


TENDER DOCUMENT GOODS AND SERVICES		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
SUPPLY CHAIN MANAGEMENT		
SCM - 542	Approved by Branch Manager: February 2024	Version: 10

TENDER NO: 287S/2025/26

TENDER DESCRIPTION: TERM TENDER FOR MECHANICAL AND ELECTRICAL MAINTENANCE AND FULL OPERATION OF THE EXISTING AIR-CONDITIONING INSTALLATIONS AT CAPE TOWN CIVIC CENTRE, TRANSPORT MANAGEMENT CENTRE, STRAND STREET CONCOURSE AND OTHER FACILITIES WITHIN THE CITY OF CAPE TOWN

CONTRACT PERIOD: 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT

CLOSING DATE	23 July 2026
CLOSING TIME	10:00 am
TENDER BOX NUMBER	220
TENDER FEE	R 200

Non – refundable tender fee payable to the City of Cape Town (CCT) for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document.

TENDERER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual (hereinafter the "Tenderer")	
TRADING AS (if different from above)	
Registration number of Tenderer	
Physical address and chosen domicilium citandi et executandi of Tenderer	

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

TENDER SERIAL NO.:
SIGNATURES OF CCT OFFICIALS AT TENDER OPENING
1
2
3

TABLE OF CONTENTS

THE TENDER.....	3
T.1 GENERAL TENDER INFORMATION	3
T.2 CONDITIONS OF TENDER	4
2.1 General.....	4
2.2 Tenderer’s obligations	8
2.3 The CCT’s undertakings.....	16
THE CONTRACT	24
C.1 DETAILS OF TENDERER/SUPPLIER	25
C.2 FORM OF OFFER AND ACCEPTANCE	26
C.2.1 OFFER (TO BE COMPLETED BY THE TENDERER AS PART OF TENDER SUBMISSION)	26
C.2.2 ACCEPTANCE (TO BE COMPLETED BY THE CCT)	27
C.2.3 SCHEDULE OF DEVIATIONS (TO BE COMPLETED BY THE CCT UPON ACCEPTANCE)	28
C.2.4 CONFIRMATION OF RECEIPT (TO BE COMPLETED BY SUPPLIER UPON ACCEPTANCE).....	30
C.3 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT	31
C.4 PRICE SCHEDULE	32
C.5 SPECIFICATION(S).....	76
C.6 SPECIAL CONDITIONS OF CONTRACT	112
C.7 GENERAL CONDITIONS OF CONTRACT	127
C.8 ANNEXURES	136
ANNEXURE A – PRO FORMA INSURANCE BROKER’S WARRANTY	136
ANNEXURE B – MONTHLY PROJECT LABOUR REPORT	137
ANNEXURE C - PRO FORMA PERFORMANCE SECURITY/ GUARANTEE	139
ANNEXURE D - PRO FORMA ADVANCE PAYMENT GUARANTEE	140
ANNEXURE F - TENDER RETURNABLE DOCUMENTS.....	141
<i>Schedule F.1: Contract Price Adjustment</i>	<i>141</i>
<i>Schedule F.2: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums</i>	<i>142</i>
<i>Schedule F.3: Declaration for Procurement above R10 million.....</i>	<i>143</i>
<i>Schedule F.4: Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022</i>	<i>144</i>
<i>Schedule F.5: Declaration of Interest – State Employees (MBD 4 amended).....</i>	<i>154</i>
<i>Schedule F.6: Conflict of Interest Declaration</i>	<i>156</i>
<i>Schedule F.7: Declaration of Tenderer’s Past Supply Chain Management Practices (MBD 8).....</i>	<i>157</i>
<i>Schedule F.8: Authorisation for the Deduction of Outstanding Amounts Owed to the CCT</i>	<i>159</i>
<i>Schedule F.9: Certificate of Independent Tender Determination</i>	<i>160</i>
<i>Schedule F.10: Proposed Deviations And Qualifications By Tenderer</i>	<i>161</i>
<i>Schedule F.11: List of Other Documents Attached By Tenderer.....</i>	<i>162</i>
<i>Schedule F.12: Record of Addenda to Tender Documents</i>	<i>163</i>
<i>Schedule F.13: Information to Be Provided With the Tender.....</i>	<i>164</i>
<i>Schedule F.14: Appeal Application.....</i>	<i>165</i>

THE TENDER

T.1 GENERAL TENDER INFORMATION

TENDER ADVERTISED : **19 June 2026**

SITE VISIT/CLARIFICATION MEETING : Time: 10:00 on Date: **8 July 2026**
(Not compulsory, but strongly recommended)

VENUE FOR SITE VISIT/CLARIFICATION MEETING: **Via MS Teams**

<https://teams.microsoft.com/meet/364931863519849?p=Ng9Uqnp1iSNZWAWPD>

Meeting ID: 364 931 863 519 849
Passcode: ZM94Wx2n

TENDER BOX & ADDRESS : **Tender Box as per front cover** at the **Tender & Quotation Boxes Office**, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.

: The Tender Document (which includes the Form of Offer and Acceptance) completed and signed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the tenderer, the endorsement **“TENDER NO. 287S/2025/26: TERM TENDER FOR MECHANICAL AND ELECTRICAL MAINTENANCE AND FULL OPERATION OF THE EXISTING AIR-CONDITIONING INSTALLATIONS AT CAPE TOWN CIVIC CENTRE, TRANSPORT MANAGEMENT CENTRE, STRAND STREET CONCOURSE AND OTHER FACILITIES WITHIN THE CITY OF CAPE TOWN”**, the tender box number and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time.

If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. It remains the tenderer’s responsibility to ensure that the tender is placed in either the original box or as alternatively instructed.

CCT TENDER REPRESENTATIVE : Email: **SCM.Tenders5@capetown.gov.za**

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADEMARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS “OR EQUIVALENT”

T.2 CONDITIONS OF TENDER

2.1 General

2.1.1 Actions

2.1.1.1 The City of Cape Town (hereafter referred to as the "CCT") and each tenderer submitting a tender offer (hereinafter referred to as the "tenderer" or the "supplier") shall comply with item T.2 of this Tender Document Goods and Services (hereinafter referred to as these "Conditions of Tender"). The tenderer and the CCT shall collectively hereinafter be referred to as the "Parties" and individually a "Party"). In their dealings with each other, the Parties shall discharge their duties and obligations as set out in these Conditions of Tender, timeously and with integrity, and behave equitably, honestly and transparently, and shall comply with all legal obligations imposed on the Parties herein and in accordance with all applicable laws.

The Parties agree that this tender Document Goods and Services (hereinafter referred to as the "Tender" / "Tender Document"), its evaluation and acceptance and any resulting contract shall also be subject to the CCT's Supply Chain Management Policy ("SCM Policy") that was applicable on the date the bid was advertised and as amended from time to time. If the CCT adopts a new SCM Policy which contemplates that any clause therein would apply to the Contract emanating from this tender (hereinafter referred to as the "Contract"), such clause shall also be applicable to that Contract. Please refer to this document contained on the CCT's website.

Abuse of the supply chain management system is not permitted and may result, inter alia, (1) in the tender being rejected; (2) cancellation of the contract; (3) restriction of the supplier, and/or (4) the exercise by the CCT of any other remedies available to it as provided for in the SCM Policy and/or the Contract and/or this tender and/or any applicable laws .

2.1.1.2 The CCT, the tenderer and their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the CCT shall declare any conflict of interest to the CCT at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

2.1.1.3 The CCT shall not seek, and a tenderer shall not submit a tender, without having a firm intention and capacity to proceed with the contract.

2.1.2 Interpretation

2.1.2.1 The additional requirements contained in Annexure F to the contract (hereinafter referred to as the "returnable documents" / "Returnable Schedules") are part of these Conditions of Tender and are specifically hereby incorporated into these Conditions of Tender.

2.1.2.2 These Conditions of Tender and returnable Documents which are required for CCT's tender evaluation purposes herein, shall form part of the Contract arising from the CCT's corresponding invitation to tender.

2.1.3 Communication during tender process

Verbal or any other form of communication, from the CCT, its employees, agents or advisors during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the CCT, unless communicated by the CCT in writing to suppliers / tenderers by its Director: Supply Chain Management or his nominee. Similarly, any communication of the tenderer / supplier that is not reduced to writing by the tenderer / supplier, its employees, agents or advisors, shall not be regarded as binding on the CCT, unless communicated to the CCT in writing by the suppliers / tenderers, or their duly authorised representatives.

2.1.4 The CCT's right to accept or reject any tender offer

2.1.4.1 The CCT may accept or reject any tender offer and may cancel the corresponding tender process or reject all tender offers at any time before the formation of a contract. The CCT may, prior to the award of the tender, cancel a tender if:

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested;
or
- (b) funds are no longer available to cover the total envisaged expenditure; or
- (c) no acceptable tenders are received;
- (d) there is a material irregularity in the tender process; or
- (e) the Parties are unable to negotiate market related pricing.

The CCT shall not accept or incur any liability to a tenderer for such cancellation or rejection, but will give written reasons for such action upon receiving a written request to do so.

2.1.5 Procurement procedures

2.1.5.1 General

The CCT intends to appoint three tenderers (the highest ranked tenderer ("the winner") and in addition two "alternative tenderers") for the allocation of work. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all.

Suppliers, once appointed and subject to operational requirements, will be invited to deliver the goods or services on a "winner-takes-all" basis, whereby the order will always be offered and, if accepted, allocated to the highest ranked tenderer ("the winner"), and only if he refuses will the work be offered to the next highest ranked tenderer from the alternative tenderers.

For the purposes of this tender, work will be performed City-Wide.

The contract period shall be for a period of **36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT**"

2.1.5.2 Proposal procedure using the two stage-system

A two-stage system will not be followed.

2.1.5.3 Nomination of Standby Bidder

"Standby Bidder" means a bidder, identified by the CCT at the time of awarding a bid that will be considered for award should the contract be terminated for any reason whatsoever. In the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the Standby Bidder in terms of the procedures included its SCM Policy, as amended from time to time.

2.1.6 Objections, complaints, queries and disputes/ Appeals in terms of Section 62 of the Systems Act/ Access to court

2.1.6.1 Disputes, objections, complaints and queries

In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 Municipal Supply Chain Management Regulations (Board Notice 868 of 2005):

- a) Persons aggrieved by decisions or actions taken by the CCT in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.

2.1.6.2 Appeals

- a) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose rights are affected by a decision taken by the CCT, may appeal against that decision by giving written

notice of the appeal and reasons to the City Manager within 21 days of the date of the notification of the decision.

- b) An appeal must contain the following:
- i. Must be in writing
 - ii. It must set out the reasons for the appeal
 - iii. It must state in which way the Appellant's rights were affected by the decision;
 - iv. It must state the remedy sought; and
 - v. It must be accompanied with a copy of the notification advising the person of the decision
- c) The relevant CCT appeal authority must consider the appeal and **may confirm, vary or revoke** the decision that has been appealed, but no such revocation of a decision may detract from any rights that may have accrued as a result of the decision.

2.1.6.3 Right to approach the courts and rights in terms of Promotion of Administrative Justice Act, 3 of 2000 and Promotion of Access to Information Act, 2 of 2000

The sub- clauses above do not influence any affected person's rights to approach the High Court at any time or its rights in terms of the Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA).

- 2.1.6.4** All requests referring to sub clauses 2.1.6.1 and 2.1.6.2 must be submitted in writing to:
The City Manager - C/o the Manager: Legal Compliance Unit, Legal Services Department, Office of the City Manager
Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001
Via post at: Private Bag X918, Cape Town, 8000
Via email at: MSA.Appeals@capetown.gov.za

- 2.1.6.5** All requests referring to clause 2.1.6.3 must be submitted in writing to:
The City Manager - C/o the Manager: Access to Information Unit, Legal Service Department, Office of the City Manager
Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001
Via post at: Private Bag X918, Cape Town, 8000
Via email at: Access2info.Act@capetown.gov.za

2.1.6.6 The minimum standards regarding accessing and 'processing' of any personal information belonging to another in terms of Protection of Personal Information Act, 2013 (POPIA).

For purposes of this clause 2.1.6.6, the contract and these Conditions of Tender, the terms "data subject", "Personal Information" and "Processing" shall have the meaning as set out in section 1 of POPIA, and "Process" shall have the corresponding meaning.

The CCT, its employees, representatives and sub-supplier s may, from time to time, Process the tenderer's and/or its employees', representatives' and/or sub-supplier s' Personal Information, for purposes of, and/or relating to, the tender, the contract and these Conditions of Tender, for research purposes, and/or as otherwise may be envisaged in the CCT's Privacy Notice and/or in relation to the CCT's Supply Chain Management Policy or as may be otherwise permitted by law. This includes the Processing of the latter Personal Information by the CCT's due diligence assurance provider, professional advisors and the Appeal Authority as applicable. The CCT's justification for the processing of such aforesaid Personal Information is based on section 11(1)(b) of POPIA, i.e., in terms of which the CCT's Processing of the said Personal Information is necessary to carry out actions for the conclusion and/or performance of the contract, to which the applicable data subject (envisaged in this clause 2.1.6.6 above) is a party.

All requests relating to data protection must be submitted in writing to:
The City Manager - C/o the Information Officer, Office of the City Manager
Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001
Via post at: Private Bag X9181, Cape Town, 8000
Via email at: Popia@capetown.gov.za.

2.1.6.7 Compliance to the CCTs Appeals Policy.

In terms of the CCT's Appeals Policy, a fixed upfront administration fee will be charged. In addition, a surcharge may be imposed for vexatious and frivolous or otherwise manifestly inappropriate tender related appeals.

The current approved administration fee is R300.00 and may be paid at any of the Municipal Offices or at the Civic Centre in Cape Town using the GL Data Capture Receipt attached as Annexure F.13: Appeal Application Form. Alternatively, via EFT into the CCT's NEDBANK Account:

CITY OF CAPE TOWN and using Reference number: 198158966. You are required to send proof of payment when lodging your appeal.

The current surcharge for vexatious and frivolous or otherwise manifestly inappropriate tender related appeals will be calculated as $\frac{1}{2}$ (Administrative cost of the tender appeal) + 0.25 % (Appellant's tender price).

Should the payment of the administration fee of R300.00 or the surcharge not be received, such fee or surcharge will be added as a Sundry Tariff to the bidder's municipal account.

In the event where the bidder does not have a Municipal account with the CCT, the fee or surcharge may be recovered in terms of the CCT's Credit Control and Debt Collection By-law, 2006 (as amended) and its Credit Control and Debt Collection Policy.

2.1.7 CCT Supplier Database Registration

Tenderers are required to be registered on the CCT Supplier Database as a supplier. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the CCT's Supplier Database may collect registration forms from the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5). Registration forms and related information are also available on the CCT's website www.capetown.gov.za (follow the Supply Chain Management link to Supplier registration).

It is each tenderer's responsibility to keep all the information on the CCT Supplier Database updated.

2.1.8 National Treasury Web Based Central Supplier Database (CSD) Registration

Tenderers are required to be registered on the National Treasury Web Based Central Supplier Database (CSD) as a supplier. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the National Treasury Web Based Central Supplier Database (CSD) may do so via the web address <https://secure.csd.gov.za>.

It is each tenderer's responsibility to keep all the information on the National Treasury Web Based Central Supplier Database (CSD) updated.

2.2 Tenderer's obligations

2.2.1 Eligibility Criteria

2.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document and the Conditions of Tender. An acceptable tender must "COMPLY IN ALL" aspects with the tender, Conditions of Tender, all Specifications (i.e., item C.5 below, hereinafter the "Specifications"), pricing instructions herein and the Contract including its conditions.

2.2.1.1.1 Submit a tender offer

Only those tender submissions from which it can be established, *inter alia* that a clear, irrevocable and unambiguous offer has been made to CCT, by whom the offer has been made and what the offer constitutes, will be declared responsive.

2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures

Only those tenders that are compliant with the requirements below will be declared responsive:

- a) A completed **Details of Tenderer** to be provided (applicable schedule below to be completed);
- b) A completed **Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums** to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's (applicable schedule below to be completed);
- c) A copy of the partnership / joint venture / consortium agreement to be provided, where applicable.
- d) A completed **Declaration of Interest – State Employees** to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule below to be completed);
- e) A completed **Declaration – Conflict of Interest and Declaration of Bidders past Supply Chain Management Practices** to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- f) A completed **Certificate of Independent Bid Determination** to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule below to be completed);
- g) The tenderer (including any of its representatives, directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy,
- h) The tenderer's tax matters with SARS are in order, or the tenderer is a foreign supplier that is not required to be registered for tax compliance with SARS;
- i) The tenderer is not an advisor or consultant contracted with the CCT whose prior or current obligations creates any conflict of interest or unfair advantage;
- j) The tenderer is not a person, advisor, corporate entity or a director of such corporate entity, who is directly or indirectly involved or associated with the bid specification committee;
- k) A completed **Authorisation for the Deduction of Outstanding Amounts Owed to the CCT** to be provided and which does not indicate any details that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- l) The tenderer (including any of its representatives, directors or members), has not been found guilty of contravening the Competition Act 89 of 1998, as amended from time to time;
- m) The tenderer (including any of its representatives, directors or members), has not been found guilty on any other basis listed in the Supply Chain Management Policy.

2.2.1.1.3 SAQCC Gas Authorized Practitioner Employed by the Tendering Entity

Only those tenders submitted by tenderers who submit a **valid SAQCC Gas Registration Number for Air Conditioning and Refrigeration Gas Practitioner** and employed by the Tendering Entity at the time of the **tender closing** will be declared responsive.

The employer will apply his right to **validate the SAQCC Gas Authorized Practitioner**.

Tenderers must complete **schedule F.13B**, failing which their tenders will be declared **non-responsive**.

2.2.1.1.4 Minimum score for functionality

Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive.

The description of the functionality criteria and the maximum possible score for each is shown in the table below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.

