cement piping</u>				
12.19.1	Cascade coupling	No	01		
12.19.2	Coupling-Short collar	No	01		
12.19.3	Coupling-Long collar	No	01		
12.20	<u>100mm Class D high pressure fibre cement piping</u>				
12.20.1	Cascade coupling	No	01		
12.20.2	Coupling-Short collar	No	01		
12.20.3	Coupling-Long collar	No	01		
12.21	<u>150mm Class D high pressure fibre cement piping</u>				
No.	Description	Unit	Quantity	Rate	Total
12.21.1	Cascade coupling	No	01		
12.21.2	Coupling-Short collar	No	01		
12.21.3	Coupling -Long collar	No	01		
12.22	<u>200mm Class D high pressure fibre cement piping</u>				
12.22.1	Cascade coupling	No	01		
12.22.2	Coupling-Short collar	No	01		
12.22.3	Coupling -Long collar	No	01		
12.23	<u>250mm Class D high pressure</u>				

	<u>fibre cement piping</u>				
12.23.1	Cascade coupling	No	01		
12.23.2	Coupling-Short collar	No	01		
12.23.3	Coupling –Long collar	No	01		
12.24	<u>300mm Class D high pressure fibre cement piping</u>				
12.24.1	Cascade coupling	No	01		
12.24.2	Coupling-Short collar	No	01		
12.24.3	Coupling –Long collar	No	01		
13.	<u>HOT WATER CYLINDERS</u>				
a)	<p>Replace horizontal /vertical/multi pressure /combination electrical hot water cylinders, complete with necessary pressure reducing valves, vacuum breakers, relief valves, isolators</p> <p>Allowance must be made for all necessary pipes work to accommodate new hot water cylinders. The entire installation is to be done strictly in accordance with the Manufacturer's instructions All new installations are to bear the SANS mark</p> <p>Note: Hot water cylinder manufacturer's guarantee /warranty including purchase date must be submitted with invoice</p>				
No.	Description	Unit	Quantity	Rate	Total
b)	Plumbers' current year licence number must be indicated on hot water cylinder as well as on guarantee/warranty				
c)	The successful tender must make allowance when replacing a hot water to install an isolator in the run of the electrical supply in close proximity to the hot water cylinder in order to comply with the SANS code of practice.				

d)	Supply and install copper bonding between hot and cold-water pipes using 6mm brass-screws and washers from the copper strapping. Connect a 2.5 square meter earth wire to the earth wire to the earth strand of the hot water cylinder.				
e)	All electrical work must be executed by a qualified electrician and must be accompanied by a certificate of compliance				
13.1	100 litre 100kpa	No	01		
13.2	100 litre 200kpa	No	01		
13.3	100 litre 400kpa	No	01		
13.4	150 litre 100kpa	No	01		
13.5	150 litre 200kpa	No	01		
13.6	150 litre 400kpa	No	01		
13.7	150 litre 100kpa	No	01		
13.8	200 litre 100kpa	No	01		
13.9	200 litre 200kpa	No	01		
13.10	200 litre 400kpa	No	01		
No.	Description	Unit	Quantity	Rate	Total
14.	<u>Sundries for Hot water Installations</u>				
14.1	Replace 100kpa Pressure control valve	No	01		
14.2	Replace 150kpa Pressure control valve	No	01		
14.3	Replace 200kpa Pressure control valve.	No	01		
14.4	Replace 400kpa Pressure control valve	No	01		
14.5	Replace 600kpa Pressure control valve	No	01		
14.6	Provide new drip tray complete with complete with 40mm diameter outlet pipe taken to outside through eaves, with support by three 75x 50mm SA pine bearers nailed securely to timbers. Cylinders to rest on three 38x 38 mm battens placed in tray. Allow for the disconnection and reconnection	No	01		