Description of Functionality Criteria	Maximum score
<p style="text-align: center;">1. <u>WORK EXPERIENCE OF TENDERER</u></p> <p>A list of completed projects above R150 000.00 (per Project) incl. VAT within the past 10 years from the date of tender closing to demonstrate expertise, skills, experience, and track-record on projects related to installation and servicing of Variable Refrigerant Volume (VRV), all split-type air-conditioning units, HVAC chilled water systems, HVAC centralised chilled water systems and Building Management Systems (BMS).</p> <p>Ensure Schedule F.13A is fully completed with all supporting evidence attached. Evidence shall be in the form of a practical/final completion certificates or signed reference letter from the employer/client (the value and date completed must be included as part of the evidence).</p> <ul style="list-style-type: none"> • 5 x installation projects VRV/all split-type air-conditioning units = 5 points (1 Point per Project). • 10 x servicing & maintenance projects related to HVAC Chilled water systems = 20 points (2 Points per project). • 10 x repair projects related to HVAC centralised chilled water systems = 10 points (1 Point per Project). • 5 x Building Management System Experience related to HVAC Systems = 5 points (1 Point per Project) <p>Total Points 40 points</p>	<p>40</p>
<p style="text-align: center;">2. <u>KEY PERSONNEL</u></p> <p>(No duplication of staff will be allowed)</p> <p>Tenderers will be evaluated on the availability of suitably qualified personnel required for the execution of the contract.</p> <p>Staff must be in the employment of the tendering Entity in-order to score the relevant points.</p> <p>For each proposed individual, the Tenderer shall submit:</p> <ul style="list-style-type: none"> • Qualifications issued by a recognized authority in South Africa and applicable registrations/licenses must be attached. <p>Failure to submit the required documentation will result in no points being allocated for that personnel category.</p> <p>Ensure Schedule F.13B is fully completed with all supporting evidence attached.</p> <ul style="list-style-type: none"> • 3 x Certified Installation Electricians = 15 Points (5 points per installation electrician) 	<p>50</p>

<ul style="list-style-type: none"> • 1 x Certified Mechanical (Fitter or Fitter and Turner) artisan = 10 Points • 1x Mechanical Technician (National Diploma NQF 6) = 10 Points • 3x Certified Industrial Refrigeration mechanical artisans authorised as a SAQCC Gas Authorized Practitioner for Air Conditioning and Refrigeration Gas = 15 Points (5 points per Industrial Refrigeration mechanic) 		
Staff definition	Minimum Qualification Requirement	
Certified Installation Electrician	Installation Electrician License issued by the Department of Employment and Labour	
Certified Mechanical Artisan (Fitter or Fitter and Turner)	A qualified Fitter or Fitter and Turner holding a recognised Section 13 or Section 26D Trade Test Certificate issued by a recognised authority in South Africa.	
Mechanical Technician	A National Diploma in Mechanical Engineering (NQF Level 6)	
Certified Industrial Refrigeration Mechanic Artisan	A Valid SAQCC Gas Authorized Practitioner for Air Conditioning and Refrigeration Gas	
Total 50 points.		
3. Resources / Vehicles Tenderers are required to provide four (4) Light Duty Vehicles (LDVs) or Light Delivery Vehicles, each not exceeding 3,500 kg Gross Vehicle Mass (GVM). Tenderers must ensure that Schedule F.13C is fully completed and that all supporting documentation is submitted. Points will only be allocated where supporting documentation is submitted, which must include either: <ul style="list-style-type: none"> • A copy of the vehicle registration document in the name of the owner / company , or • A valid lease / rental agreement for the vehicle (Between both parties). Points will be allocated as follows: 1 Vehicle = 2.5 points 2 Vehicles = 5 points 3 Vehicles = 7.5 points 4 Vehicles = 10 points Failure to submit the required documentation will result in no points being allocated. Total Points 10 points		10
Maximum score for Functionality		100

The minimum qualifying score for functionality is **65** out of a maximum of **100**.

Where the entity tendering is a Joint Venture, the tenderer's tender response must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.

2.2.1.1.5 Good standing with Bargaining Council

Only those tenders submitted by tenderers who are in good standing with the **Metal & Engineering Industries Bargaining Council (MEIBC)** or **National Bargaining Council for the Electrical Industry (NBCEI)** at the time of the tender **award** will be declared responsive. Tenderers must attach such proof to **Schedule F.13D** titled **Declaration in Respect of Compliance with Labour Legislation** or obtain such upon being requested to do so in writing and within the period contained in such a request, failing which their tenders will be declared non-responsive

2.2.2 Cost of tendering

The CCT will not be liable for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

2.2.3 Check documents

The documents issued by the CCT for the purpose of a tender offer are listed in the index of this tender document.

Before submission of any tender, the tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing is indistinct, or if the Price Schedule contains any obvious errors, the tenderer must apply to the CCT at once to have the same rectified.

2.2.4 Confidentiality and copyright of documents

The tenderer shall treat as strictly confidential all matters arising in connection with the tender. Use and copy the documents issued by the CCT only for the purpose of preparing and submitting a tender offer in response to the invitation.

2.2.5 Reference documents

The tenderer shall obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, Conditions of Contract and other publications, which are not attached but which are incorporated into the tender document(s) by reference.

2.2.6 Acknowledge and comply with notices

The tenderer shall acknowledge receipt of notices to the tender documents, which the CCT may issue, and shall fully comply with all instructions issued in the said notices, and if necessary, apply for an extension of the closing time stated on the front page of the tender document, in order to take the notices into account. Notwithstanding any requests for confirmation of receipt of the said notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile, or registered post or other lawful means.

2.2.7 Clarification meeting

The tenderer shall attend, where required, a clarification meeting at which tenderers may familiarise themselves with aspects of the proposed work, services or supply and pose questions. Details of the meeting(s) are stated in the General Tender Information (i.e., in item T.1 above).

2.2.8 Seek clarification

The tenderer shall request clarification of the tender documents, if necessary, by notifying the CCT at least one week before the closing time stated in the General Tender Information (i.e., in item T.1 above), where possible.

2.2.9 Pricing the tender offer

2.2.9.1 The tenderer shall comply with all pricing instructions as stated on the Price Schedule.

2.2.10 Alterations to documents

The tenderer shall not make any alterations or additions to the tender documents, except to comply with instructions issued by the CCT in writing, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

2.2.11 Alternative tender offers

2.2.11.1 Unless otherwise stated in the Conditions of Tender, the tenderers may submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted.

If a tenderer wishes to submit an alternative tender offer, he/she/it shall do so as a separate offer on a complete set of tender documents. The alternative tender offer shall be submitted in a separate sealed envelope clearly marked "Alternative Tender" in order to distinguish it from the main tender offer.

Only the alternative of the highest ranked acceptable main tender offer (that is, submitted by the same tenderer) will be considered, and if appropriate, recommended for award.

Alternative tender offers of any, but the highest ranked main tender offer will not be considered.

An alternative tender offer to the highest ranked acceptable main tender offer that is priced higher than the main tender offer may be recommended for award, provided that the ranking of the alternative tender offer is higher than the ranking of the next ranked acceptable main tender offer.

The CCT will not be bound to consider alternative tenders and shall have sole discretion in this regard.

In the event that the alternative is accepted, the tenderer warrants that the alternative offer complies in all respects with the CCT's standards and requirements as set out in the tender document.

2.2.11.2 Acceptance of an alternative tender offer by the CCT may be based only on the criteria stated in the Conditions of Tender or applicable criteria otherwise acceptable to the CCT.

2.2.12 Submitting a tender offer

2.2.12.1 The tenderer is required to submit one tender offer only on the original tender documents as issued by the CCT, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the Conditions of Contract and described in the Specifications. Only those tenders submitted on the tender documents as issued by the CCT together with all Tender Returnable Documents duly completed and signed will be declared responsive.

2.2.12.2 The tenderer shall return the entire tender document to the CCT after completing it in its entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

2.2.12.3 The tenderer shall sign the original tender offer where required in terms of the Conditions of Tender. The tender shall be signed by a person duly authorised by the tenderer to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation / founding document of the joint venture or any other document signed by all Parties, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner.

2.2.12.4 Where a two-envelope system is required in terms of the Conditions of Tender, place and seal the returnable documents listed in the Conditions of Tender in an envelope marked "financial proposal"

and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the CCT's address and identification details stated in the General Tender Information (i.e., item T.1 above), as well as the tenderer's name and contact address.

2.2.12.5 The tenderer shall seal the original tender offer and copy packages together in an outer package that states on the outside only the CCT's address and identification details as stated in the General Tender Information. . If it is not possible to submit the original tender and the required copies (see 2.2.12.3) in a single envelope, then the tenderer must seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY" in addition to the aforementioned tender submission details.

2.2.12.6 The CCT shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

2.2.12.7 Tender offers submitted by facsimile or e-mail will be rejected by the CCT, unless stated otherwise in the Conditions of Tender.

2.2.12.8 By signing the offer part of the Form of Offer (**Section 5, Part A hereto**) the tenderer warrants and agrees that all information provided in the tender submission is true and correct.

2.2.12.9 Tenderers shall properly deposit its bid in the designated tender box (as detailed on the front page of this tender document) on or before the closing date and before the closing time, in the relevant tender box at the Tender & Quotation Boxes Office situated on the 2nd floor, Concourse Level, Civic Centre, 12 Hertzog Boulevard, Cape Town. If the tender submission is too large to fit in the allocated box, please enquire at the public counter for assistance.

2.2.12.10 The tenderer must record and reference all information submitted contained in other documents for example cover letters, brochures, catalogues, etc. in the Returnable Schedule titled **List of Other Documents Attached by Tenderer**.

2.2.13 Information and data to be completed in all respects

Tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the CCT as non-responsive.

2.2.14 Closing time

2.2.14.1 The tenderer shall ensure that the CCT receives the tender offer, together with all applicable documents specified herein, at the address specified in the General Tender Information herein prior to the closing time stated on the front page of the tender document.

2.2.14.2 If the CCT extends the closing time stated on the front page of the tender document for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.

2.2.14.3 The CCT shall not consider tenders that are received after the closing date and time for such a tender (late tenders).

2.2.15 Tender offer validity and withdrawal of tenders

2.2.15.1 The tenderer shall warrant that the tender offer(s) remains valid, irrevocable and open for acceptance by the CCT at any time for a period of 120 days after the closing date stated on the front page of the tender document.

2.2.15.2 Notwithstanding the period stated in clause 2.2.15.1 above, bids shall remain valid for acceptance for a period of twelve (12) months after the expiry of the original validity period, unless the CCT is notified in writing of anything to the contrary by the bidder. The validity of bids may be further extended by a period of not more than six months subject to mutual agreement by the parties, administrative processes and upon approval by the City Manager, unless the required extension is as a result of an appeal process or court ruling.

In circumstances where the validity period of a tender has expired, and the tender has not been

awarded, the tender process is considered "completed", despite there being no decision (award or cancellation) made. This anomaly does not fall under any of the listed grounds of cancellation and should be treated as a "non-award". A "non award" is supported as a recommendation to the CCT's Bod Adjudication Committee ("BAC") for noting.

2.2.15.3 A tenderer may request in writing, after the closing date, that its tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the CCT after consideration of the reasons for the withdrawal, which shall be fully set out by the tenderer in such written request for withdrawal. Should the tender offer be withdrawn in contravention hereof, the tenderer agrees that:

- a) it shall be liable to the CCT for any additional expense incurred or losses suffered by the CCT in having either to accept another tender or, if new tenders have to be invited, the additional expenses incurred, or losses suffered by the invitation of new tenders and the subsequent acceptance of any other tender;
- b) the CCT shall also have the right to recover such additional expenses or losses by set-off against monies which may be due or become due to the tenderer under this or any other tender or contract or against any guarantee or deposit that may have been furnished by the tenderer or on its behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenses or losses, the CCT shall be entitled to retain such monies, guarantee or deposit as security for any such expenses or loss, without prejudice to the CCT's other rights and/or remedies available to it in accordance with any applicable laws.

2.2.16 Clarification of tender offer, or additional information, after submission

Tenderers shall promptly provide clarification of its tender offer, or additional information, in response to a written request to do so from the CCT during the evaluation of tender offers within the time period stated in such request. No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: This clause does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the CCT elect to do so.

Failure, or refusal, to provide such clarification or additional information within the time for submission stated in the CCT's written request may render the tender non-responsive.

2.2.17 Provide other material

2.2.17.1 Tenderer's shall promptly provide, upon request by the CCT, any other material that has a bearing on the tender offer, the tenderer's commercial position (including joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the CCT for the purpose of the evaluation of the tender. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the CCT's request, the CCT may regard the tender offer as non-responsive.

2.2.17.2 The tenderer shall provide, on written request by the CCT, where the transaction value inclusive of VAT **exceeds R 10 million**:

- a) audited annual financial statement for the past 3 years, or for the period since establishment if established during the past 3 years, if required by law to prepare annual financial statements for auditing.
- b) a certificate signed by the tenderer certifying that the tenderer has no undisputed commitments for municipal services towards a municipality or other supplier in respect of which payment is overdue for more than 30 days.
- c) particulars of any contracts awarded to the tenderer by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract.
- d) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.

Each entity to a Consortium/Joint Venture bid shall submit separate certificates/statements in the

above regard.

2.2.17.3 Tenderers shall be required to undertake to fully cooperate with the CCT's external supplier appointed to perform a due diligence review and risk assessment upon receipt of such written instruction from the CCT.

2.2.18 Samples, Inspections, tests and analysis

Tenderers shall provide access during working hours to premises for inspections, tests and analysis as provided for in the Conditions of Tender or Specifications.

If the Specifications requires the tenderer to provide samples, these shall be provided strictly in accordance with the instructions set out in the Specification.

If such samples are not submitted as required in the bid documents or within any further time stipulated by the CCT in writing, then the bid concerned may be declared non-responsive.

The samples provided by all successful bidders will be retained by the CCT for the duration of any subsequent contract. Bidders are to note that samples are requested for testing purposes therefore samples submitted to the CCT may not in all instances be returned in the same state of supply and in other instances may not be returned at all. Unsuccessful bidders will be advised by the Project Manager or dedicated CCT Official to collect their samples, save in the aforementioned instances where the samples would not be returned.

2.2.19 Certificates

The tenderer must provide the CCT with all certificates as stated below:

2.2.19.1. Preference Points for Specific Goals

In order to qualify for preference points for HDI and/or Specific Goals, it is the responsibility of the tenderer to submit documentary proof (Company registration certification, Central Supplier Database report, BBBEE certificate, Proof of Disability, Financial Statements, commissioned sworn affidavits, etc.) in support of tenderer claims for such preference for that specific goal.

Tenderers are further referred to the content of the Preference Schedule for the full terms and conditions applicable to the awarding of preference points.

2.2.19.2 Evidence of tax compliance

Tenderers shall be registered with the South African Revenue Service (SARS) and their tax affairs must be in order and they must be tax compliant subject to the requirements of clause 2.2.1.1.2.h. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Compliance Status PIN issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender. The tenderer must record its Tax Compliance Status PIN number on the **Details of Tenderer** pages of the tender submission.

Each party to a Consortium/Joint Venture shall submit a separate Tax Compliance Status Pin.

Before making an award the CCT must verify the bidder's tax compliance status. Where the recommended bidder is not tax compliant, the bidder should be notified of the non-compliant status and be requested to submit to the CCT, within 7 working days, written proof from SARS that they have made arrangement to meet their outstanding tax obligations. The proof of tax compliance submitted by the bidder must be verified by the CCT via CSD or e-Filing. The CCT should reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe stated herein.

Only foreign suppliers who have answered "NO" to all the questions contained in the Questionnaire to Bidding Foreign Suppliers section on the **Details of Tenderer** pages of the tender submission, are not required to register for a tax compliance status with SARS.

2.2.20 Compliance with Occupational Health and Safety Act, 85 of 1993

Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.

In this regard the Tenderer shall submit **upon written request to do so by the CCT**, a Health and Safety Plan in sufficient detail to demonstrate the necessary competencies and resources to deliver the goods or services all in accordance with the Act, Regulations and Health and Safety Specification.

2.2.21 Claims arising from submission of tender

By responding to the tender herein, the tenderer warrants that it has:

- a) Inspected the Specifications and read and fully understood the Conditions of Contract.
- b) Read and fully understood the whole text of the Specifications and Price Schedule and thoroughly acquainted himself with the nature of the goods or services proposed and generally of all matters which may influence the Contract.
- c) visited the site(s) where delivery of the proposed goods will take place, carefully examined existing conditions, the means of access to the site(s), the conditions under which the delivery is to be made, and acquainted himself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby.
- d) requested the CCT to clarify the actual requirements of anything in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the Tenderer.
- e) Received any notices to the tender documents which have been issued in accordance with the CCT's Supply Chain Management Policy.

The CCT will therefore not be liable for the payment of any extra costs or claims arising from the submission of the tender.

2.2.22 Collection and issuing of tender documents

The CCT will only issue tender documents through its Tender Distribution Office and/or the official CCT tender portal. Bidders who obtain documents through any means other than described herein will not be known to the CCT and may thus not receive tender notices and addendums. Tenderers are not allowed to distribute tender documents to other potential bidders.

It is the responsibility of bidders who obtain documents through any means other than described herein, to notify the CCT tender representative thereof that they are participating in the tender. The CCT accepts no liability for any tender notices or addendums not reaching any bidders who obtained documents through any means other than described herein *or who provided incorrect contact details to the CCT.*"

2.3 The CCT's undertakings

2.3.1 Respond to requests from the tenderer

2.3.1.1 Unless otherwise stated in the Conditions of Tender, the CCT shall respond to a request for clarification received up to one week (where possible) before the tender closing time stated on the front page of the tender document.

2.3.1.2 The CCT's duly authorised representative for the purpose of this tender is stated on the General Tender Information page above.

2.3.2 Issue Notices

If necessary, the CCT may issue addenda in writing that may amend or amplify the tender documents to each tenderer during the period from the date the tender documents are available until one week before the tender closing time stated in the Tender Data. The CCT reserves its rights to issue addenda less than one week before the tender closing time in exceptional circumstances. If, as a result a tenderer applies for an extension to the closing time stated on the front page of the tender document, the CCT may grant such extension and, shall then notify all tenderers who drew documents.

Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile or registered post.

2.3.3 Opening of tender submissions

2.3.3.1 Unless the two-envelope system is to be followed, CCT shall open tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the Conditions of Tender.

Tenders will be opened immediately after the closing time for receipt of tenders as stated on the front page of the tender document, or as stated in any Notice extending the closing date and at the closing venue as stated in the General Tender Information.

2.3.3.2 Announce at the meeting held immediately after the opening of tender submissions, at the closing venue as stated in the General Tender Information, the name of each tenderer whose tender offer is opened and, where possible, the prices indicated.

2.3.3.3 Make available a record of the details announced at the tender opening meeting on the CCT's website (<http://www.capetown.gov.za/en/SupplyChainManagement/Pages/default.aspx>.)

2.3.4 Two-envelope system

2.3.4.1 Where stated in the Conditions of Tender that a two-envelope system is to be followed, the CCT shall open only the technical proposal of tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the Conditions of Tender and announce the name of each tenderer whose technical proposal is opened.