	of water supply and draw off pipes				
14.7	Replace thermostat only, and adjust	No	01		
14.8	Replace 1 to 4kw "Kerold" or ceramic type element	No	01		
14.9	Replace plate with 1 to 4kw mega flow type cylinder element, thermostat and mode complete	No	01		
14.10	Replace 1 to 4kw element including thermostat	No	01		
15.	VALVES Replace valves and accessories to match existing				
15.1	15mm Diameter brass stopcock	No	01		
15.2	22mm Diameter brass stopcock	No	01		
15.3	54mm Gate valves	No	01		
15.4	75mm Gate valves	No	01		
15.5	100mm Gate valves	No	01		
No.	Description	Unit	Quantity	Rate	Total
15.6	150mm Gate valves	No	01		
15.7	200mm Gate valves	No	01		
15.8	250mm Gate valves	No	01		
15.9	300mm Gate valves	No	01		
15.10	Servicing to all sizes of gate valves including the replacement of the defective parts	No	01		
15.11	Replace symphonic cistern valve with Cobra No.780-235 or other approved symphonic flushing valve unit with handle, cap and back nuts and flush pipe.	No	01		
16.	CLEAR BLOCKAGES				
16.1	Inspect drainage & sewerage system using CCTV Inspection camera	Per Hour	01		
16.2	Clear blocked drainage & sewerage system by means of high-pressure water jet machine	Per Hour	01		
16.3	Clear out entire blockage in drainage & sewerage system including all sanitary fittings, gulleys and manholes up to a connecting point at the main sewer line	Per Hour	01		
16.4	Clear out entire main sewer line		01		

	with pipe sizes up to 300mm in diameter and up to 100metres in length	Per Hour			
16.5	Ditto, but more than 100 metres	Per Hour	01		
16.6	Allow water leakages dictating underground and on brickwork/walls using Plumbing equipment/machinery	Per Hour	01		
17.	<u>INSPECTION CHAMBER SUNDRIES</u>				
17.1	Replace cast iron rodding eye cover	No	01		
17.2	Replace UPVC rodding eye cover	No	01		
17.3	Replace 450 x 600mm single seal frame	No	01		
17.4	Replace 450 x 600mm double seal frame	No	01		
No.	Description	Unit	Quantity	Rate	Total
17.5	Replace 450 x 600mm single seal cover	No	01		
17.6	Replace 450 x 600mm double seal cover	No	01		
17.7	Replace 450 x 600mm single seal cover and frame:25kg	No	01		
17.8	Replace 450 x 600mm double seal cover and frame:72kg	No	01		
17.9	Replace 600 x 600mm single seal cover	No	01		
17.10	Replace 600 x 600mm double seal cover	No	01		
17.11	Replace 600 x 600mm double seal cover and frame:124kg	No	01		
17.12	Replace 650mm diameter cover and frame;135kg	No	01		
17.13	Replace 650mm diameter cover and frame;204kg	No	01		
17.14	Allow for breaking through inspection chamber walls and concrete surrounds to gain access to valves or pipes and make good on completion	Item	01		
18.	<u>BALL VALVES</u>				
18.1	Service 15mm ball valve	No	01		
18.2	Service 20mm ball valve	No	01		
18.3	Service 25mm ball valve	No	01		

18.4	Replace 15mm Ball valve	No	01		
18.5	Replace 20mm Ball valve	No	01		
18.6	Replace 20mm Ball valve	No	01		
19.	<u>TAPS/MIXERS</u>				
19.1	Service and reseal 15mm tap/Mixer	No	01		
19.2	Service and reseal 20mm tap/Mixer	No	01		
19.3	Replace 15mm tap/Mixer	No	01		
19.4	Replace 20mm tap/Mixer	No	01		
19.5	Replace spring neck tap mixer	No	01		
19.6	Replace 15mm urinal bibcock	No	01		
19.7	Replace shower rose to match existing	No	01		
19.8	Replace swivel nozzle tap mixer to match existing	No	01		
20.	<u>SANITARY FITTINGS</u>				
20.1	Replace Toilet pan P/S trap	No	01		
20.2	Replace Toilet Cistern (Geberit system)	No	01		
20.3	Replace heavy duty double flap toilet seat	No	01		
No.	Description	Unit	Quantity	Rate	Total
20.4	Replace wash hand basin pedestal type including trap	No	01		
20.5	Replace Bathtub complete with p/s trap	No	01		
20.6	Replace urinal complete with p/s trap	No	01		
20.7	Replace flush pipe connector	No	01		
20.8	Replace flush master complete kit (Geberit system)	No	01		
20.9	Replace Beta valve to cistern	No	01		
20.10	Replace Beta valve washer to cistern	No	01		
20.11	Service flush master complete kit (Standard toilet)	No	01		
20.12	Reseal pan outlet with silicone	No	01		
20.13	Replace white glazed wall tiles	M2	01		
20.14	Replace 75mm UPVC vent pipe	No	01		
20.15	Replace 110mm UPVC vent pipe	No	01		
21.	<u>FLEXI PIPES</u>				
21.1	Chrome plated pipe connector	No	01		
21.2	Stainless steel bath shower flexible hose connector	No	01		

21.3	Braided flexible pipes connector: Female	No	01		
21.4	Braided flexible pipes connector: Male	No	01		
21.5	Braided flexible pipes connector: Male & Female	No	01		
22.	SEPTIC TANKS				
22.1	Cleaning of sludge and disposal using specialized dumping trucks	Per Litre	01		
22.2	Allow disinfecting of sewer septic tank with waste chemical	Per Litre	01		
23.	HYDRO BOILERS				
23.1	5 Litre	No	01		
23.2	7.5 Litre	No	01		
23.3	10 Litre	No	01		
23.4	15 Litre	No	01		
24.	STORMWATER DRAINAGE				
24.1	Waterform storm water channel complete with grate Excavate and carefully remove worn out channel and lay new channel on necessary back filling on a proper fall and make good finish	M	01		
24.2	Waterform storm water corner channel complete with grate Excavate and carefully remove worn out corner channel and lay new channel on necessary back filling on a proper fall and make good finish	No	01		
24.3	Precast concrete storm water channel complete with grate Excavate and carefully remove worn out channel and lay new channel on necessary back filling on a proper fall and make good finish	No	01		
26.	RAINWATER DISPOSALS				
26.1	Replace worn out steel circular rainwater down pipes to be fixed	M	01		

	with necessary fittings to match and make good finish				
26.2	Replace worn out steel circular gutter to be fixed with necessary fittings to timber trusses and make good finish	M	01		
26.3	Replace worn out steel square rainwater down pipes to be fixed with necessary fittings to match and make good finish	M	01		
26.4	Replace worn out steel square gutter to be fixed with necessary fittings to timber trusses and make good finish	M	01		
26.5	Replace worn out aluminium square rainwater down pipes to be fixed with necessary fittings to match and make good finish	M	01		
26.6	Replace worn out aluminium square gutters to be fixed with necessary fittings to timber trusses and make good finish	M	01		
SCHEDULE ONE (1) TOTAL CARRIED TO SUMMARY PAGE					

SIGNATURE : _____

DATE : _____

COMPANY STAMP

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

SIGNATURE : _____

DATE : _____

COMPANY STAMP

SCHEDULE THREE (3) TRANSPORT INSIDE CORE DEFINED AREAS AND GENERAL SUPPLIERS					
No.	Description	Units	Quantity	Rate	Total
30.	Transport for travelling inside core defined areas and general suppliers	Km	01		
31.	PLANT				
31.1	Provide own plant	Per Hour	01		
31.2	Provide proof for hiring plant from Hiring Company	Per Hour	01		
SCHEDULE THREE (3) TOTAL CARRIED TO SUMMARY PAGE					