2.3.4.2 The CCT shall evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who have submitted responsive technical proposals of the time and place when the financial proposals will be opened. The CCT shall open only the financial proposals of tenderers, who have submitted responsive technical proposals in accordance with the requirements as stated in the Conditions of Tender, and announce the total price and any preference claimed. Return unopened financial proposals to tenderers whose technical proposals were non responsive.

2.3.5 Non-disclosure

The CCT shall not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

2.3.6 Grounds for rejection and disqualification

The CCT shall determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

2.3.7 Test for responsiveness

2.3.7.1 Appoint a Bid Evaluation Committee and determine after opening whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

2.3.7.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender

documents without material deviation or qualification. A material deviation or qualification is one which, in the CCT's opinion, would:

- a) Detrimentally affect the scope, quality, or performance of the goods, services or supply identified in the Specifications,
- b) Significantly change the CCT's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer and not allow it to be subsequently made responsive by correction or withdrawal of any material deviation or qualification.

The CCT reserves the right to accept a tender offer which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender documents.

2.3.8 Arithmetical errors, omissions and discrepancies

2.3.8.1 Check the responsive tenders for:

- a) The gross misplacement of the decimal point in any unit rate;
- b) Omissions made in completing the Price Schedule; or
- c) Arithmetic errors in:
 - i) line-item totals resulting from the product of a unit rate and a quantity in the Price Schedule; or
 - ii) The summation of the prices; or
 - iii) Calculation of individual rates.

2.3.8.2 The CCT must correct the arithmetical errors in the following manner:

- a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
- b) If pricing schedules apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the line-item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line-item total as tendered shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if Price Schedules apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

2.3.8.3 In the event of tendered rates or lump sums being declared by the CCT to be unacceptable to it because they are not priced, either excessively low or high, or not in proper balance with other rates or lump sums, the tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the CCT is still not satisfied with the tendered rates or lump sums objected to, it may request the tenderer to amend these rates and lump sums along the lines indicated by it.

The tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the CCT, but this shall be done without altering the tender offer in accordance with this clause.

Should the tenderer fail to amend his tender in a manner acceptable to and within the time stated by the CCT, the CCT may declare the tender as non-responsive.

2.3.9 Clarification of a tender offer

The CCT may, after the closing date, request additional information or clarification from tenderers, in writing on any matter affecting the evaluation of the tender offer or that could give rise to ambiguity in a contract arising

from the tender offer, which written request and related response shall not change or affect their competitive position or the substance of their offer. Such request may only be made in writing by the Director: Supply Chain Management using any means as appropriate.

2.3.10 Evaluation of tender offers

2.3.10.1 General

2.3.10.1.1 The CCT may reduce each responsive tender offer to a comparative price and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the Conditions of Tender.

2.3.10.1.2 For evaluation purposes only, the effects of the relevant contract price adjustment methods will be considered in the determination of comparative prices as follows:

- a) If the selected method is based on bidders supplying rates or percentages for outer years, comparative prices would be determined over the entire contract period based on such rates or percentages.
- b) If the selected method is based on a formula, indices, coefficients, etc. that is the same for all bidders during the contract period, comparative prices would be the prices as tendered for year one.
- c) If the selected method is based on a formula, indices, coefficients, etc. that varies between bidders, comparative prices would be determined over the entire contract period based on published indices relevant during the 12 months prior to the closing date of tenders.
- d) If the selected method includes an imported content requiring rate of exchange variation, comparative prices would be determined based on the exchange rates tendered for the prices as tendered for year one. The rand equivalent of the applicable currency 14 days prior to the closing date of tender will be used (the CCT will check all quoted rates against those supplied by its own bank).
- e) If the selected method is based on suppliers' price lists, comparative prices would be the prices as tendered for year one.
- f) If the selected method is based on suppliers' price lists and / or rate of exchange, comparative prices would be determined as tendered for year one whilst taking into account the tendered percentage subject to rate of exchange (see sub clause (d) for details on the calculation of the rate of exchange).

2.3.10.1.3 Where the scoring of functionality forms part of a bid process, each member of the Bid Evaluation Committee must individually score functionality. The individual scores must then be interrogated and calibrated if required where there are significant discrepancies. The individual scores must then be added together and averaged to determine the final score.

2.3.10.2 Decimal places

Score financial offers, preferences and functionality, as relevant, to two decimal places.

2.3.10.3 Scoring of tenders (price and preference)

[2.3.10.3.1 Points for price will be allocated in accordance with the formula set out in this clause based on the price per item / rates as set out in the **Price Schedule (Section 7)**:

- Based on the sum of the prices/rates in relation to a typical project/job.]

2.3.10.3.2 Points for preference will be allocated in accordance with the provisions of **Preference Schedule** and the table in this clause.

2.3.10.3.3 The terms and conditions of **Preference Schedule** as it relates to preference shall apply in all respects to the tender evaluation process and any subsequent contract.

2.3.10.3.4 Applicable formula:

The 90/10 price/preference points system will be applied to the evaluation of responsive tenders above a Rand

value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.
Price shall be scored as follows:

$$P_s = 90 \times \left(1 - \frac{P_t - P_{min}}{P_{min}}\right)$$

Where: Ps is the number of points scored for price;
Pt is the price of the tender under consideration;
Pmin is the price of the lowest responsive tender.

Preference points shall be based on the Specific Goal as per below:

Table B2: Awards above R50 mil (VAT Inclusive)

#	Specific goals allocated points	Preference Points (90/10)
	<i>Reconstruction and Development Programme (RDP) as published in Government Gazette</i>	
1	<p>Promotion of Micro and Small Enterprises <i>Micro with a turnover up to R20million and Small with a turnover up to R80 million as per National Small Enterprise Act, 1996 (Act No.102 of 1996)</i> <i>SME partnership, sub-contracting, joint venture or consortiums</i></p>	4
2	<p>Enterprise Supplier Development and Socio Economic Development</p> <p><i>> 15% of total expenditure = 3 points</i> <i>> 10% up to 15% of total expenditure = 2 points</i> <i>>= 5% up to 10% of total expenditure = 1 points</i> <i>< 5% of total expenditure = 0 points</i></p>	3
3	<p>Skills Development OR Employee Share Scheme</p> <p>Skills Development</p> <p><i>> 5% of total profit = 3 points</i> <i>> 3% up to 5% of total profit = 2 points</i> <i>>= 1% up to 3% of total profit = 1 points</i> <i>< 1% of total profit = 0 points</i></p> <p>OR Employee Share Scheme</p> <p><i>> 15% employee ownership = 3 points</i> <i>> 10% up to 15% employee ownership = 2 point</i> <i>>= 5% up to 10% employee ownership = 1 point</i> <i>< 5% employee ownership = 0 point</i></p>	3
	Total points	10

2.3.10.5 Risk Analysis

Notwithstanding compliance with regard to any requirements of the tender, the CCT will perform a risk analysis in respect of the following:

- a) reasonableness of the financial offer
- b) reasonableness of unit rates and prices
- c) the tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, capacity, experience, reputation, personnel to perform the contract, etc.; the CCT reserves the right to consider a tenderer's existing contracts with the CCT in this regard
- d) any other matter relating to the submitted bid, the tendering entity, matters of compliance, verification of submitted information and documents, etc.

The conclusions drawn from this risk analysis will be used by the CCT in determining the acceptability of the tender offer.

No tenderer will be recommended for an award unless the tenderer has demonstrated to the satisfaction of the CCT that he/she has the resources and skills required.

2.3.11 Negotiations with preferred tenderers

The CCT may negotiate the final terms of a contract with tenderers identified through a competitive tendering process as preferred tenderers provided that such negotiation:

- a) Does not allow any preferred tenderer a second or unfair opportunity;
- b) Is not to the detriment of any other tenderer; and
- c) Does not lead to a higher price than the tender as submitted.

If negotiations fail to result in acceptable contract terms, the City Manager (or his delegated authority) may terminate the negotiations and cancel the tender, or invite the next ranked tenderer for negotiations. The original preferred tenderer should be informed of the reasons for termination of the negotiations. If the decision is to invite the next highest ranked tenderer for negotiations, the failed earlier negotiations may not be reopened by the CCT.

Minutes of any such negotiations shall be kept for record purposes.

The provisions of this clause will be equally applicable to any invitation to negotiate with any other tenderers.

In terms of the CCT's SCM Policy, tenders must be cancelled in the event that negotiations fail to achieve a market related price with any of the three highest scoring tenderers.

2.3.12 Acceptance of tender offer

Notwithstanding any other provisions contained in the tender document, the CCT reserves the right to:

2.3.12.1 Accept a tender offer(s) which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender document.

2.3.12.2 Accept the whole tender or part of a tender or any item or part of any item or items from multiple manufacturers, or to accept more than one tender (in the event of a number of items being offered), and the CCT is not obliged to accept the lowest or any tender.

2.3.12.3 Accept the tender offer(s), if in the opinion of the CCT, it does not present any material risk and only if the tenderer(s):

- a) is not under restrictions, has any principals who are under restrictions, or is not currently a supplier to whom notice has been served for abuse of the supply chain management system, preventing participation in the CCT's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical

competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,

- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing, complies with the legal requirements, if any, stated in the tender data, and
- e) is able, in the opinion of the CCT, to perform the contract free of conflicts of interest.

If an award cannot be made in terms of anything contained herein, the CCT reserves the right to consider the next ranked tenderer(s).

2.3.12.4 The CCT reserves the right not to make an award, or revoke an award already made, where the implementation of the contract may result in reputational risk or harm to the CCT as a result of (inter alia):

- a) reports of poor governance or unethical behaviour, or both;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the CCT;
- d) negative media reports, including negative social media reports;
- e) adverse assurance (e.g. due diligence) report outcomes; and
- f) circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53 of the SCM Policy), where the person is or was negatively implicated in any SCM irregularity.

2.3.12.5 The CCT reserves the right to nominate an Standby bidder at the time when an award is made and in the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the Standby Bidder in terms of the procedures included its SCM Policy.

2.3.13 Prepare contract documents

2.3.13.1 If necessary, revise documents that shall form part of the contract and that were issued by the CCT as part of the tender documents to take account of:

- a) Notices issued during the tender period,
- b) Inclusion of some of the returnable documents, and
- c) Other revisions agreed between the CCT and the successful tenderer.

2.3.13.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.


2.3.14 Notice to successful and unsuccessful tenderers

2.3.14.1 Before accepting the tender of the successful tenderer the CCT shall notify the successful tenderer in writing of the decision of the CCT's Bid Adjudication Committee to award the tender to the successful tenderer. No rights shall accrue to the successful tenderer in terms of this notice

2.3.14.2 The CCT shall, at the same time as notifying the successful tenderer of the Bid Adjudication Committee's decision to award the tender to the successful tenderer, also give written notice to the other tenderers informing them that they have been unsuccessful.

2.3.15 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these Conditions of Tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

TENDER DOCUMENT GOODS AND SERVICES		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
SUPPLY CHAIN MANAGEMENT		
SCM - 542	Approved by Branch Manager: February 2024	Version: 10 Page 24 of 80

TENDER NO: 287S/2025/26
TENDER DESCRIPTION: TERM TENDER FOR MECHANICAL AND ELECTRICAL MAINTENANCE AND FULL OPERATION OF THE EXISTING AIR-CONDITIONING INSTALLATIONS AT CAPE TOWN CIVIC CENTRE, TRANSPORT MANAGEMENT CENTRE, STRAND STREET CONCOURSE AND OTHER FACILITIES WITHIN THE CITY OF CAPE TOWN
CONTRACT PERIOD: 36 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT

THE CONTRACT

THE CITY OF CAPE TOWN	
A metropolitan municipality, established in terms of the Local Government: Municipal Structures Act, 117 of 1998 read with the Province of the Western Cape: Provincial Gazette 5588 dated 22 September 2000, as amended (“the Purchaser”) herein represented by	
AUTHORISED REPRESENTATIVE	

AND

SUPPLIER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual (The “Supplier” / “tenderer”)	
TRADING AS (if different from above)	
REGISTRATION NUMBER	
PHYSICAL ADDRESS / CHOSEN DOMICILIUM CITANI ET EXECTUANDI OF THE SUPPLIER	
AUTHORISED REPRESENTATIVE	
CAPACITY OF AUTHORISED REPRESENTATIVE	

(HEREINAFTER COLLECTIVELY REFERRED TO AS “THE PARTIES” AND INDIVIDUALLY A “PARTY”)

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

C.1 DETAILS OF TENDERER/SUPPLIER

1.1 Type of Entity (Please tick one box)

- Individual / Sole Proprietor
 Close Corporation
 Company
- Partnership or Joint Venture or Consortium
 Trust
 Other:

1.2 Required Details (Please provide applicable details in full):

Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor	
Trading as (if different from above)	
Company / Close Corporation registration number (if applicable)	
Postal address	Postal Code _____
Physical address (Chosen Domicilium Citandi Et Executandi)	Postal Code _____
Contact details of the person duly authorised to represent the tenderer	Name: Mr/Ms _____ (Name & Surname) Telephone : (____) _____ Fax : (____) _____ Cellular Telephone: _____ E-mail address: _____
Income tax number	
VAT registration number	
SARS Tax Compliance Status PIN	
CCT Supplier Database Registration Number (See Conditions of Tender)	
National Treasury Central Supplier Database registration number (See Conditions of Tender)	
Is tenderer the accredited representative in South Africa for the Goods / Services / Works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enclose proof
Is tenderer a foreign based supplier for the Goods / Services / Works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, answer the Questionnaire to Bidding Foreign Suppliers (below)
Questionnaire to Bidding Foreign Suppliers	a) Is the tenderer a resident of the Republic of South Africa or an entity registered in South Africa? <input type="checkbox"/> Yes <input type="checkbox"/> No
	b) Does the tenderer have a permanent establishment in the Republic of South Africa? <input type="checkbox"/> Yes <input type="checkbox"/> No
	c) Does the tenderer have any source of income in the Republic of South Africa? <input type="checkbox"/> Yes <input type="checkbox"/> No
	d) Is the tenderer liable in the Republic of South Africa for any form of taxation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Required registration numbers	

C.2 FORM OF OFFER AND ACCEPTANCE

287S/2025/26 TERM TENDER FOR MECHANICAL AND ELECTRICAL MAINTENANCE AND FULL OPERATION OF THE EXISTING AIR-CONDITIONING INSTALLATIONS AT CAPE TOWN CIVIC CENTRE, TRANSPORT MANAGEMENT CENTRE, STRAND STREET CONCOURSE AND OTHER FACILITIES MANAGED WITHIN THE CITY OF CAPETOWN

C.2.1 Offer (To Be Completed by the Tenderer as Part of Tender Submission)

The tenderer, identified in the offer signature table below,

HEREBY AGREES THAT by signing the *Form of Offer and Acceptance*, the tenderer:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the CCT;
3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;
4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the CCT in accordance with the:
 - 4.1 terms and conditions stipulated in this tender document;
 - 4.2 specifications stipulated in this tender document; and
 - 4.3 at the prices as set out in the **Price Schedule**.
5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

SIGNED AT _____ (PLACE) ON THE _____ (DAY) OF _____ (MONTH AND YEAR)

For and on behalf of the Supplier
(Duly Authorised)
Name and Surname:

Witness 1 Signature
Name and Surname:

Witness 2 Signature
Name and Surname:

INITIALS OF CCT OFFICIALS		
1	2	3

FORM OF OFFER AND ACCEPTANCE (continued)

287S/2025/26 TERM TENDER FOR MECHANICAL AND ELECTRICAL MAINTENANCE AND FULL OPERATION OF THE EXISTING AIR-CONDITIONING INSTALLATIONS AT CAPE TOWN CIVIC CENTRE, TRANSPORT MANAGEMENT CENTRE, STRAND STREET CONCOURSE AND OTHER FACILITIES MANAGED WITHIN THE CITY OF CAPETOWN

C.2.2 Acceptance (To Be Completed by the CCT)

By signing this part of this *Form of Offer and Acceptance*, the CCT accepts the tenderer's (if awarded the Supplier's) offer. In consideration thereof, the CCT shall pay the Supplier the amount due in accordance with the conditions of contract. Acceptance of the Supplier's offer shall form an agreement between the CCT and the Supplier upon the terms and conditions contained in this document.

The terms of the agreement are contained in the Contract (as defined) including drawings and documents or parts thereof, which may be incorporated by reference.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the *Tender Returnable Documents* as well as any changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance, are contained in the *Schedule of Deviations* attached to and forming part of this *Form of Offer and Acceptance*. No amendments to or deviations from said documents are valid unless contained in the *Schedule of Deviations*.

The Supplier shall within 2 (two) weeks after receiving a complete, copy of the Contract, including the *Schedule of Deviations* (if any), contact the CCT to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documents to be provided in terms the *Special Conditions of Contract*. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation / breach of the agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the Commencement Date, being the date upon which the Supplier confirms receipt from the CCT of 1 (one) complete, signed copy of the Contract, including amendments or deviations contained in the *Schedule of Deviations* (if any).

For and on behalf of the City of Cape Town
(Duly Authorised)
Name and Surname:

Witness 1 Signature
Name and Surname:

Witness 2 Signature
Name and Surname:

FORM OF OFFER AND ACCEPTANCE (continued)

287S/2025/26 TERM TENDER FOR MECHANICAL AND ELECTRICAL MAINTENANCE AND FULL OPERATION OF THE EXISTING AIR-CONDITIONING INSTALLATIONS AT CAPE TOWN CIVIC CENTRE, TRANSPORT MANAGEMENT CENTRE, STRAND STREET CONCOURSE AND OTHER FACILITIES MANAGED BY FACILITIES MANAGEMENT

C.2.3 Schedule of Deviations (To be Completed by the CCT upon Acceptance)

Notes:

1. The extent of deviations from the tender documents issued by the CCT before the tender closing date, is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final Contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties to become an obligation of the Contract, shall be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall form part of the Contract.

1 Subject
Details

2 Subject
Details

3 Subject
Details

4 Subject
Details

ONLY TO BE COMPLETED AT ACCEPTANCE STAGE

By the duly authorised representatives signing this agreement, the CCT and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the *Tender Returnable Documents*, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the CCT 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 Commencement Date, shall have any meaning or effect between the Parties arising from the agreement.