SIGNATURE : _____

DATE : _____

COMPANY STAMP

SUMMARY PAGE

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

SIGNATURE : _____

DATE : _____

COMPANY STAMP



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

WATERKLOOF, PRETORIA: 285 JULIUS
JEPPE STREET, 262 MILNER STREET, 249
ALBERT STREET, 287 ALBERT STREET, 249
DELPHINUS STREET FOR PRESTIGE
PROPERTY PORTFOLIO MANAGEMENT &
ACCOMMODATION: 12 MONTH TERM
CONTRACT FOR GENERAL PLUMBING
MAINTENANCE & REPAIRS.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

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1.0.0. INTRODUCTION AND BACKGROUND

1.1.0. Background to the Health and Safety Specification

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

1.2.0. Purpose of the Health and Safety Specification:

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

1.3.0. Implementation of the Health and Safety Specification

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

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2.0.0. OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION.

2.1.0. SCOPE:

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

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

2.2.0. INTERPRETATIONS

2.2.1. Application

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

2.2.2. Definitions

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

2.3.0. GENERAL ADMINISTRATIVE REQUIREMENTS

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

The Principal Contractor shall submit a letter of good standing with its Compensation Insurer to the client as proof of registration. This certified proof of registration to be submitted with the tender document. Contractors shall submit

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proof of registration to the Principal Contractor. **No contractor will commence work on any site unless proof the above is received.**

2.3.2. Health and Safety File

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

2.3.3 Initial Hazard Identification and Risk Assessment

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

2.3.4 Health and Safety Training

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

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2.3.5 General Record Keeping

The Contractor shall keep and maintain Health and Safety records to demonstrate compliance with the Specification document, the OHS Act and Regulations (85/1993). The Contractor shall ensure that all records of incidents/injuries, training, inspections, audits, etc are kept in a health and safety file available on request.

2.3.6 Emergency Procedures

The Principal Contractor shall acquaint himself with the client's emergency/evacuation procedure and adhere to all such procedures.

All workmen shall be in possession of emergency telephone numbers and be capable/trained to handle injuries, incidents, fire, and major incidents.

2.3.7 First Aid Box and First Aid Equipment

A fully stocked first aid box must be available on each of the maintenance vehicles whenever work is being carried out. The stock shall be risk-specific and have at least the minimum contents as per the legal requirements (General Safety Regulations, OHS Act 85/1993)

2.3.8 Accident / Incident Reporting and Investigation

Injuries are to be categorised into first aid, medical, disabling, fatal. The Principal contractor must stipulate how it will handle each of these categories. When reporting injuries to DPW, these categories shall be used.

All injuries must be investigated by the Principal Contractor, with a report being forwarded to the DPWI forthwith.

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2.3.9 Personal Protective Equipment (PPE) and Clothing

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

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

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

2.3.11 Contractor (sub-contractors)

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

2.4.0 REQUIREMENTS:

2.4.1 Hazardous Chemical Substances (HCS)

Any hazardous chemical substances not able to be substituted must be safely transported. All workers must be inducted into the hazards, the consequences and control measures required to protect themselves against exposure. A list of these substances must be included in the health and safety file and updated

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when there are any changes. Material safety data sheets (MSDS) must be included by the supplier, however, it remains the Principal Contractor's responsibility to ensure that these MSDS's are available and in the file. All containers shall be clearly labelled, including dangers, control measures and emergency procedures. No hazardous chemicals substances, empty containers, may be left or disposed of on the Department sites.

2.4.2 Fire Extinguishers and Fire Equipment

The Principal Contractor shall carry at least one 9kg Co2 and one 9kg DCP extinguisher on each service vehicle.

2.4.3 Scaffolding/Working at heights including roof work

Working at heights includes any work that takes place in an elevated position. The Principal Contractor must submit a risk-specific fall protection plan in accordance with the Construction Regulations.

2.4.4 Ladders and Ladder Work

The Principal Contractor shall ensure that all ladders are inspected regularly, are in good safe working order, are the correct height for the task, extend at least 1m above the landing, fastened and secured, and at a safe angle.

2.4.5 Portable Electrical Tools

The Principal Contractor shall ensure that all electrical tools, electrical distribution boards, extension leads, and plugs are kept in safe working order. Regular inspections and toolbox tasks are to be conducted to make workers aware of the dangers and control measures to be implemented, e.g. personal protection equipment.

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2.4.6 Asbestos Work

The maintenance of asbestos roof sheeting must be conducted under controlled conditions as specified in the Asbestos Regulations (No.R155, 2002). A written safe work procedure is drawn up by the Principal Contractor or other asbestos contractors and submitted to an AIA for approval, before any work commences the Department of Labour must be informed and all asbestos work must be carried out by a registered asbestos contractor. The safe work procedure shall include but not be limited to:

- ✓ The provision of safe access while working on roofs, i.e. Duck boards and roof ladders;
- ✓ The provision of suitable PPE and respiratory equipment for all asbestos workers who could be exposed to fibres
- ✓ The control of contaminated water, i.e. suitable filtration method to be used;
- ✓ The prevention of dry cutting, a suitable wet method must be used;
- ✓ The prevention of dry brushing of asbestos products;
- ✓ The safe disposal of asbestos waste including contaminated water;
- ✓ The prevention of high pressure water jetting unless a specialised control system is used;
- ✓ The specification of fungicides and moss killers, including any related chemical hazards.

Acceptance of the safe work procedure will then be issued to the Principal Contractor before asbestos work may proceed. The Principal Contractor shall ensure that asbestos work complies with the Asbestos Regulations and the accepted safe work procedure, which shall include a full risk assessment of the related risks.

Copies of all certificates received by the contractor for safe disposal of asbestos must be handed to the Department.

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2.5.0 ELECTRICAL INSTALLATIONS

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

2.6.0 SUB STATIONS

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

2.7.0 OCCUPATIONAL HEALTH

2.7.1 Occupational Hygiene

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

2.7.2 Alcohol and other Drugs

No alcohol and other drugs will be allowed on site unless under controlled conditions under the supervision of the Principal Contractor's Responsible Person. No person may be under the influence of alcohol or any other drugs

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while on the construction site. Any person on prescription drugs must inform his/her superior, who shall in return report this to the Principal Contractor forthwith. Any person suffering from any illness / condition that may have a negative effect on his/her safety performance must report this to his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suspected of being under the influence of alcohol or other drugs must be sent home immediately, to report back the next day for a preliminary inquiry. Full disciplinary procedures must be followed.

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12 MONTHS TENDER AND MAINTENANCE CONTRACT

ANNEXURE A

The Principal Contractor must submit his compliance with annexure A together with his Health & Safety plan

Requirement	OHS Act Requirement	Submission Date
Assignment of Responsible Persons to supervise construction work	OHS Act (SECTION 16.2) & Construction Regulation 6	Before commencement on site
Competence of Responsible Persons	OHS Act (section 16.2) & Construction Regulation 6	Together with H&S plan
Compensation of occupational injuries and diseases proof of registration.	COIDA	Together with H&S plan
Occupational Health and safety Policy	OHS Act	Together with H&S plan
Health and Safety Organogram	Client Requirement	Together with H&S plan
Initial hazard identification and risk assessment	Construction Regulation	Together with H&S plan
Health and Safety representatives	OHS Act	Submit as soon as there are more than 20 employees on site

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12 MONTHS TENDER AND MAINTENANCE CONTRACT

ANNEXURE B

The Principal Contractor shall make the following appointments according to the Health and Safety Specification: (further appointments could become necessary as the project progresses)

Contractors shall make the relevant appointments as per their operations. The Client reserves the right to insist on any health and safety related appointments as determined by its risk assessments.