**ONLY TO BE
COMPLETED AT
ACCEPTANCE STAGE**

FORM OF OFFER AND ACCEPTANCE (continued)

287S/2025/26 TERM TENDER FOR MECHANICAL AND ELECTRICAL MAINTENANCE AND FULL OPERATION OF THE EXISTING AIR-CONDITIONING INSTALLATIONS AT CAPE TOWN CIVIC CENTRE, TRANSPORT MANAGEMENT CENTRE, STRAND STREET CONCOURSE AND OTHER FACILITIES MANAGED WITHIN THE CITY OF CAPETOWN

C.2.4 Confirmation of Receipt (To be Completed by Supplier upon Acceptance)

The Supplier identified in the offer part of the Contract hereby confirms receipt from the CCT of 1 (one) complete, signed copy of the Contract, including the *Schedule of Deviations* (if any) on:

The..... (Day)

Of..... (Month)

20..... (year)

At..... (Place)

For the Supplier: Signature(s)

Name(s)

Capacity

Signature and name of witness:

Signature Name

ONLY TO BE COMPLETED AT ACCEPTANCE STAGE

C.3 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT

**AGREEMENT MADE AND ENTERED INTO BETWEEN THE CCT (HEREINAFTER CALLED THE "CCT")
AND**

.....
(Supplier/Mandatory/Company/CC Name)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AS AMENDED.

I,, representing

....., as an employer in its own right in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act (hereafter "OHS") and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

COID ACT Registration Number:

OR Compensation Insurer: Policy No.:

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHS and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHS and Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any sub supplier s employed by me will enter into an occupational health and safety agreement separately, and that such sub supplier s comply with the conditions set.

I hereby declare that I have read and understand the Occupational Health and Safety Specifications contained in this tender and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan submitted and approved in terms thereof.

Signed aton the.....day of.....20....

Witness

Mandatory

Signed at..... on the.....day of.....20

Witness

for and on behalf of
CCT

C.4 PRICE SCHEDULE

Bid specifications may not make any reference to any particular trademark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words "or equivalent".

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADEMARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT'

Pricing Instructions:

- 4.1 State the rates and prices in Rand unless instructed otherwise in the Conditions of Tender.
- 4.2 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.
- 4.3 All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- 4.4 All prices shall be tendered in accordance with the units specified in this schedule.
- 4.5 Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns.
- 4.6 The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word "included" or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item. The Tenderer may be requested to clarify nil rates, or items regarded as having nil rates; and the CCT may also perform a risk analysis with regard to the reasonableness of such rates.
- 4.7 Provide fixed rates and prices for the duration of the contract that are not subject to adjustment except as otherwise provided for in **Schedule F.1: Contract Price Adjustment**
- 4.8 The Schedule of Rates have been drawn up in accordance with the latest edition of the "**Standard System of Measuring Building Work**" published by the South African Association of Quantity Surveyors.

Descriptions in the Schedule of Rates are abbreviated and comply generally with those in the "**General Preambles for Trades 2017**".

Schedules of Rates

CONTENTS	PAGES
Price Schedule	
Bill No 1 – Preliminaries	
Bill No 2 – Alterations	
Bill No 3 – Electrical Installations	
Bill No 4 – Mechanical Services	
Bill No 5 – Refrigeration Installations	
Bill No 6 - Ducting	
DECLARATION	

Item No	Description	Unit	Rate
1	BILL NO. 1		
1.1	PRELIMINARIES		
	(CPAP WORK GROUP 190 UNLESS OTHERWISE STATED) PREAMBLES		
	For preambles refer to "General Preambles for Trades 2017"		
	SUPPLEMENTARY PREAMBLES		
	THE TENDERER SHALL NOTE THE FOLLOWING AND IT WILL BE DEEMED TO BE UNDERSTOOD AND AGREED UPON WHEN SUBMITTING THIS TENDER DOCUMENT: Items captured under "Preliminaries", will only be applicable in exceptional circumstances if and when required, in whole or in part or deducted in its entirety by the client or the project manager. Rates for items in their respective trades throughout this entire schedule of rates will be deemed to include the supply and installation of each item, unless otherwise stated. The tenderer is referred to the pricing assumptions in part C2.1 in this document.		
	SAFETY ON SITE		
	Compliance with occupational Health and Safety Act The contractor shall comply with all the requirements set out in the Health and Safety Specification for Construction Work as contained within these tender documents and the Construction Regulations, 2014 issued under the Occupational Health and Safety Act, 2014 (Act No 84 of 2014). It is required of the contractor to thoroughly study the Health and Safety Specification and the Construction Regulations of the Occupational Health and Safety Act The contractor must take note that compliance with the Occupational Health and Safety Act, Construction Regulations and Health and Safety Specification is compulsory. In the event of partial or total non-compliance, the Project Manager, reserves the right to delay issuing any progress payment certificate until the contractor provides satisfactory proof of compliance. The contractor shall not be entitled to any compensation of whatsoever nature, including interest, due to such delay of payment. Provision for pricing of the Occupational Health and Safety Act, Construction Regulations and Health and Safety Specification is made under this clause and it is explicitly pointed out that all requirements of the aforementioned are deemed to be priced hereunder and no additional claims in this regard shall be entertained. Complying with Health and Safety requirements in terms of Construction Regulations 2014		
1.1.1	Provide health and safety compliance with the health and safety specification refer to C3.5 Management, Occupational Health and Safety Act No. 85 of 1993 and Construction Regulations, 2014.		
1.1.1.1	Work project value above R0 up to R500 000	sum	
1.1.1.2	Work project value above R500 001 up to R1 000 000	sum	
1.1.1.3	Work project value above R1 000 001 up to R3 000 000	sum	
1.1.1.4	Work project value above R3 000 001 up to R6 000 000	sum	
	Provisional Sum to ensure compliance with regulations relating to a pandemic/state of disaster/state of emergency as may be issued from Government. This item shall be utilised to ensure compliance with relevant H&S regulations/policies issued in this regard. A quotation and proof of actual cost incurred shall be provided by the contractor.	Prov sum	R300 000.00
1.1.2	TRANSPORT RATES		
	All specified items contained in this schedule already contains transport.		

Item No	Description	Unit	Rate
	Transport rate shall typically be for free issuing of material or for non-scheduled items. (Rates to include supply, fuel, operators' costs, charges, overheads and profit).		
1.1.2.1	Pick-up Truck up to 1 ton.	km	
1.1.2.2	Vehicle with unladen mass of 2000kg up to 3500kg.	km	
1.1.2.3	Vehicle with unladen mass of 3501kg to 9000kg.	km	
1.1.2.4	Vehicle with unladen mass of 9001kg and higher with a 5 ton lifting crane.	km	
1.1.3	LABOUR		
	LABOUR RATE Normal Hours (07:00 - 17:00) All specified items contained in this schedule already contains labour. The Labour rate shall typically be for free issuing of material or for time on site which is not linked to the scheduled items.		
1.1.3.1	Mechanical Technician	hr	
1.1.3.2	Mechanical Assistant Technician	hr	
1.1.3.3	Installation electrician	hr	
1.1.3.4	BMS OPERATOR to carry out ad hoc work not covered in the maintenance agreement - The Contractor is required to engage the services of the Authorised Agent of Johnson Controls to undertake the works.	hr	
1.1.3.5	ASSISTANT BMS OPERATOR to carry out ad hoc work not covered in the maintenance agreement - The Contractor is required to engage the services of the Authorised Agent of Johnson Controls to undertake the works.	hr	
1.1.3.6	Atlas Copco Technician to carry out ad hoc work not covered in the maintenance agreement The Contractor is required to engage the services of the Authorised Agent of Atlas Copco to undertake the works.	hr	
1.1.3.7	Carrier Technician to carry out ad hoc work not covered in the maintenance agreement The Contractor is required to engage the services of the Authorised Agent of Carrier to undertake the works.	hr	
1.1.3.8	York Technician to carry out ad hoc work not covered in the maintenance agreement The Contractor is required to engage the services of the Authorised Agent of Johnson Controls to undertake the works.	hr	
1.1.4	Specialised Cleaning of ducts reticulated through the building.		
1.1.4.1	Ducts along existing columns of 300mm diameter	m	
1.1.4.2	Take offs from dual ducts of 200mm diameter	m	
1.1.4.3	Section between mixer box and linear grill of 250mm diameter	m	
1.1.4.4	Internal Zone main ducting roughly 350mm x 300mm	m	
1.1.4.5	Branch offs from Internal Zone 200mm x 200mm	m	
1.1.4.6	Flexible take offs from branches 150mm diameter Cleaning of all diffusers and associated vents (Return Air Grills)	m	
1.1.5	Rehabilitate Mixer Boxes		
1.1.5.1	Rehabilitate Mixer Boxes; Remove old Insulation and Install New Insulation 1 meter x 1 meter insulation per box	No.	
1.1.6	LABOUR RATE After Hours (17:00 - 06:59) All specified items contained in this schedule already contains labour. The Labour rate shall typically be for free issuing of material or for time on site which is not linked to the scheduled items. For labour teams/individuals engaged in labour only works or other works that are required to be executed outside of the normal working hours, weekdays after hours and Saturdays:		
1.1.6.1	Mechanical Technician	hr	
1.1.6.2	Mechanical Assistant Technician	hr	
1.1.6.3	Refrigeration Technician	hr	
1.1.6.4	Assistant Refrigeration Technician	hr	
1.1.6.5	Installation electrician.	hr	

Item No	Description	Unit	Rate
1.1.6.6	BMS OPERATOR to carry out ad hoc work not covered in the maintenance agreement - The Contractor is required to engage the services of the Authorised Agent of Johnson Controls to undertake the works.	hr	
1.1.6.7	ASSISTANT BMS OPERATOR to carry out ad hoc work not covered in the maintenance agreement - The Contractor is required to engage the services of the Authorised Agent of Johnson Controls to undertake the works.	hr	
1.1.6.8	Atlas Copco Technician to carry out ad hoc work not covered in the maintenance agreement The Contractor is required to engage the services of the Authorised Agent of Atlas Copco to undertake the works.	hr	
1.1.6.9	Carrier Technician to carry out ad hoc work not covered in the maintenance agreement The Contractor is required to engage the services of the Authorised Agent of Carrier to undertake the works.	hr	
1.1.6.10	York Technician to carry out ad hoc work not covered in the maintenance agreement The Contractor is required to engage the services of the Authorised Agent of Johnson Controls to undertake the works.	hr	
1.1.7	LABOUR RATE Ater hours (Sundays and Public Holidays) (07:00 - 06:59) All specified items contained in this schedule already contains labour. The Labour rate shall typically be for free issuing of material or for time on site which is not linked to the scheduled items. For labour teams/individuals engaged in labour only works or other works that are required to be executed outside of the normal working hours, Sundays and Public Holidays:		
1.1.7.1	Mechanical Technician	hr	-
1.1.7.2	Mechanical Assistant Technician	hr	-
1.1.7.3	Refrigeration Technician	hr	-
1.1.7.4	Assistant Refrigeration Technician	hr	-
1.1.7.5	Installation electrician.	hr	
1.1.7.6	BMS OPERATOR to carry out ad hoc work not covered in the maintenance agreement - The Contractor is required to engage the services of the Authorised Agent of Johnson Controls to undertake the works.	hr	
1.1.7.7	ASSISTANT BMS OPERATOR to carry out ad hoc work not covered in the maintenance agreement - The Contractor is required to engage the services of the Authorised Agent of Johnson Controls to undertake the works.	hr	
1.1.7.8	Atlas Copco Technician to carry out ad hoc work not covered in the maintenance agreement The Contractor is required to engage the services of the Authorised Agent of Atlas Copco to undertake the works.	hr	
1.1.7.9	Carrier Technician to carry out ad hoc work not covered in the maintenance agreement The Contractor is required to engage the services of the Authorised Agent of Carrier to undertake the works.	hr	
1.1.7.10	York Technician to carry out ad hoc work not covered in the maintenance agreement The Contractor is required to engage the services of the Authorised Agent of Johnson Controls to undertake the works.	hr	
1.1.8	The contractor shall make provision for the following security guards (Weekdays and Saturdays) with each guard equipped minimum with a radio, ID, baton, torch, body camera and emergency panic button, The security service providers must be registered with the Private Security Industry Regulatory Authority (PSIRA)		
1.1.8.1	Labour only rate grade A security guard with response motor vehicle	hr	
1.1.8.2	Labour only rate grade B security guard with response motor vehicle	hr	
1.1.8.3	Labour only rate grade C security guard with response motor vehicle	hr	
1.1.8.4	Labour only rate grade D security guard	hr	
1.1.8.5	Labour only rate grade E security guard	hr	

Item No	Description	Unit	Rate
1.1.9	The contractor shall make provision for the following security guards (Weekday overtime, Sundays and Public Holidays) with each guard equipped minimum with a radio, ID, baton, torch, body camera and emergency panic button, The security service providers must be registered with the Private Security Industry Regulatory Authority (PSIRA). Labour charges for special security of the works based on Sunday and Public Holidays		
1.1.9.1	Labour only rate grade A security guard with response motor vehicle	hr	
1.1.9.2	Labour only rate grade B security guard with response motor vehicle	hr	
1.1.9.3	Labour only rate grade C security guard with response motor vehicle	hr	
1.1.9.4	Labour only rate grade D security guard	hr	
1.1.9.5	Labour only rate grade E security guard	hr	
1.1.10	SECURITY GUARDHOUSE		
1.1.10.1	Supply, transport to site and remove from site	day	
1.1.11	Provisional Sums		
	Provisional sum for Ad-Hoc supply of parts and materials. Will not exceed 20% of the Works Project value or R 300 000 (incl. Vat) (whichever is less) 3 Quotation required - refer to the latest SCM policy.		R300 000.00
1.1.11.1	Percentage Markups and attendance	%	
1.1.12	Provisional sum for Specialist Services. Will not exceed 20% of the Works Project value or R 300 000 (incl. Vat) (whichever is less) 3 Quotation required - refer to the latest SCM policy.		R300 000.00
1.1.12.1	Percentage Markups and attendance	%	
1.1.13	ALUMINIUM TOWER SCAFFOLD RATES (Supply, transport to site, keep maintained in good order, dismantle and remove from site appropriate scaffolding including rental of equipment).		
1.1.13.1	Single bay independent/free standing scaffold exceeding 2.5m high not to exceed 5m high (to be multiplied by total bays required) Fully compliant with OHS act and construction regulations	day	
1.1.13.2	Single bay independent/free standing scaffold exceeding 5m high not to exceed 7.5m high (to be multiplied by total bays required)	day	
1.1.13.3	Single bay independent/free standing scaffold exceeding 7.5m high not to exceed 10m high (to be multiplied by total bays required)	day	
1.1.14	SCAFFOLDING Supply, transport to site, erect, keep maintained in good order, dismantle and remove from site appropriate scaffolding including rental of equipment		
1.1.14.1	Single bay independent/free standing scaffold exceeding 2.5m high and not exceeding 5m high (to be multiplied by total bays required)	day	
1.1.14.2	Single bay independent/free standing scaffold exceeding 5m high and not exceeding 7.5m high (to be multiplied by total bays required)	day	
1.1.14.3	Single bay independent/free standing scaffold exceeding 7.5m high and not exceeding 10m high (to be multiplied by total bays required)	day	
1.1.14.4	Single bay independent/ free standing scaffolding exceeding 10m high and not exceeding 15m high (to be multiplied by total bays required)	day	
1.1.14.5	Single bay independent/ free standing scaffolding exceeding 15m high and not exceeding 20m high (to be multiplied by total bays required)	day	
1.1.14.6	Single bay independent/ free standing scaffolding exceeding 20m high and not exceeding 25m high (to be multiplied by total bays required)	day	
1.1.15	AERIAL PLATFORMS Supply, maintain and operate the following equipment (fully inclusive wet rate, including fuel, transport to and from site, operator, etc.)		
1.1.15.1	Cherry picker mobile access platform/aerial platform trucks with 17m vertical height reach	Day	

TENDER NO: DP8611Q/2024/25

Item No	Description	Unit	Rate
1.1.15.2	Cherry picker mobile access platform/aerial platform trucks with 20m vertical height reach	Day	
1.1.15.3	Cherry picker mobile access platform/aerial platform trucks with 22m vertical height reach	Day	
1.1.15.4	Cherry picker mobile access platform/aerial platform trucks with 25m vertical height reach	Day	
1.1.15.5	Trailer mounted articulating boom lift (maximum platform height of 15 metres with a safe working load capacity of approximately 230kg).	Day	
1.1.15.6	Scissor type platform lift (maximum platform height of 12 metres with a safe working load capacity of approximately 300kg).	Day	
1.1.16	PLATFORM HOIST RATES (Delivery to site and operator included)		
1.1.16.1	4m to 15m Hoist Platform with 150kg Lifting Capacity.	hour	

Item No	DESCRIPTION	UNIT OF MEASURE	RATES
2	BILL NO. 2		
2.1	ALTERATIONS		
	(CPAP WORK GROUP 102 UNLESS OTHERWISE STATED) PREAMBLES		
	For preambles refer to "General Preambles for Trades 2017"		
	SUPPLEMENTARY PREAMBLES		
	<p>Rates for items in their respective trades throughout this entire schedule of rates will be deemed to include for the necessary preliminary and general cost (supply and labour for installation of items, unless otherwise specified) in its entirety as it may apply. The tenderer is referred to the pricing assumptions in part C2.1 in this document. The below list is not exhaustive: Prices for all items hereunder are deemed to include for the following: - scaffolding up to 2.5m high - work both inside and outside of existing buildings - carting all materials to work area, whether internal or external - cleaning up of work area upon completion - protecting of existing premises - work in small quantities - All plant, equipment and tools required to carry out the work. Specifications, drawings, etc.: Tenderers are referred to the specification accompanying these bills of quantities for the alteration work, for the full descriptions of the following items which are to be read and priced in conjunction with the said specification. Where there is conflict between the Model Preambles and the Specifications, the Specifications will take preference. The Contractor will be held solely responsible for any damage to persons and property and for the safety of the structures and must make good at his expense any damage that may occur. Old materials from alterations may become the property of the contractor with written permission from the project manager.</p>		
	<p>Old materials to become property of the contractor with written permission from the project manager:</p> <p>Old materials from alterations except where described to be re-used or handed over in each Works Project Document, become the property of the contractor and are to be removed off site.</p> <p>Old materials to be carted away</p> <p>Old materials from alterations except where described as re-used or handed over in each Works Project Document, as well as all rubbish, etc. must be regularly carted from the site and not be allowed to accumulate on or around the site.</p> <p>Old materials to be re-used</p> <p>None of the old materials are to be used for new work except where specifically described as being set aside for re-use.</p> <p>Handing over of materials</p> <p>Where certain materials or articles from alterations are described as to be handed over by the contractor to the Principal Agent or Employer's Representative such materials or articles shall be properly stored by the contractor until handing over thereof. The contractor must obtain an official receipt listing the materials or articles and dates of handover. If the contractor fails to submit the receipt when requested to do so it shall be deemed that the materials or articles are still in his possession and he will be held liable to the Department for the full replacement value thereof which amount will be deducted from any monies due to the contractor.</p>		
2.1.1	CHASING and REINSTATEMENT RATES		
2.1.1.1	Approximately 50mm wide x 50mm deep in plastered brick.	m	
2.1.1.2	Approximately 100mm wide x 50mm deep in plastered brick.	m	
2.1.1.3	Approximately 50mm wide x 50mm deep in concrete.	m	
2.1.1.4	Approximately 100mm wide x 50mm deep in concrete.	m	
2.1.2	TRENCHING RATES and REINSTATEMENT RATES		
2.1.2.1	<p>Trenching and reinstatement/compacting of normal soil not exceeding 1m. Eg: Topsoil, sand, clay, silt, gravel, loose shale, decomposed rock, weathered material and</p>	m ³	