APPOINTMENT	OHSA REFERENCE	REQUIREMENT
CEO Assignee	Section 16 (2)	A competent person to assume the overall H&S responsibility – Principal Contractor's Responsible Person.
Construction Work supervisor	CR6.1	A competent person to supervise and be responsible for Health and Safety related issues on site
Fall protection plan co-ordinator	CR8	A competent person to prepare and amend to fall protection plan
First Aider	GSR3	A qualified person to address all on site first aid cases
Scaffolding Inspector	SABS 085	A competent person to inspect scaffolding before use and every time after bad weather, etc.
Scaffolding erector	GSR 13D	A competent person to erect scaffolding
Scaffolding supervisor	SABS 085	A competent person to supervise scaffolding
Ladder inspector	GSR 13A	A competent person to inspect ladders daily and ensure they are safe for use, keeping monthly records

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Electrical installations competent person	CR 22 (d)	A competent person to control all electrical installations
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12 MONTHS TENDER AND MAINTENANCE CONTRACT

ANNEXURE C

The Principal Contractor shall comply but not be limited to the following requirements:

Report on these to DPWI and place a copy on the Health and Safety file monthly.

WHAT	WHEN	OUTPUT	ACCEPTED BY CLIENT WITH DATE
Health and Safety plan	Before site hand over	Principal Contractor to report on status of Contractor's Health and Safety plans	
Health and Safety file	Open file when construction begins and maintain throughout	Have file on hand at meetings	
Induction training	Every worker before she/he starts work	Attendance register. Signed by everybody who received induction training	
Awareness Training (Tool Box Talks)	Every 2 nd week	Attendance registers	
Health & Safety meetings	Monthly	Meeting minutes	
Health & safety reports	Monthly	Report covering <ul style="list-style-type: none"> ✓ Incidents/accidents and investigations: ✓ Non-conformances by employees & contractors: ✓ Internal & External H&S audit reports 	
Emergency	Weekly	Table procedures in writing	

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procedures	evaluation of procedures	as well as telephone numbers	
Risk assessment	Updated and signed off at least monthly	Documented risk assessment	
Method statements-safe work procedures	Drawn up before workers are exposed to new risks	Documented set of safe work procedures (method statement) updated and signed off	
General inspections	Weekly and daily	OHS Act compliance: Registers <ul style="list-style-type: none"> ✓ Scaffolding; ✓ Temporary electrical installations 	
General inspections	Monthly	<ul style="list-style-type: none"> ✓ Fire fighting equipment ✓ Portable electrical equipment ✓ Ladders 	
Complaint book	Update when necessary	Table any complaints and incidents at meetings	
List of Contractors	List to be updated weekly	Table list, number of workers and company tel. numbers	
Workman`s compensation	Updated monthly	Table a list of Contractor`s workman`s compensation proof of good standing	
Construction site rules & section 37.2 mandatory agreement	Updated monthly	Table a report all signed up mandatories.	

ANNEXURE D

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**INITIAL HAZARD IDENTIFICATION AND RISK ASSESSMENT AS WELL AS SUGGESTED CONTROL MEASURES
PRE-CONSTRUCTION HEALTH & SAFETY SPECIFICATION YEAR TENDERS**

HAZARD ID	RISK RATING	PPE	DOCUMENTATION	OTHER
1.Site access ways	M	Safe footwear, hard hats	Comply with client`s access/security/evaluation procedures	Safe clear access routes
2.Heat stress	H		First aid and medical treatment to be recorded	Portable water to be provided to workers, suitable sun screen to be used to protect skin against sun
3.Ladders	H	Safe footwear, hard hats	Inspection of ladders at least monthly	Correct height, secured, safe angle
4.Scaffolding	H	Safe footwear, hard hats fall prevention devices where applicable	Toolbox talks-those working on scaffolds, safe method of erection drawn up, inspect prior to use and weekly thereafter as well as after bad weather	Competent scaffolder, supervisor & inspector, safe access, safe platforms with guardrails & toe boards, secured, level & plumb
5.Noise	M	Hearing protection	Keep record of issue & return, toolbox talk on use	Enforce with tools emitting noise over 85 Db
6.Dust/Cement	M	Dust masks	Keep record of issue & return. Toolbox talk on use	When wood dust could be inhaled, working with dry cement products
7.Elevated work/roof work	H	Hard hat, adequate footwear, fall prevention devices	Fall protection plan – documented, trained workers	Duck board and roof ladders to be used, safe access to be provided
8.Electrical installation	H	Hard hat and adequate protective clothing and footwear	Copies of C.O.C Certificates and test results to be filed in safety file and original to P.M.	All the above if work is involved in the above situation
9.Excavations	H	Hard hat, safe footwear and protective clothing	Inspections daily and after rains	Use of shoring/bracing and safe exit and entry
10.Hoist/cherry picker	H	All inspections as required by the Act plus the necessary certificates/register s must be in place	Check wind forces, check movement in and around power lines and check free space	

NOTE: The above list is by no means exhaustive and should not be limited to these activities but must cover all activities that forms part of the said construction work. Each activity must be split down to individual task and all associated hazards identified and listed in the assessment. This ensures that the critical task and subsequent critical hazards are not missed.

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public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

**WATERKLOOF, PRETORIA: 285 JULIUS JEPPE
STREET, 262 MILNER STREET, 249 ALBERT
STREET, 287 ALBERT STREET, 249 DELPHINUS
STREET FOR PRESTIGE PROPERTY PORTFOLIO
MANAGEMENT & ACCOMMODATION: 12
MONTHS CONTRACT FOR GENERAL PLUMBING
MAINTENANCE & REPAIRS
ID 3255004**

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

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

C. SITE INSPECTION BY BIDDERS

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

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

3. PRICES

3.1 Value Added Tax (VAT)

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

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

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4. THE TENDER

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

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

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

5. DOCUMENTS

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

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

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

5.1 SURETY

No surety is required for this tender.

6. PROVISIONAL QUANTITIES

All quantities are fixed rated for a period of 12 months

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

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

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

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

8. **CONTRACTORS ABILITY**

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

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

Tenderers will satisfy the Department that;

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

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

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

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

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(e) They will use competent trained staff directly employed and supervised by themselves and shall take all necessary steps to maintain the installations and keep it in perfect working condition for the full period of this Service Maintenance and Repair contract.

NOTE

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

9. SCOPE OF CONTRACT

This contract covers the servicing, maintenance, repairs, testing, adjusting, reporting on and of the entire Plumbing installations at the Prestige Accommodation houses in Waterkloof , Pretoria.

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

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

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

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

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

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10. UNCERTAINTY ABOUT SCOPE OF WORK

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

11. OFFICIAL ORDER FOR REPAIRS

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

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12. EXECUTION OF MAINTENANCE AND REPAIRS

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

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

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

Note

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

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

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

13. EMERGENCY/URGENT SERVICES

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

In the event of an emergency/urgent call out, such as a loss of water to a portion of an institution or building, or a total water loss, also attributable to a supply authority failure, the contractor shall respond within 2 (two) hours after such a

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call out was made. Failure to respond will result in the Contractor being liable for any damages following the non attending to the call-out and / or alternative arrangements being made. This may include the calling of an additional Contractor. The Contractor shall be held responsible for any cost incurring in arranging such action, including the additional Contractors fee.

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

14. CHECK LIST JOB CARDS

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

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

15. TARIFFS (UNIT RATES)

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

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

16. NON-SCHEDULED REPAIRS

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

Contractors shall submit certified copies of suppliers' tax invoices, attached to their accounts in respect of new parts, components and material purchased for any repairs, attached to all accounts where non-scheduled repairs were executed. Descriptions like "1 x motor" or "1 x fan" is not acceptable and shall lead to the delay of payments. The full description that is essential to order such an item from a supplier, i.e. make, model, serial no., size, capacity, etc. shall be listed on the account. The total discount price on non-scheduled materials before adding VAT will be credited to this Department.