Item No	DESCRIPTION	UNIT OF MEASURE	RATES
	Fill material.		
2.1.2.2	Trenching and reinstatement/compacting of difficult soil not exceeding 1m. Eg: dense gravel, cement gravel, compacted fil, hard clay, concrete, heavily compacted ground conditions, engineered fill material, Hard, stiff, or desiccated clay, asphalt, stabilized pavement layers, and old masonry etc.	m ³	
2.1.2.4	Lifting and reinstatement of bitumen tar.	m ³	
2.1.2.5	Lifting and reinstatement of paving.	m ²	
2.1.2.6	Lifting and reinstatement of 25/19 concrete.	m ³	
2.1.2.7	Stone free sand (Supply will be within a 15km radius).	m ³	
2.1.2.8	Removal of excess materials (Spoil site will be within a 15km radius).	m ³	
2.1.3	CORE DRILLING RATES (Operator and delivery to site included).		
2.1.3.1	Core drill - 50Ø; 500mm brick/concrete wall	No.	
2.1.3.2	Core drill - 100Ø; 500mm brick/concrete wall	No.	
2.1.3.3	Core drill - 150Ø; 500mm brick/concrete wall	No.	
2.1.3.4	Core drill - 200Ø; 500mm brick/concrete wall	No.	
2.1.3.5	Core drill - 250Ø; 500mm brick/concrete wall	No.	
2.1.4	GENERAL EQUIPMENT REMOVAL		
2.1.4.1	Air Handling Unit (Not exceeding 5kW)	No.	
2.1.4.2	Split Air-Conditioning Units (Not exceeding 40 000 Btu)	No.	
2.1.4.3	Cassettes Air-Conditioning Units (Not exceeding 40 000 Btu)	No.	
2.1.4.4	Under Ceiling Air-Conditioning Units (Not exceeding 40 000 Btu)	No.	
2.1.4.5	Ducted Air-Conditioning Units (Not exceeding 40 000 Btu)	No.	
2.1.4.6	Floor Standing Air-Conditioning Units (Not exceeding 40 000 Btu)	No.	
2.1.4.7	Window Air-Conditioning Units (Not exceeding 24 000 Btu)	No.	
2.1.4.8	Ducting	m	
2.1.4.9	Flexible Ducting	m	
2.1.4.10	Centrifugal Fans	hr	
2.1.4.11	Axial, Propeller, Radial & Direct Coupled Fans	hr	
2.1.4.12	Heating, Cooling & Reheat Coils	hr	
2.1.4.13	Chillers	hr	
2.1.4.14	Cooling Towers	hr	
2.1.4.15	Chilled & Hot Water Pump /Motor Sets	hr	
2.1.4.16	Cold Room - Refrigeration Equipment	hr	
2.1.4.17	Hot Water System	hr	
2.1.4.18	Air Compressors	hr	
2.1.4.19	Electrical Distribution Board	No.	
2.1.4.20	Wiring	m	
2.1.4.21	Isolator (Not exceeding 30A single phase)	No.	
2.1.4.22	Genset (Generator)	hr	
2.1.4.23	Diesel Fire Pump Motor	hr	
2.1.4.24	Water And Other Tanks	hr	
2.1.4.25	VARIABLE SPEED DRIVE	No.	
2.1.4.26	Network Automation Engine	No.	
2.1.4.27	Network Integration Engine	No.	

Item No	DESCRIPTION	UNIT OF MEASURE	RATES
2.1.4.28	Network Control Engine	No.	
2.1.4.29	Field Equipment Controllers	No.	
2.1.4.30	Sensor	No.	
2.1.4.31	Transmitter	No.	
2.1.4.32	Valve	hr	
2.1.4.33	Element (Not exceeding 3kW)	No.	
2.1.4.34	Grille	No.	
2.1.4.35	Spigot	No.	
2.1.4.36	Extract Systems	hr	
2.1.4.37	Train Summit	hr	
2.1.4.38	Extract Systems	hr	
2.1.4.39	Refrigeration piping	m	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
3	BILL NO. 3		
3.1	Electrical Installations		
	(CPAP WORK GROUP 160 UNLESS OTHERWISE STATED) PREAMBLES		
	For preambles refer to "General Preambles for Trades 2017"		
	SUPPLEMENTARY PREAMBLES		
	SUPPLY AND INSTALL		
3.1.1	TRUNKING		
3.1.1.1	25 x 25mm EGA Trunking including cover (PVC) or equivalent	m	
3.1.1.2	25mm x 25mm End Cap Component (PVC) or equivalent	No.	
3.1.1.3	25mm x 25mm Internal Corner Bend Clip (PVC) or equivalent	No.	
3.1.1.4	25mm x 25mm External Corner Bend Clip (PVC) or equivalent	No.	
3.1.1.5	25mm x 25mm Equal Tee Splitter Piece (PVC) or equivalent	No.	
3.1.1.6	25mm x 25mm Coupling / Straight Joiner (PVC) or equivalent	No.	
3.1.1.7	25 x 40mm EGA Trunking (PVC) including cover or equivalent	m	
3.1.1.8	25mm x 40mm End Cap Component PVC) or equivalent	No.	
3.1.1.9	25mm x 40mm Internal Corner Bend Clip (PVC) or equivalent	No.	
3.1.1.10	25mm x 40mm External Corner Bend Clip (PVC) or equivalent	No.	
3.1.1.11	25mm x 40mm Equal Tee Splitter Piece (PVC) or equivalent	No.	
3.1.1.12	25mm x 40mm Coupling / Straight Joiner (PVC) or equivalent	No.	
3.1.1.13	40 x 40mm EGA Trunking (PVC) including cover or equivalent	m	
3.1.1.14	40mm x 40mm End Cap Component (PVC) or equivalent	No.	
3.1.1.15	40mm x 40mm Internal Corner Bend Clip (PVC) or equivalent	No.	
3.1.1.16	40mm x 40mm External Corner Bend Clip (PVC) or equivalent	No.	
3.1.1.17	40mm x 40mm Equal Tee Splitter Piece (PVC) or equivalent	No.	
3.1.1.18	40mm x 40mm Coupling / Straight Joiner (PVC) or equivalent	No.	
3.1.1.19	40 x 100mm EGA Trunking (PVC) including cover or equivalent	m	
3.1.1.20	40mm x 100mm End Cap Component (PVC) or equivalent	No.	
3.1.1.21	40mm x 100mm Internal Corner Bend Clip (PVC) or equivalent	No.	
3.1.1.22	40mm x 100mm External Corner Bend Clip PVC) or equivalent	No.	
3.1.1.23	40mm x 100mm Equal Tee Splitter Piece PVC) or equivalent	No.	
3.1.1.24	40mm x 100mm Coupling / Straight Joiner (PVC) or equivalent	No.	
3.1.1.25	100 x 100mm EGA Trunking (PVC) including cover or equivalent	m	
3.1.1.26	100mm x 100mm End Cap Component (PVC) or equivalent	No.	
3.1.1.27	100mm x 100mm Internal Corner Bend Clip PVC) or equivalent	No.	
3.1.1.28	100mm x 100mm External Corner Bend Clip (PVC) or equivalent	No.	
3.1.1.29	100mm x 100mm Equal Tee Splitter Piece (PVC) or equivalent	No.	
3.1.1.30	100mm x 100mm Coupling / Straight Joiner PVC) or equivalent	No.	
3.1.1.31	76 x 76mm Galvanized Trunking P8000 including cover or equivalent	m	
3.1.1.32	76mm x 76mm End Cap Component P8000 or equivalent	No.	
3.1.1.33	76mm x 76mm Internal Corner Bend Clip P8000 or equivalent	No.	
3.1.1.34	76mm x 76mm External Corner Bend Clip P8000 or equivalent	No.	
3.1.1.35	76mm x 76mm Equal Tee Splitter Piece P8000 or equivalent	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
3.1.1.36	76mm x 76mm Coupling / Straight Joiner P8000 or equivalent	No.	
3.1.1.37	127 x 76mm Galvanized Trunking P9000 or equivalent or equivalent	m	
3.1.1.38	127 x 76mm End Cap Component P8000 or equivalent	No.	
3.1.1.39	127 x 76mm Internal Corner Bend Clip P8000 or equivalent	No.	
3.1.1.40	127 x 76mm External Corner Bend Clip P8000 or equivalent	No.	
3.1.1.41	127 x 76mm Equal Tee Splitter Piece P8000 or equivalent	No.	
3.1.1.42	127 x 76mm Coupling / Straight Joiner P8000 or equivalent	No.	
3.1.2	SUPPLY AND INSTALL		
	SILICONE CABTYRE CABLE INCLUDING GLANDS AND TERMINATIONS.		
3.1.2.1	1.5mm ² x 3 core Cabtyre, Silicone insulation cable or equivalent	m	
3.1.2.2	2.5mm ² x 3 core Cabtyre, Silicone insulation cable or equivalent	m	
3.1.2.3	1.5mm ² x 7 core Cabtyre, Silicone insulation cable or equivalent	m	
3.1.2.4	2.5mm ² x 7 core Cabtyre, Silicone insulation cable or equivalent	m	
3.1.3	SUPPLY AND INSTALL		
	SURFIX CABLE INCLUDING GLANDS AND TERMINATIONS.		
3.1.3.1	1.5mm ² x 2 core Surfix white/black cable or equivalent	m	
3.1.3.2	2.5mm ² x 2 core Surfix white/black cable or equivalent	m	
3.1.3.3	4mm ² x 2 core Surfix white/black cable or equivalent	m	
3.1.3.4	6mm ² x 2 core Surfix white/black cable or equivalent	m	
3.1.3.5	1.5mm ² x 3 core Surfix white/black cable or equivalent	m	
3.1.3.6	2.5mm ² x 3 core Surfix white/black cable or equivalent	m	
3.1.3.7	4mm ² x 3 core Surfix white/black cable or equivalent	m	
3.1.3.8	6mm ² x 3 core Surfix white/black cable or equivalent	m	
3.1.3.9	1.5mm ² x 4 core Surfix white/black cable or equivalent	m	
3.1.3.10	2.5mm ² x 4 core Surfix white/black cable or equivalent	m	
3.1.3.11	4mm ² x 4 core Surfix white/black cable or equivalent	m	
3.1.3.12	6mm ² x 4 core Surfix white/black cable or equivalent	m	
3.1.4	SUPPLY AND INSTALL		
	ISOLATORS		
3.1.4.1	16A Enclosed isolator, IP65, 3 pole. (Lovato Electric Code: GAZ016 or equivalent)	No.	
3.1.4.2	32A Enclosed isolator, IP65, 3 pole. (Lovato Electric Code: GAZ032 or equivalent)	No.	
3.1.4.3	63A Enclosed isolator, IP65, 3 pole. (Lovato Electric Code: GAZ063 or equivalent)	No.	
3.1.5	SUPPLY AND INSTALL		
	CIRCUIT BREAKERS (MCB): MINI RAIL MOUNTED		
3.1.5.1	5A - 20A, 3kA, 240V, 50Hz, 1 pole, Curve 3. (CBI QA-1(13) White Handle) or equivalent	No	
3.1.5.2	25A - 60A, 3kA, 230V, 50Hz, 1 pole, Curve 3. (CBI QA-1(13) White Handle) or equivalent	No	
3.1.5.3	5A - 20A, 3kA, 415V, 50Hz, 3 pole, Curve 3. (CBI QA-3(13) White Handle) or equivalent	No	
3.1.5.4	25A - 50A, 3kA, 415V, 50Hz, 3 pole, Curve 3. (CBI QA-3(13) White Handle) or equivalent	No	
3.1.5.5	5A - 20A, 3kA, 240V, 50Hz, 1+N pole, Curve 3. (CBI QA-N-2(13) White/Green Handle) or equivalent	No	
3.1.5.6	25A - 60A, 3kA, 240V, 50Hz, 1+N pole, Curve 3. (CBI QA-N-2(13) White/Green Handle) or equivalent	No	
3.1.5.7	5A - 25A, 6kA, 240V, 50Hz, 1 pole, Curve 2. (CBI QF-1(13) White Handle) or equivalent	No	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
3.1.5.8	10A - 25A, 6kA, 415V, 50Hz, 3 pole, Curve 2. (CBI QF-3(13) White Handle) or equivalent	No	
3.1.5.9	5A - 20A, 6kA, 240V, 50Hz, 1+N pole, Curve 2. (CBI QF-N-2(13) White/Green Handle) or equivalent	No	
3.1.5.10	5A - 25A, 6kA, 240V, 50Hz, 1 pole, Curve 1. (CBI QF-1(13) Orange Handle) or equivalent	No	
3.1.5.11	5A - 25A, 6kA, 415V, 50Hz, 3 pole, Curve 1. (CBI QF-3(13) Orange Handle) or equivalent	No	
3.1.5.12	5A - 63A, 6kA, 240V, 50Hz, 1 pole, Curve 2. (CBI QF-1(26) White Handle) or equivalent	No	
3.1.5.13	80A - 100A, 6kA, 240V, 50Hz, 1 pole, Curve 2. (CBI QF-1(26) White Handle) or equivalent	No	
3.1.5.14	5A - 63A, 6kA, 415V, 50Hz, 3 pole, Curve 2. (CBI QF-3(26) White Handle) or equivalent	No	
3.1.5.15	80A - 100A, 6kA, 415V, 50Hz, 3 pole, Curve 2. (CBI QF-3(26) White Handle) or equivalent	No	
3.1.5.16	5A - 40A, 6kA, 240V, 50Hz, 1+N pole, Curve 2. (CBI QF-N-2(26) White/Green Handle) or equivalent	No	
3.1.5.17	45A - 63A, 6kA, 240V, 50Hz, 1+N pole, Curve 2. (CBI QF-N-2(26) White/Green Handle) or equivalent	No	
3.1.5.18	5A - 63A, 6kA, 240V, 50Hz, 1 pole, Curve 1. (CBI QF-1(26) Orange Handle) or equivalent	No	
3.1.5.19	80A - 100A, 6kA, 240V, 50Hz, 1 pole, Curve 1. (CBI QF-1(26) Orange Handle) or equivalent	No	
3.1.5.20	5A - 63A, 6kA, 415V, 50Hz, 3 pole, Curve 1. (CBI QF-3(26) Orange Handle) or equivalent	No	
3.1.5.21	80A - 100A, 6kA, 415V, 50Hz, 3 pole, Curve 1. (CBI QF-3(26) Orange Handle) or equivalent	No	
3.1.5.22	63A, 30mA, 3kA, 240V, 50Hz, 1+N pole, Earth Leakage Device without overload protection. (CBI QA17C) or equivalent	No	
3.1.5.23	63A, 30mA, 3kA, 240V, 50Hz, 1+N pole, Earth Leakage Device with overload protection. (CBI QA17A) or equivalent	No	
3.1.5.24	63A, 30mA, 6kA, 415V, 50Hz, 1+N pole, Earth Leakage Device without overload protection. (CBI SF15C) or equivalent	No	
3.1.5.25	63A, 30mA, 3kA, 415V, 50Hz, 3+N pole, Earth Leakage Device without overload protection. (CBI QA36CW) or equivalent	No	
3.1.5.26	63A, 30mA, 6kA, 415V, 50Hz, 3+N pole, Earth Leakage Device with overload protection. (CBI SF36A) or equivalent	No	
3.1.5.27	80A, 30mA, 6kA, 415V, 50Hz, 3+N pole, Earth Leakage Device without overload protection. (CBI SF36C) or equivalent	No	
3.1.6	MAINTENANCE WORK		
	Regular maintenance as described in the specifications. (Minor & Major Service)		
	Service		
3.1.6.1	Maintain Electrical panels (Distribution Board) associated with the air conditioning plant. Scan all panels with a Thermographic Camera and issue a report (Entire HVAC System may consist of multiple distribution boards through the building)	No	
	Diesel Generator Set		
	Regular maintenance as described in the specification. (Minor & Major Service)		
3.1.7	"Minor Service"		
3.1.7.1	100kVA - 200kVA Generator Set	No	
3.1.7.2	200kVA - 300kVA Generator Set	No	
3.1.7.3	300kVA - 400kVA Generator Set	No	
3.1.7.4	400kVA - 500kVA Generator Set	No	
3.1.7.5	500kVA - 600kVA Generator Set	No	
3.1.7.6	600kVA - 700kVA Generator Set	No	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
3.1.7.7	700kVA - 800kVA Generator Set	No	
3.1.7.8	800kVA - 900kVA Generator Set	No	
3.1.8	Diesel Generator Set		
	Regular maintenance as described in the specification. (Minor & Major Service)		
	"Major Service"		
3.1.8.1	100kVA - 200kVA Generator Set	No	
3.1.8.2	200kVA - 300kVA Generator Set	No	
3.1.8.3	300kVA - 400kVA Generator Set	No	
3.1.8.4	400kVA - 500kVA Generator Set	No	
3.1.8.5	500kVA - 600kVA Generator Set	No	
3.1.8.6	600kVA - 700kVA Generator Set	No	
3.1.8.7	700kVA - 800kVA Generator Set	No	
3.1.8.8	800kVA - 900kVA Generator Set	No	
3.1.9	<u>Diesel Fire Pump Motor</u>		
	Regular maintenance as described in the specification. (Minor & Major service)		
	Minor Service"		
3.1.9.1	Diesel Fire Pump Motor Set (6 Cylinder) : 11th Floor CHQ	No	
3.1.10	Regular maintenance as described in the specifications. (Minor & Major Service)		
	<u>Diesel Fire Pump Motor</u>		
	Regular maintenance as described in the specification. (Minor & Major service)		
	"Major Service"		
3.1.10.1	Diesel Fire Pump Motor Set (6 Cylinder) : 11th Floor CHQ	No	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4	BILL NO. 4		
4.1	Mechanical Services		
	(CPAP WORK GROUP 170 UNLESS OTHERWISE STATED) PREAMBLES		
	For preambles refer to "General Preambles for Trades 2017"		
	SUPPLEMENTARY PREAMBLES		
	<u>MAINTENANCE WORK</u>		
4.1.1	<u>Split, Cassette and Midwall Air-Conditioning Units</u>		
	Servicing inclusive minor repairs of existing Heating, ventilation and air conditioning (HVAC) equipment. All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	Fixed and Inverter type Units		
	Minor Service		
4.1.1.1	9000 BTU	No.	
4.1.1.2	12000 BTU	No.	
4.1.1.3	18000 BTU	No.	
4.1.1.4	24000 BTU	No.	
4.1.1.5	36000 BTU	No.	
4.1.1.6	48000 BTU	No.	
4.1.2	<u>Split, Cassette and Midwall Air-Conditioning Units</u>		
	Servicing inclusive minor repairs of existing Heating, ventilation and air conditioning (HVAC) equipment. All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	Fixed and Inverter type Units		
	Major Service		
4.1.2.1	9000 BTU	No.	
4.1.2.2	12000 BTU	No.	
4.1.2.3	18000 BTU	No.	
4.1.2.4	24000 BTU	No.	
4.1.2.5	36000 BTU	No.	
4.1.2.6	48000 BTU	No.	
	<u>MAINTENANCE WORK</u>		
4.1.3	Variable Refrigerant Volume (VRV/VRF) Mini heat pump (outdoor) unit:		
	Servicing inclusive minor repairs of existing Heating, ventilation and air conditioning (HVAC) equipment. All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	Major Service		
4.1.3.1	41300 BTU	No.	
4.1.3.2	47800 BTU	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.3.3	52900 BTU	No.	
4.1.3.4	76400 BTU	No.	
4.1.3.5	95500 BTU	No.	
4.1.3.6	114300 BTU	No.	
4.1.3.7	136 500 BTU	No.	
4.1.3.8	153 500 BTU	No.	
4.1.3.9	172 000 BTU	No.	
4.1.3.10	191 000 BTU	No.	
4.1.3.11	210 200 BTU	No.	
4.1.3.12	229 300 BTU	No.	
4.1.3.13	248 400 BTU	No.	
4.1.3.14	268 200 BTU	No.	
4.1.3.15	286 600 BTU	No.	
	<u>MAINTENANCE WORK</u>		
4.1.4	Variable Refrigerant Volume (VRV/VRF) Mini heat pump (outdoor) unit:		
	Servicing inclusive minor repairs of existing Heating, ventilation and air conditioning (HVAC) equipment. All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	<u>Minor Service</u>		
4.1.4.1	41300 BTU	No.	
4.1.4.2	47800 BTU	No.	
4.1.4.3	52900 BTU	No.	
4.1.4.4	76400 BTU	No.	
4.1.4.5	95500 BTU	No.	
4.1.4.6	114300 BTU	No.	
4.1.4.7	136 500 BTU	No.	
4.1.4.8	153 500 BTU	No.	
4.1.4.9	172 000 BTU	No.	
4.1.4.10	191 000 BTU	No.	
4.1.4.11	210 200 BTU	No.	
4.1.4.12	229 300 BTU	No.	
4.1.4.13	248 400 BTU	No.	
4.1.4.14	268 200 BTU	No.	
4.1.4.15	286 600 BTU	No.	
	<u>MAINTENANCE WORK</u>		
	<u>Servicing inclusive minor repairs of existing Heating, ventilation and air conditioning (HVAC) equipment. All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.</u>		
4.1.5	<u>VRV/VRF Branch circuit controller / branch selector:</u>		
4.1.5.1	2 ports	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.5.2	4 ports	No.	
4.1.5.3	6 ports	No.	
4.1.5.4	9 ports	No.	
4.1.5.5	16 ports	No.	
4.1.5.6	18 ports	No.	
4.1.5.7	36 ports	No.	
	<u>MAINTENANCE WORK</u>		
4.1.6	<u>Ducted and Hide-Away Air-Conditioning Units</u>		
	Servicing inclusive minor repairs of existing Heating, ventilation and air conditioning (HVAC) equipment. All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	Fixed and Inverter type Units		
	Major Service		
4.1.6.1	18000 BTU	No.	
4.1.6.2	24000 BTU	No.	
4.1.6.3	36000 BTU	No.	
4.1.6.4	48000 BTU	No.	
4.1.6.5	60000 BTU	No.	
	<u>MAINTENANCE WORK</u>		
4.1.7	<u>Ducted and Hide-Away Air-Conditioning Units</u>		
	Servicing inclusive minor repairs of existing Heating, ventilation and air conditioning (HVAC) equipment. All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	Fixed and Inverter type Units		
	Minor Service		
4.1.7.1	18000 BTU	No.	
4.1.7.2	24000 BTU	No.	
4.1.7.3	36000 BTU	No.	
4.1.7.4	48000 BTU	No.	
4.1.7.5	60000 BTU	No.	
	<u>MAINTENANCE WORK</u>		
4.1.8	<u>Floor Standing Air-Conditioning Unit</u>		
	Servicing inclusive minor repairs of existing Heating, ventilation and air conditioning (HVAC) equipment. All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	Fixed and Inverter type Units		
	Major Service		
4.1.8.1	18000 BTU	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.8.2	24000 BTU	No.	
4.1.8.3	36000 BTU	No.	
4.1.8.4	48000 BTU	No.	
4.1.8.5	60000 BTU	No.	
4.1.8.6	96000 BTU	No.	
4.1.9	<u>MAINTENANCE WORK</u>		
	<u>Floor Standing Air-Conditioning Unit</u>		
	Servicing inclusive minor repairs of existing Heating, ventilation and air conditioning (HVAC) equipment. All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	Fixed and Inverter type Units		
	Minor Service		
4.1.9.1	18000 BTU	No.	
4.1.9.2	24000 BTU	No.	
4.1.9.3	36000 BTU	No.	
4.1.9.4	48000 BTU	No.	
4.1.9.5	60000 BTU	No.	
4.1.9.6	96000 BTU	No.	
4.1.10	<u>Window Air-Conditioning Units</u>		
	Servicing inclusive minor repairs of existing Heating, ventilation and air conditioning (HVAC) equipment. All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	Fixed and Inverter type Units		
	Major Service		
4.1.10.1	9000 BTU	No.	
4.1.10.2	12000 BTU	No.	
4.1.10.3	18000 BTU	No.	
4.1.10.4	24000 BTU	No.	
4.1.10.5	36000 BTU	No.	
4.1.11	<u>Window Air-Conditioning Units</u>		
	Servicing inclusive minor repairs of existing Heating, ventilation and air conditioning (HVAC) equipment. All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	Fixed and Inverter type Units		
	Minor Service		
4.1.11.1	9000 BTU	No.	
4.1.11.2	12000 BTU	No.	
4.1.11.3	18000 BTU	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.11.4	24000 BTU	No.	
4.1.11.5	36000 BTU	No.	
	<u>MAINTENANCE WORK</u>		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.12	Centrifugal Fans / Direct / External Drive		
	Supply, Return, and Extract Fan		
4.1.12.1	Fan 1 - 5kW	No.	
4.1.12.2	Fan 6 - 10kW	No.	
4.1.12.3	Fan 11 - 15kW	No.	
4.1.12.4	Fan 16 - 20kW	No.	
4.1.12.5	Fan 21 - 30kW	No.	
4.1.12.6	Fan 31 - 40kW	No.	
4.1.12.7	Fan 41 - 50kW	No.	
4.1.12.8	Fan 51 - 60kW	No.	
4.1.12.9	Fan 61 - 70kW	No.	
4.1.12.10	Fan 71 - 80kW	No.	
4.1.12.11	Fan 81 - 90kW	No.	
4.1.12.12	Fan 91 - 100kW	No.	
4.1.12.13	Fan 101 - 110kW	No.	
4.1.12.14	Fan 111- 120kW	No.	
	<u>MAINTENANCE WORK</u>		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.13	Axial, Propeller, Radial & Direct Coupled Fans		
4.1.13.1	1 - 5kW	No.	
4.1.13.2	6 - 10kW	No.	
4.1.13.3	11 - 15kW	No.	
4.1.13.4	16 - 20kW	No.	
4.1.13.5	21 - 30kW	No.	
4.1.13.6	31 - 40kW	No.	
4.1.13.7	41 - 50kW	No.	
4.1.13.8	51 - 60kW	No.	
4.1.13.9	61 - 70kW	No.	
4.1.13.10	71 - 80kW	No.	
4.1.13.11	81 - 90kW	No.	
4.1.13.12	91 - 100kW	No.	
4.1.13.13	101 - 110kW	No.	
4.1.13.14	111- 120kW	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
	<u>MAINTENANCE WORK</u>		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.14	<u>Air Handling Units</u>		
	Minor Service		
4.1.14.1	Fresh Air Supply AHU 1- 5kW	No.	
4.1.14.2	Fresh Air Supply AHU 5 - 10kW	No.	
4.1.14.3	Fresh Air Supply AHU 10 - 15kW	No.	
	<u>MAINTENANCE WORK</u>		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.15	<u>Air Handling Units</u>		
	Major Service		
4.1.15.1	Fresh Air Supply AHU 1- 5kW	No.	
4.1.15.2	Fresh Air Supply AHU 5 - 10kW	No.	
4.1.15.3	Fresh Air Supply AHU 10 - 15kW	No.	
	<u>MAINTENANCE WORK</u>		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.16	<u>Air Handling Units</u>		
	Minor Service		
4.1.16.1	A.H.U. E4: 6TH Floor Podium Column E4 ThermOpac DS25 050VV or equivalent	No.	
4.1.16.2	A.H.U. E5: 6TH Floor Podium Column E5 ThermOpac DS25 040VV or equivalent	No.	
4.1.16.3	A.H.U. E6: 6TH Floor Podium Column E6 ThermOpac DS25 050VV or equivalent	No.	
4.1.16.4	A.H.U. E7: 6TH Floor Podium Column E7 ThermOpac DS25 030VV or equivalent	No.	
4.1.16.5	A.H.U. F3: 6TH Floor Podium Column F3 ThermOpac DS25 015VV or equivalent	No.	
4.1.16.6	A.H.U. G3: 6TH Floor Podium Column G3 ThermOpac DS25 015VV or equivalent	No.	
4.1.16.7	A.H.U. G7: 6TH Floor Podium Column G7 ThermOpac DS25 035VV or equivalent	No.	
4.1.16.8	A.H.U. H4: 6TH Floor Podium Column H4 ThermOpac DS25 015VV or equivalent	No.	
4.1.16.9	A.H.U. H6: 6TH Floor Podium Column H6 ThermOpac DS25 040VV or equivalent	No.	
4.1.16.10	A.H.U. H7: 6TH Floor Podium Column H7 ThermOpac DS25 040VV or equivalent	No.	
4.1.16.11	A.H.U. I3: 6TH Floor Podium Column I3 ThermOpac DS25 050VV or equivalent	No.	
4.1.16.12	A.H.U. I4: 6TH Floor Podium Column I4 ThermOpac DS25 020VV or equivalent	No.	
4.1.16.13	A.H.U. I5: 6TH Floor Podium Column I5 ThermOpac DS25 030VV or equivalent	No.	
4.1.16.14	A.H.U. I6: 6TH Floor Podium Column I6 ThermOpac DS25 040VV or equivalent	No.	
	<u>MAINTENANCE WORK</u>		