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

NOTE

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

17. PROFIT ON MATERIAL

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

18. FRAUDULENT CONDUCT

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

19. ACCOUNTS

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

20. GUARANTEE

The guarantee period for any work executed shall be 3 months. Should the contractor install any replacement equipment which offers a manufacturers guarantee in excess of the 3 months referred to above, he shall be responsible

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for liaison with the manufacturer/supplier for the repair/replacement thereof [in the event of faulty equipment] at no extra cost to the state.

21. TRANSPORT AND LABOUR COSTS

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

22. PAYMENT

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

23. TRAINED STAFF

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

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

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

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

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24. MANAGEMENT

The Contractor undertakes to

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

25. MATERIAL OF EQUAL QUALITY

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

The contractor shall supply to the department the suppliers or factory guarantee of repaired or replaced components together with the serial numbers of original

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and new components which shall be entered on the job card and invoices submitted for payment.

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

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

26. REDUNDANT MATERIAL (Rubbish and Waste)

All redundant material and parts shall remain the property of the government and shall be left on site and stored by the person in charge of the property against the job card as a receipt. A copy of the job card shall be left with the person in charge for audit purposes. The original job card shall be attached to the invoice. Failure to comply with this requirement shall lead to payments not being effected within the prescribed period of 30 days.

All redundant material or parts shall be labelled with the complaint number for the repair work.

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

27. PREVENTATIVE MAINTENANCE SERVICE SCHEDULES

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

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

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

28. ACCESS CARDS TO SECURITY AREAS

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

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

29. SECURITY CHECK ON PERSONNEL

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

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

30. USER DEPARTMENT SHALL NOT NEGOTIATE.

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

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

31. WORK EXPLICITLY EXCLUDED FROM THIS CONTRACT

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

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

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32. DEPARTMENT OF PUBLIC WORKS RESPONSIBILITY.

The Department of Public Works & Infrastructure is responsible for the water supply to hire or state-owned complexes and/or buildings, irrespective whether the services are supplied from a P.W.D. reticulation network or from the local supply authority.

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

33. FIXED PRICE CONTRACT

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

Note

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

34. CHECK LISTS

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

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

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

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

35. TESTING

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

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36. CLAIMS

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

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

37. CONDITIONS RELATING TO THE PERSONNEL OF THE CONTRACTOR

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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uniforms (with the name of the company printed there on) with necessary personal protective equipment which shall include but not be limited to headgear, shoes, gloves etc.

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

38. INDEMNITIES

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

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

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

39. EQUIPMENT

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

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

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

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

40. NUISANCE

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

Personnel must behave in a soberly manner.

Silence must be reasonably maintained.

41. CAUTION SIGNBOARDS

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

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

42. INFLAMMABLE AND POISONOUS MATERIAL AND OTHER CHEMICALS

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

43. SUPERVISION

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

44. DRESS CODE

The successful bidder will be required:

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

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45. UNIT RATES / PRICES

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

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

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

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public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Project title	ID 3255004 12 MONTHS PLUMBING MAINTENANCE CONTRACT: <u>WATERKLOOF, PRETORIA</u> :285 JULIUS JEPPE STREET, 262 MILNER STREET,249 ALBERT STREET,287 ALBERT STREET ,249 DELPHINUS STREET: 12 MONTHS CONTRACT FOR GENERAL PLUMBING MAINTENANCE & REPAIRS		
Bid Number		Reference No.	ID 3255004

I / We _____ (surname and name)

Identity number _____ hereby acknowledge

"that should a Departmental Repairs and Maintenance Project for _____ commence , **then this Contract stops for this institution within 14 days notice or should a RAMP / FM contract be in progress , then no work whatsoever shall be carried out on this site.** National Department of Public Works & Infrastructure will not be liable or obligated financially to the Contractor due to loss of work or remuneration".

Signed at _____ on this _____ day of _____ 20____

Signature _____

Date _____

CONTRACTOR	STAMP
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