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.17	<u>Air Handling Units</u>		
	Major Service		
4.1.17.1	A.H.U. E4: 6TH Floor Podium Column E4 ThermOpac DS25 050VV or equivalent	No.	
4.1.17.2	A.H.U. E5: 6TH Floor Podium Column E5 ThermOpac DS25 040VV or equivalent	No.	
4.1.17.3	A.H.U. E6: 6TH Floor Podium Column E6 ThermOpac DS25 050VV or equivalent	No.	
4.1.17.4	A.H.U. E7: 6TH Floor Podium Column E7 ThermOpac DS25 030VV or equivalent	No.	
4.1.17.5	A.H.U. F3: 6TH Floor Podium Column F3 ThermOpac DS25 015VV or equivalent	No.	
4.1.17.6	A.H.U. G3: 6TH Floor Podium Column G3 ThermOpac DS25 015VV or equivalent	No.	
4.1.17.7	A.H.U. G7: 6TH Floor Podium Column G7 ThermOpac DS25 035VV or equivalent	No.	
4.1.17.8	A.H.U. H4: 6TH Floor Podium Column H4 ThermOpac DS25 015VV or equivalent	No.	
4.1.17.9	A.H.U. H6: 6TH Floor Podium Column H6 ThermOpac DS25 040VV or equivalent	No.	
4.1.17.10	A.H.U. H7: 6TH Floor Podium Column H7 ThermOpac DS25 040VV or equivalent	No.	
4.1.17.11	A.H.U. I3: 6TH Floor Podium Column I3 ThermOpac DS25 050VV or equivalent	No.	
4.1.17.12	A.H.U. I4: 6TH Floor Podium Column I4 ThermOpac DS25 020VV or equivalent	No.	
4.1.17.13	A.H.U. I5: 6TH Floor Podium Column I5 ThermOpac DS25 030VV or equivalent	No.	
	<u>CAPE TOWN CIVIC CENTRE</u>		
	<u>MAINTENANCE WORK</u>		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.18	<u>Chilled Water, Hot Water and Reheat Coils</u>		
	Maintenance shall include high pressure cleaning, coil cleaner, associated drip trays, piping and labour		
4.1.18.1	Chilled Water Coils	hr	
4.1.18.2	Hot Water Coils	hr	
4.1.18.3	Hide-away Unit Reheat Coils	hr	
	<u>CAPE TOWN CIVIC CENTRE</u>		
	<u>MAINTENANCE WORK</u>		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.19	<u>Chillers must be service by the OEM and /or authorised agent of the OEM</u>		
	Minor Service		
4.1.19.1	Main Chiller Units Centrifugal: 11th Floor Plant Room	No.	
4.1.19.2	After Hours chiller Units reciprocating 11th Floor Plant Room	No.	
4.1.19.3	YORK screw chillers: Podium Basement	No.	
	<u>CAPE TOWN CIVIC CENTRE</u>		
	<u>MAINTENANCE WORK</u>		

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.20	<u>Chillers must be service by the OEM and /or authorised agent of the OEM</u>		
	Major Service		
4.1.20.1	Main Chiller Units Centrifugal: 11th Floor Plant Room	No.	
4.1.20.2	After Hours chiller Units reciprocating: 11th Floor Plant Room	No.	
4.1.20.3	YORK screw chillers: Podium Basement	No.	
4.1.21	Cooling Towers		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	Minor Service		
4.1.21.1	Main Units Type VST maintenance as described in the specification Tower Roof Top.	No.	
4.1.21.2	After Hours Units Type VXT 70 maintenance as described in the specification: Tower Roof Top	No.	
4.1.22	Cooling Towers		
	Regular maintenance as described in the specification.(Minor & Major Service)		
	Major Service		
4.1.22.1	Main Units Type VST maintenance as described in the specification Tower Roof Top.	No.	
4.1.22.2	After Hours Units Type VXT 70 maintenance as described in the specification: Tower Roof Top	No.	
4.1.23	Water Treatment		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.23.1	Water Treatment of the Main cooling towers	No.	
4.1.23.2	Water Treatment of the After Hour cooling towers	No.	
4.1.23.3	Water Treatment of the HVAC Chilled water system	No.	
4.1.23.4	Water Treatment of the HVAC condenser water system	No.	
	<u>CAPE TOWN CIVIC CENTRE</u>		
	<u>MAINTENANCE WORK</u>		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.24	<u>Various Pump Motor Set</u>		
	Minor Service		
4.1.24.1	Condenser Water Pumps: 11th Floor (54kW 425 m ³ /hr)	No.	
4.1.24.2	Make – Up Pumps: Tower Roof (0.37 - 2.2kW)	No.	
4.1.24.3	Chilled Water Pumps: 11 th Floor (77kW 409 m ³ /hr)	No.	
4.1.24.4	Fresh Water Booster Pumps: 11 th Floor (45kW)	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.24.5	Hot Water Pumps: Tower Roof (11kW)	No.	
4.1.24.6	Bleed Transfer Pumps: Tower Roof Column H1 (1.1kW)	No.	
4.1.24.7	Chilled Water Pumps UniCity: Podium Basement Column F7 (22kW)	No.	
4.1.24.8	Diesel Oil Pumps: Tower Ground Floor Column H (1.5kW)	No.	
4.1.24.9	Fire Pump Electric: 11th Floor (75kW)	No.	
4.1.24.10	Diesel Fire Pump: 11th Floor (75kW)	No.	
4.1.24.11	After Hour condensed water pump (37kW)	No.	
4.1.24.12	After Hour chilled water pump (30kW)	No.	
	<u>CAPE TOWN CIVIC CENTRE</u>		
	<u>MAINTENANCE WORK</u>		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.25	<u>Various Pump Motor Set</u>		
	Major Service		
4.1.25.1	Condenser Water Pumps: 11th Floor (54kW 425 m ³ /hr)	No.	
4.1.25.2	Make – Up Pumps: Tower Roof (0.37 - 2.2kW)	No.	
4.1.25.3	Chilled Water Pumps: 11 th Floor (77kW 409 m ³ /hr)	No.	
4.1.25.4	Fresh Water Booster Pumps: 11 th Floor (45kW)	No.	
4.1.25.5	Hot Water Pumps: Tower Roof (11kW)	No.	
4.1.25.6	Bleed Transfer Pumps: Tower Roof Column H1 (1.1kW)	No.	
4.1.25.7	Chilled Water Pumps UniCity: Podium Basement Column F7 (22kW)	No.	
4.1.25.8	Diesel Oil Pumps: Tower Ground Floor Column H (1.5kW)	No.	
4.1.25.9	Fire Pump Electric: 11th Floor (75kW)	No.	
4.1.25.10	Diesel Fire Pump: 11th Floor (75kW)	No.	
4.1.25.11	After Hour condensed water pump (37kW)	No.	
4.1.25.12	After Hour chilled water pump (30kW)	No.	
	<u>CAPE TOWN CIVIC CENTRE</u>		
	<u>MAINTENANCE WORK</u>		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.26	<u>Cold Room - Refrigeration Equipment</u>		
	Minor Service		
4.1.26.1	5th Floor Kitchen Cold Room: 1.5hp Refrigeration System	No.	
	<u>CAPE TOWN CIVIC CENTRE</u>		
	<u>MAINTENANCE WORK</u>		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.27	<u>Cold Room - Refrigeration Equipment</u>		

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
	Major Service		
4.1.27.1	5th Floor Kitchen Cold Room: 1.5hp Refrigeration System	No.	
4.1.28	<u>Hot Water System</u>		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	Minor Service		
4.1.28.1	Burners: Hot Water Systems of Model 0085BL028 or equivalent	No.	
4.1.29	<u>Hot Water System</u>		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	Major Service		
4.1.29.1	Burners: Hot Water Systems Model 0085BL028 or equivalent	No.	
4.1.30	<u>Air Compressors</u> <u>Must be service by the OEM and /or authorised agent of the OEM</u>		
	Major Service		
4.1.30.1	Atlas Copco Compressors	No.	
	<u>CAPE TOWN CIVIC CENTRE</u>		
	<u>MAINTENANCE WORK</u>		
	Regular maintenance as described in the specification.		
4.1.31	<u>Pneumatic Control System-The Contractor is required to engage the services of the Authorised Agent / Distributor, of Johnson Controls to undertake the following works.</u>		
4.1.31.1	Weekly maintenance as described: HVAC System	No.	
4.1.31.2	Monthly maintenance as described: Entire HVAC System	No.	
4.1.31.3	Quarterly maintenance as described: Entire HVAC System	No.	
4.1.31.4	Annual maintenance as described: Entire HVAC System	No.	
4.1.32	<u>Building Management Systems Regular maintenance of equipment-The Contractor is required to engage the services of the Authorised Agent / Distributor, of Johnson Controls to undertake the following works.</u>		
4.1.32.1	Weekly maintenance as described: Building Management System	No.	
4.1.32.2	Monthly maintenance as described: Building Management System	No.	
4.1.32.3	Quarterly maintenance as described: Building Management System	No.	
4.1.32.4	Annual maintenance as described: Building Management System	No.	
4.1.33	<u>Vibration Readings</u>		
	VIBRATION READINGS & ASSET CONDITION ANALYSIS: Main Plant Room		
4.1.33.1	Main Chillers 11th Floor (York)	No.	
4.1.33.2	Main Chilled water pump platform	No.	
4.1.33.3	Main condensed water pump platform	No.	
4.1.33.4	Fire pump platform	No.	
4.1.33.5	Fresh water Booster pump platform	No.	
4.1.33.6	After Hour Chiller	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.33.7	After Hour pump platform	No.	
	CAPE TOWN CIVIC CENTRE		
	MAINTENANCE WORK		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.34	Deep Cleaning Water And Other Tanks		
4.1.34.1	Main flush tank: Tower Block Roof - 86000L	No.	
4.1.34.2	Main Domestic water tank: Tower Block Roof - 46000L	No.	
4.1.34.3	Flush tank: 11th Floor Tower Block Foyer C - 8000L	No.	
4.1.34.4	Domestic tank: 11th Floor Tower Block Foyer C - 4000L	No.	
4.1.34.5	Flush tank: 11th Floor Tower Block Foyer A - 8000L	No.	
4.1.34.6	Domestic tank: 11th Floor Tower Block Foyer A - 4000L	No.	
4.1.34.7	Make-Up / buffer tank 11th Floor - 12000L	No.	
4.1.34.8	Main Fire tank 11th floor - 40000L	No.	
4.1.34.9	HVAC chiller water make-up tank Roof top - 1000L	No.	
4.1.34.10	HVAC hot water make-up tank Roof top - 1000L	No.	
4.1.34.11	HVAC chiller water make-up tank Podium - 1000L	No.	
4.1.34.12	Domestic water Samples to be taken and analysed at laboratory and a report issued to CoCT	No.	
4.1.34.13	Diesel fuel samples to be analysed by a laboratory and a report issued to CoCT.	No.	
4.1.35	Maintenance of 23000L Diesel tanks / fuel system		
4.1.35.1	Diesel fuel samples to be analysed by a laboratory and a report issued to CoCT.	No.	
4.1.35.2	Desludge and filtration of diesel	per litre	
4.1.35.3	Diesel filter	No.	
4.1.35.4	Water filters	No.	
	SUPPLY ONLY		
4.1.36	VARIABLE SPEED DRIVE (BMS Compatible , Yaskawa, Danfoss, LSIS, ABB or equivalent)		
4.1.36.1	110kW	No.	
4.1.36.2	90kW	No.	
4.1.36.3	75kW	No.	
4.1.36.4	55kW	No.	
4.1.36.5	45kW	No.	
4.1.36.6	30kW	No.	
4.1.36.7	22kW	No.	
4.1.36.8	18.5kW	No.	
4.1.36.9	7.5kW	No.	
4.1.36.10	5.5kW	No.	
4.1.37	Soft Starter (BMS Compatible Yaskawa, Danfoss, LSIS, ABB or equivalent)		
4.1.37.1	110kW	No.	
4.1.37.2	90kW	No.	
4.1.37.3	75kW	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.37.4	55kW	No.	
4.1.37.5	37kW	No.	
	<u>CAPE TOWN CIVIC CENTRE</u>		
	<u>SUPPLY ONLY</u>		
	<u>Must be supplied by the OEM and /or authorised agent of the OEM</u>		
4.1.38	METASYS CONTROLLERS		
	Network Automation Engine		
4.1.38.1	MS-NAE5510-3E or equivalent	No.	
4.1.38.2	MS-NAE4510-2 or equivalent	No.	
4.1.38.3	MS-NAE3510-2 or equivalent	No.	
4.1.39	Network Integration Engine		
4.1.39.1	MS-NIE2966-0 or equivalent	No.	
4.1.40	Network Control Engine		
4.1.40.1	MS-NCE2516-0 or equivalent	No.	
4.1.40.2	MS-NCE2566-0 or equivalent	No.	
4.1.41	Field Equipment Controllers		
4.1.41.1	MS-FEC2611-0 or equivalent	No.	
4.1.41.2	MS-FAC3611-0 or equivalent	No.	
	<u>CAPE TOWN CIVIC CENTRE</u>		
	<u>The Contractor is required to engage the services of the Authorised Agent, of Johnson Controls to undertake the following.</u>		
4.1.42	METASYS BMS TRAINING		
4.1.42.1	BMS Administrator Training	No.	
4.1.42.2	BMS Basic Training	No.	
4.1.42.3	BMS Programming Training	No.	
	<u>SUPPLY ONLY</u>		
4.1.43	HVAC SPARES		
4.1.43.1	250mm MLM with 1.5kW heater element	No.	
4.1.43.2	300mm MLM with 2kW heater element	No.	
4.1.43.3	Return Air Grille 600 x 600	No.	
4.1.43.4	900 X 600 Door grille	No.	
4.1.43.5	300mm Flexible Ducting	m	
4.1.43.6	250mm Flexible Ducting	m	
4.1.43.7	200 mm Flexible Ducting	m	
4.1.43.8	150mm Flexible ducting	m	
4.1.43.9	100mm Flexible ducting	m	
4.1.43.10	400 X 400 wall mount grille	No.	
4.1.43.11	300mm Spigot	No.	
4.1.43.12	250mm Spigot	No.	
4.1.43.13	200mm Spigot	No.	
4.1.43.14	150mm Spigot	No.	
4.1.43.15	100mm Spigot	No.	
4.1.43.16	Panel Filter 600X600	No.	
	<u>SUPPLY ONLY</u>		

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.44	HVAC PUMPS		
4.1.44.1	Chilled water Split casing pump motor set - 90kW Foot Mount Model GIGA- N125/400 or equivalent	No.	
4.1.44.2	Condensed water Split casing pump motor set - 70kW Foot Mount XSA150-400 or equivalent		
4.1.44.3	After Hour Chilled water Split casing pump motor set - 30kW or equivalent	No.	
4.1.44.4	After hour Condensed water Split casing pump motor set - 37kW or equivalent	No.	
4.1.44.5	Cold water booster water Split casing pump motor set - 18kW or equivalent		
4.1.44.6	Spilhaus Allweiler 32-400 Cooling Tower bleed water pump or equivalent	No.	
4.1.44.7	Spilhaus Alweiller 50-250 Cold Water Booster pump or equivalent	No.	
4.1.44.8	Spilhaus SPP ATTACK HSRB5F or similar Fire pump or equivalent	No.	
4.1.44.9	Spilhaus Allweiler 50-200 or similar main cooling tower feed or equivalent	No.	
	<u>SUPPLY ONLY</u>		
4.1.45	HVAC MOTORS		
4.1.45.1	Motor (15- 20kW)	No.	
4.1.45.2	Motor (21- 25kW)	No.	
4.1.45.3	Motor (26- 30kW)	No.	
4.1.45.4	Motor (31- 35kW)	No.	
4.1.45.5	Motor (36- 40kW)	No.	
4.1.45.6	Motor (41- 45kW)	No.	
4.1.45.7	Motor (46- 50kW)	No.	
4.1.45.8	Motor (51- 55kW)	No.	
4.1.45.9	Motor (56- 60kW)	No.	
4.1.45.10	Motor (61- 65kW)	No.	
4.1.45.11	Motor (66- 70kW)	No.	
4.1.45.12	Motor (71- 75kW)	No.	
4.1.45.13	Motor (76- 95kW)	No.	
4.1.45.14	Motor (96- 110kW)	No.	
	<u>SUPPLY ONLY</u>		
4.1.46	FANS		
4.1.46.1	Podium Plant 1 Variable Volume Donkin Centrif. BCC36DIDW 2/2 or equivalent	No.	
4.1.46.2	Podium Plant 1 Dual Duct Donkin Centrif.BCC39DIDW 2/2 or equivalent	No.	
4.1.46.3	Podium Plant 2 Variable Volume Donkin Centrif. BCC48DIDW 2/2 or equivalent	No.	
4.1.46.4	Podium Plant 1 Return Air Donkin Axial GW75G1/2 8P 16#SL or equivalent	No.	
4.1.46.5	Podium Plant 1 Return Air Donkin Axial GW75G1/2 8P 16#SL or equivalent	No.	
4.1.46.6	Podium Plant 2 Return Air Donkin Axial GW75G1/2 8P 28#SL or equivalent	No.	
4.1.46.7	Carpark Extract D6 Donkin Axial GW38G1/2 6P 18#SL or equivalent	No.	
4.1.46.8	Podium Lift motor room extract Donkin PROP. DP 15/1/6 900 or equivalent	No.	
4.1.46.9	Podium Hall Supply Donkin Centrif. BCC24DIDW 2/1 or equivalent	No.	
4.1.46.10	Podium Hall Extract Donkin Axial GW24G 6P 20#SL.or equivalent	No.	
4.1.46.11	Exhibition Hall Supply Donkin Centrif. BCC24DIDW 2/1 or equivalent	No.	
4.1.46.12	Exhibition Hall Supply Donkin Centrif. BCC33DIDW 2/1 or equivalent	No.	
4.1.46.13	Council Chamber Supply Donkin Centrif.BCC27 DIDW 2/1 or equivalent	No.	
4.1.46.14	Council Chamber Extract Donkin Centrif.FCC24 DIDW 2/1 or equivalent	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.46.15	Carpark Extract E3 Donkin Axial GW30G2/3 6P 22#SL or equivalent	No.	
4.1.46.16	Carpark Extract G3 Donkin Axial GW60G1/2 6P 28#SL or equivalent	No.	
4.1.46.17	Podium Staircase Pressurization Donkin Axial GW24G 4P 28#SL or equivalent	No.	
4.1.46.18	Carpark Extract G4 Donkin Axial GW75G1/3 8P 18#SL or equivalent	No.	
4.1.46.19	Tower Plant 1 Dual Duct R/A Donkin Axial GW75G2/3 8P 28#SL or equivalent	No.	
4.1.46.20	Tower Plant 1 Dual Duct Supply Donkin Centrif.BCC 54 DIDW or equivalent	No.	
4.1.46.21	Tower Plant 1 Variable Volume R/A Donkin Axial GW60G2/3 8P 30#SL or equivalent	No.	
4.1.46.22	Tower Chiller Room Supply Donkin Axial GW38G1/2 8P 18#SL or equivalent	No.	
4.1.46.23	Tower Transformer Room Donkin Axial GW24G 6P 20#SL or equivalent	No.	
4.1.46.24	Tower Plant 2 Dual Duct R/A Donkin Axial GW75G 8P 30#SL or equivalent	No.	
4.1.46.25	Tower Plant 2 Dual Duct Supply Donkin Centrif.BCC 54 DIDW or equivalent	No.	
4.1.46.26	Tower Plant 2 Variable Volume R/A Donkin Axial GW60G2/3 8P 30#SL or equivalent	No.	
4.1.46.27	Tower Plant 2 Variable Volume Supply Donkin Centrif.BCC 54 DIDW or equivalent	No.	
4.1.46.28	Tower Plant 3 Variable Volume R/A Donkin Axial GW60G 8P 32#SL or equivalent	No.	
4.1.46.29	Tower Plant 3 Dual Duct Supply Donkin Centrif.BCC 54 DIDW or equivalent	No.	
4.1.46.30	Tower Plant 3 Variable Volume Supply Donkin Centrif.BCC 54 DIDW or equivalent	No.	
4.1.46.31	Tower Plant 3 Dual Duct R/A Donkin Axial GW75G1/2 8P 26#SL or equivalent	No.	
4.1.46.32	Tower Pressurisation Donkin Axial 38G1/2 4P 14#SL or equivalent	No.	
4.1.46.33	Tower Lift Motor Room Donkin Axial GW15G 4P 16#SL or equivalent	No.	
4.1.46.34	Tower Lift Motor Room Donkin Centrif. FCC 18 DIDW 2/1 or equivalent	No.	
4.1.46.35	6 Floor Flat Supply Donkin FCC15 SISW 1/1 or equivalent	No.	
4.1.46.36	6 Floor Flat Extract Donkin Centrif.FCC12 SISW 1/1 or equivalent	No.	
	SUPPLY ONLY		
	<u>The Contractor is required to engage the services of the Authorised Agent / Distributor, of York/Johnson Controls to supply the following:</u>		
4.1.47	York Main Chiller Units Centrifugal: 11th Floor Plant Room: Spares		
	Where reference is made to a trademark or brand names are mentioned "or Equivalent" will apply.		
4.1.47.1	Corrosion Inhibitor - 013-02987-000 or equivalent	No.	
4.1.47.2	Oil Filter - 364-50438-000 or equivalent	No.	
4.1.47.3	Expansion actuator - 025-38178-000 or equivalent	No.	
4.1.47.4	Pressure transducer - 025-28678-006 or equivalent	No.	
4.1.47.5	Valve thermal expansion - 025-35133-000 or equivalent	No.	
4.1.47.6	Valve Solenoid XYME - 025-35150-104 or equivalent	No.	
4.1.47.7	Coil Solenoid - 025-47112-000 or equivalent	No.	
4.1.47.8	Transducer - 025-28678-112 or equivalent	No.	
4.1.47.9	PVR Valve - 371-02012-001 or equivalent	No.	
4.1.47.10	Switch HP - 025-37890-200 or equivalent	No.	
4.1.47.11	Temp Sensor - 025-29964-000 or equivalent	No.	
4.1.47.12	Flow Sensor - 025-41573-000 or equivalent	No.	
4.1.47.13	Pressure transducer - 025-40088-000 or equivalent	No.	
4.1.47.14	Level Sensor - 025-43950-006 or equivalent	No.	
4.1.47.15	Internal Cooling Fan - 025-32557-000 or equivalent	No.	
4.1.47.16	Coolant Pump - 026-33890-000 or equivalent	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.47.17	Oil Pump - 026-46326-002 or equivalent	No.	
4.1.47.18	Temp Sensor - 025-39993-000 or equivalent	No.	
4.1.47.19	Kit Oil Pump - 371-05506-002 or equivalent	No.	
4.1.47.20	Micro board - 331-02430-601 or equivalent	No.	
4.1.47.21	I/O Board - 031-01743-002 or equivalent	No.	
4.1.47.22	Trigger Board - 031-01472-000 or equivalent	No.	
4.1.47.23	VSD Logic Board - 331-02506-601 or equivalent	No.	
4.1.47.24	York K Oil or equivalent	No.	
4.1.47.25	Isolator Board - 031-01624-000 or equivalent	No.	
4.1.47.26	Kit Replacement IBBT Phase Bank - 371-02513-344 or equivalent	No.	
4.1.47.27	VGD Vane motor or equivalent	No.	
4.1.47.28	Metal Filter - 026-37563-000 or equivalent	No.	
	<u>SUPPLY ONLY</u>		
4.1.48	<u>WATER TANKS HDPE (AS PER ARMSA SANS 1731:2017 STANDARD)</u>		
4.1.48.1	10 000 L	No.	
4.1.48.2	5000 L	No.	
4.1.48.3	2000 L	No.	
4.1.48.4	1000 L	No.	
4.1.48.5	500 L	No.	
4.1.48.6	200 L	No.	
4.1.48.7	230V Electric Submersible pump with Float switch 15m ³ /h	No.	
4.1.48.8	230V Electric Submersible pump with Float switch 7.3m ³ /h	No.	
	STRAND STREET CONCOURSE		
4.1.49	Air Handling Units		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	"Minor Service"		
4.1.49.1	A.H.U. 1 4kW Motor	No.	
4.1.49.2	A.H.U. 2 4kW Motor	No.	
4.1.49.3	A.H.U. 3 4kW Motor	No.	
4.1.49.4	A.H.U. 4 4kW Motor	No.	
	STRAND STREET CONCOURSE		
4.1.50	Air Handling Units		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
	"Major Service"		
4.1.50.1	A.H.U. 1 4kW Motor	No.	
4.1.50.2	A.H.U. 2 4kW Motor	No.	
4.1.50.3	A.H.U. 3 4kW Motor	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.50.4	A.H.U. 4 4kW Motor	No.	
	STRAND STREET CONCOURSE		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.51	Chilled & Condenser Pump/Motor Sets		
	"Minor Service"		
4.1.51.1	Chilled Water Pump 1 - 7.5kW	No.	
4.1.51.2	Chilled Water Pump 2 - 1 7.5kW	No.	
4.1.51.3	Condenser Water Pump 1 - 11kW	No.	
4.1.51.4	Condenser Water Pump 2 – 11 kW	No.	
	STRAND STREET CONCOURSE		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.52	Chilled & Condenser Pump/Motor Sets		
	"Major Service"		
4.1.52.1	Chilled Water Pump 1 – 7.5kW	No.	
4.1.52.2	Chilled Water Pump 2 – 7.5kW	No.	
4.1.52.3	Condenser Water Pump 1 – 11kW	No.	
4.1.52.4	Condenser Water Pump 2 – 11kW	No.	
	STRAND STREET CONCOURSE		
	MAINTENCE WORK		
4.1.53	Chiller The Contractor is required to engage the services of the Authorised Agent / Distributor, to supply the following:		
	"Minor Service"		
4.1.53.1	1 x Chiller; Water cooled shell and tube; 144 K.W Capacity	No.	
4.1.53.2	Metasys BMS - <i>The Contractor is required to engage the services of the Authorised Agent / Distributor, of Johnson Controls to undertake the following works.</i>	No.	
	STRAND STREET CONCOURSE		
	MAINTENCE WORK		
4.1.54	Chiller The Contractor is required to engage the services of the Authorised Agent / Distributor, supply the following:		
	"Major Service"		
4.1.54.1	1 x Chiller; Water cooled shell and tube; 144 K.W Capacity	No.	
4.1.54.2	Metasys BMS - <i>The Contractor is required to engage the services of the Authorised Agent / Distributor, of Johnson Controls to undertake the following works.</i>	No.	
	STRAND STREET CONCOURSE		
	MAINTENCE WORK		
4.1.55	Cooling Towers		
4.1.55.1	1 x Boltimor Aircoil Cooling Tower Model number: VXT85CS weekly maintenance as described:	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.55.2	1 x Boltimor Aircoil Cooling Tower Model number: VXT85CS monthly maintenance as described:	No.	
4.1.55.3	1 x Boltimor Aircoil Cooling Tower Model number: VXT85CS quarterly maintenance as described:	No.	
4.1.55.4	1 x Boltimor Aircoil Cooling Tower Model number: VXT85CS six monthly maintenance as described:	No.	
4.1.55.5	1 x Boltimor Aircoil Cooling Tower Model number: VXT85CS annual maintenance as described	No.	
	STRAND STREET CONCOURSE		
	MAINTENCE WORK		
4.1.56	<u>Cooling Towers</u>		
4.1.56.1	Manual Water Treatment to be carried out quarterly as specified	No.	
	STRAND STREET CONCOURSE		
	MAINTENCE WORK		
4.1.57	<u>Cassette Unit</u>		
	"Minor Service"		
4.1.57.1	Chilled Water Cassette Unit 6.5kw	No.	
	STRAND STREET CONCOURSE		
	MAINTENCE WORK		
4.1.58	<u>Cassette Unit</u>		
	"Major Service"		
4.1.58.1	Chilled Water Cassette Unit 6.5kw	No.	
	TRANSPORT MANAGEMENT CENTRE		
	MAINTENCE WORK		
4.1.59	<u>Air Handling Units</u>		
	<u>All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.</u>		
	"Minor Service"		
4.1.59.1	A.H.U. 3 ThermOpac DS25 015VV or equivalent	No.	
4.1.59.2	A.H.U.4 ThermOpac DS25 015VV or equivalent	No.	
4.1.59.3	A.H.U.5 ThermOpac DS25 015VV or equivalent	No.	
4.1.59.4	A.H.U.6 ThermOpac DS25 015VV or equivalent	No.	
4.1.59.5	A.H.U.7 ThermOpac DS25 015VV or equivalent	No.	
4.1.59.6	A.H.U.8 ThermOpac DS25 015VV or equivalent	No.	
4.1.59.7	A.H.U.9 ThermOpac DS25 015VV or equivalent	No.	
	TRANSPORT MANAGEMENT CENTRE		
	MAINTENCE WORK		
4.1.60	<u>Air Handling Units</u>		
	<u>All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.</u>		
	"Major Service"		

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.60.1	A.H.U. 3 ThermOpac DS25 015VV or equivalent	No.	
4.1.60.2	A.H.U.4 ThermOpac DS25 015VV or equivalent	No.	
4.1.60.3	A.H.U.5 ThermOpac DS25 015VV or equivalent	No.	
4.1.60.4	A.H.U.6 ThermOpac DS25 015VV or equivalent	No.	
4.1.60.5	A.H.U.7 ThermOpac DS25 015VV or equivalent	No.	
4.1.60.6	A.H.U.8 ThermOpac DS25 015VV or equivalent	No.	
4.1.60.7	A.H.U.9 ThermOpac DS25 015VV or equivalent	No.	
	TRANSPORT MANAGEMENT CENTRE		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.61	<u>Chilled & Condenser Pump/Motor Sets</u>		
	"Minor Service"		
4.1.61.1	Chilled Water Pump 1 (WEG 37kW 210m ³ /hr) or equivalent	No.	
4.1.61.2	Chilled Water Pump 2 (WEG 37kW 210m ³ /hr) or equivalent	No.	
4.1.61.3	Condenser Water Pump 1 (WEG 30kW 210m ³ /hr) or equivalent	No.	
4.1.61.4	Condenser Water Pump 2 (WEG 30kW 210m ³ /hr) or equivalent	No.	
	TRANSPORT MANAGEMENT CENTRE		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.62	<u>Chilled & Condenser Pump/Motor Sets</u>		
	"Major Service"		
4.1.62.1	Chilled Water Pump 1 (WEG 37kW 210m ³ /hr) or equivalent	No.	
4.1.62.2	Chilled Water Pump 2 (WEG 37kW 210m ³ /hr) or equivalent	No.	
4.1.62.3	Condenser Water Pump 1 (WEG 30kW 210m ³ /hr) or equivalent	No.	
4.1.62.4	Condenser Water Pump 2 (WEG 30kW 210m ³ /hr) or equivalent	No.	
	TRANSPORT MANAGEMENT CENTRE		
	MAINTENCE WORK		
	The Contractor is required to engage the services of the Authorised Agent / Distributor, supply the following:		
4.1.63	Chiller		
	"Major Service"		
4.1.63.1	Train Chiller; (RTHD C2D6E5 851kW _r)	No.	
	TRANSPORT MANAGEMENT CENTRE		
	MAINTENCE WORK		
	Chiller		
4.1.64	The Contractor is required to engage the services of the Authorised Agent / Distributor, supply the following:		
	"Major Service"		
4.1.64.1	Daikin Air-cooled Chiller; (HSA3122Q8YA) (hsa3122qs8ya kw) or equivalent	No.	
	TRANSPORT MANAGEMENT CENTRE		

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
	MAINTENANCE WORK		
4.1.65	Cooling Towers		
4.1.65.1	Boltimor Aircoil Cooling Tower Model number: FCT-2424-A3-LVS weekly maintenance as described:	No.	
4.1.65.2	Boltimor Aircoil Cooling Tower Model number: FCT-2424-A3-LVS monthly maintenance as described:	No.	
4.1.65.3	Boltimor Aircoil Cooling Tower Model number: FCT-2424-A3-LVS quarterly maintenance as described:	No.	
4.1.65.4	Boltimor Aircoil Cooling Tower Model number: FCT-2424-A3-LVS six monthly maintenance as described:	No.	
	TRANSPORT MANAGEMENT CENTRE		
	MAINTENANCE WORK The Contractor is required to engage the services of the Authorised Agent / Distributor, supply the following:		
4.1.66	Water Treatment		
4.1.66.1	<u>"Monthly"</u>	No.	
	TRANSPORT MANAGEMENT CENTRE		
	MAINTENANCE WORK Regular Maintenance as described in the specifications.		
4.1.67	Fan Coil Units		
	"Minor Service"		
4.1.67.1	FCU – 4 Kw	No.	
4.1.67.2	FCU – 6 Kw	No.	
	TRANSPORT MANAGEMENT CENTRE		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.68	Fan Coil Units		
	<u>"Major Service"</u>		
4.1.68.1	FCU – 4 Kw	No.	
4.1.68.2	FCU – 6 Kw	No.	
	TRANSPORT MANAGEMENT CENTRE		
	All servicing and maintenance shall be carried out in accordance with the manufacturer's instructions, including the provision of all necessary consumables to ensure optimal performance, as specified by the manufacturer. Pricing to include removal, cleaning, servicing, minor repairs (if required) and refixing etc. Refer to Project / Particular specification.		
4.1.69	Extract / Supply Fan Systems		
4.1.69.1	Mixed Flow Axial Fan (0.37 - 4kW)	No.	
4.1.69.2	Axial Fan Male Toilet (0.37 - 4kW)	No.	
4.1.69.3	Axial Fan Female Toilet (0.37 - 4kW)	No.	
4.1.69.4	Axial Fan: Kitchen Extract (0.37 - 4kW)	No.	
4.1.69.5	Axial Fan: Sump Room (0.37 - 4kW)	No.	
4.1.69.6	Axial 2 Speed Fan: Generator Room (0.37 - 4kW)	No.	
4.1.69.7	Axial Fan: Transformer room (0.37 - 4kW)	No.	
4.1.69.8	Fresh air Fan: Cells(0.37 - 4kW)	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.69.9	Axial Fan Fresh Air (0.37 - 4kW)	No.	
4.1.70	VARIOUS FOUNTAINS		
	Supply and Install		
4.1.70.1	75mm stainless steel piping	m	
4.1.70.2	100mm stainless steel piping	m	
4.1.70.3	75mm bends	No.	
4.1.70.4	100mm bends	No.	
4.1.70.5	18kw motor/pump set	No.	
4.1.70.6	18kw motor	No.	
4.1.70.7	20kw VSD (speed drive)	No.	
4.1.70.8	18kw VSD(speed drive)	No.	
4.1.70.9	25 amp isolator switch	No.	
4.1.70.10	2 – 5 kw Submersible pump	No.	
4.1.71	R410A Under-ceiling Type Units Complete supply and installation up to isolator with a maximum pipe run of 5m including trunking.		
	SUPPLY AND INSTALL		
	"Inverter"		
4.1.71.1	12000BTU	No.	
4.1.71.2	18000 BTU	No.	
4.1.71.3	24000 BTU	No.	
4.1.71.4	36000 BTU	No.	
4.1.71.5	48000 BTU	No.	
4.1.72	R410A Window/wall units Complete supply and installation up to isolator with a maximum pipe run of 5m including trunking.		
	SUPPLY AND INSTALL		
	"Fixed Speed"		
4.1.72.1	12000 BTU	No.	
4.1.72.2	18000 BTU	No.	
4.1.72.3	24000 BTU	No.	
4.1.73	Cassette units. R410A Supply and installation up to isolator to replace existing units.(Fixed and Inverter)		
	SUPPLY AND INSTALL		
	"Inverter"		
4.1.73.1	12000 BTU	No.	
4.1.73.2	18000 BTU	No.	
4.1.73.3	24000 BTU	No.	
4.1.73.4	36000 BTU	No.	
4.1.73.5	48000 BTU	No.	
4.1.74	Mid Wall Split Units R410A .Complete supply and installation up to isolator, with a maximum pipe run of 5m including trunking. (Fixed & Variable)		
	SUPPLY AND INSTALL		
	"Inverter"		
4.1.74.1	9000BTU	No.	
4.1.74.2	12000BTU	No.	
4.1.74.3	18000 BTU	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.74.4	24000 BTU	No.	
4.1.74.5	36000 BTU	No.	
4.1.74.6	30000 BTU	No.	
4.1.74.7	36000 BTU	No.	
4.1.75	Ducted Units R410A. Complete supply and installation up to isolator, with a maximum pipe run of 5m including trunking. (Fixed & Variable)		
	SUPPLY AND INSTALL		
	"Inverter"		
4.1.75.1	12000 BTU	No.	
4.1.75.2	24000 BTU	No.	
4.1.75.3	36000 BTU	No.	
4.1.75.4	48000 BTU	No.	
4.1.75.5	60000 BTU	No.	
4.1.75.6	70000 BTU	No.	
4.1.75.7	96000 BTU	No.	
4.1.75.8	140 000 BTU	No.	
4.1.76	Supply Mobile Unit Alliance or similar R410A		
	SUPPLY ONLY		
	"Inverter"		
4.1.76.1	12000 BTU	No.	
4.1.77	Hire Mobile Unit Alliance or similar R410A		
	HIRE ONLY		
	"Inverter"		
4.1.77.1	12000 BTU	No.	
4.1.78	Floor Standing Air-Conditioning Units Complete supply and installation up to isolator with a maximum pipe run of 5m including trunking. (Fixed & Variable)		
	SUPPLY AND INSTALL		
	"Inverter"		
4.1.78.1	12000 BTU	No.	
4.1.78.2	24000 BTU	No.	
4.1.78.3	36000 BTU	No.	
4.1.78.4	48000 BTU	No.	
4.1.78.5	60000 BTU	No.	
4.1.78.6	70000 BTU	No.	
4.1.78.7	96000 BTU	No.	
4.1.79	Installation of Refrigeration piping including insulation R410A / R32. Rate Per Meter after		
	SUPPLY AND INSTALL		
4.1.79.1	1/4"	m	
4.1.79.2	1/2"	m	
4.1.79.3	5/8"	m	
4.1.79.4	3/8"	m	
4.1.79.5	3/4"	m	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.79.6	7/8"	m	
4.1.79.7	Aspen mini lime or equivalent inline condensate pump trunk kit.	No.	
4.1.80	PVC Installation of Drain pipe including Saddles. Rate Per Meter.		
	SUPPLY AND INSTALL		
4.1.80.1	20mm Drainpipe	m	
4.1.80.2	32mm Drainpipe	m	
4.1.80.3	40mm Drainpipe	m	
4.1.80.4	20mm Elbow	No.	
4.1.80.5	32mm Elbow	No.	
4.1.80.6	40mm Elbow	No.	
4.1.80.7	20mm T	No.	
4.1.80.8	32mm T	No.	
4.1.80.9	40mm T	No.	
4.1.80.10	20mm coupling	No.	
4.1.80.11	32mm coupling	No.	
4.1.80.12	40mm coupling	No.	
4.1.81	Galvanized cages for outdoor Split units including bolts, plugs, and locks as per specification		
	SUPPLY AND INSTALL		
4.1.81.1	9000-18000 Btu unit	No.	
4.1.81.2	19000-30000 Btu unit	No.	
4.1.81.3	31000-60000 Btu unit	No.	
4.1.82	Water Samples by independent Lab		
4.1.82.1	Domestic water samples to be analysed by a laboratory and a report issued to CoCT.	No.	
4.1.83	Air Quality Equipment (or equivalent) SUPPLY ONLY		
4.1.83.1	Indoor air quality assessment and report issued to CCT per HVAC plant room	No.	
4.1.83.2	Indoor air quality assessment and report issued to CCT per 625 meter squared office space	No.	
4.1.83.3	GS3000 Outdoor Detection sensors or equivalent	No.	
4.1.83.4	AM319 indoor ambience monitoring sensor or equivalent	No.	
4.1.83.5	CENTER 512 Carbon Dioxide Meter or equivalent	No.	
4.1.83.6	K-600M Multi Gas Detector including Pump or equivalent	No.	
4.1.83.7	MiniRAE 3000+ or equivalent	No.	
4.1.83.8	HDZIABE17 Indoor Air Quality Meter or equivalent	No.	
4.1.83.9	E600 Hand-held Industrial Emission Analyzer or equivalent	No.	
4.1.83.10	TENMARS TM380 Multi Indoor Air Quality Monitor or equivalent	No.	
4.1.83.11	Altair 5X Gas Detector or equivalent	No.	
4.1.83.12	P613 Portable Combo Water Meter or equivalent	No.	
4.1.83.13	HD25.2 Portable Turbidity Meter or equivalent	No.	
4.1.83.14	TN 420 IP67 Portable Turbidity Meter or equivalent	No.	
4.1.83.15	Swabbing drip trays in HVAC plant rooms (refer to specifications for guidelines) or equivalent	No.	
4.1.83.16	Swabbing out of HVAC Trip trays for Pathogens and provide report or equivalent	No.	
4.1.84	SUPPLY OF CHILLED AND HOT WATER COILS		

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
	The coil sizes given below are approximate sizes; the contractor must measure the exact sizes of the existing coils before placing the order for new coils; remove insulation, measure existing coils of varying sizes and re-instate insulation		
	HEATING AND COOLING WATER COILS IN AHU		
4.1.84.1	Cooling coil in existing AHU's approximate size 700 x 1 140 x 150mm deep	No.	
4.1.84.2	Heating coil in existing AHU's approximate size 700 x 1 140 x 320mm deep	No.	
4.1.84.3	Cooling coil in existing AHU's approximate size 920 x 690 x 150mm deep	No.	
4.1.84.4	Heating coil in existing AHU's approximate size 1 147 x 842 x 320mm deep	No.	
4.1.84.5	Cooling coil in existing AHU's approximate size 1920 x 1690 x 150mm deep	No.	
4.1.84.6	Heating coil in existing AHU's approximate size 2 147 x 1842 x 320mm deep	No.	
	PIPE INSULATION		
4.1.85	Insulation to exposed pipes including vapour barrier, sheet metal cladding and painting		
	SUPPLY AND INSTALL		
4.1.85.1	50mm	m	
4.1.85.2	63mm	m	
4.1.85.3	75mm	m	
4.1.85.4	100mm	m	
4.1.85.5	125mm	m	
4.1.85.6	150mm	m	
4.1.85.7	200mm	m	
4.1.85.8	250mm	m	
4.1.86	VARIABLE REFRIGERANT FLOW (VRF)		
	Variable Refrigerant Flow (VRF) system to be supplied and installed with all required accessories		
	SUPPLY AND INSTALLATION INDOOR UNITS		
	HEAT PUMP TYPE		
4.1.86.1	Supply and install 9 000 Btu Mid-wall indoor unit	No.	
4.1.86.2	Supply and install 18 000 Btu Mid-wall indoor unit	No.	
4.1.86.3	Supply and install 24 000 Btu Mid-wall indoor unit	No.	
4.1.86.4	Supply and install 30 000 Btu Mid-wall indoor unit	No.	
4.1.86.5	Supply and install 9 000 Btu 4-way ceiling cassette indoor unit	No.	
4.1.86.6	Supply and install 18 000 Btu 4-way ceiling cassette indoor unit	No.	
4.1.86.7	Supply and install 24 000 Btu 4-way ceiling cassette indoor unit	No.	
4.1.86.8	Supply and install 30 000 Btu 4-way ceiling cassette indoor unit	No.	
4.1.86.9	Supply and install 36 000 Btu 4-way ceiling cassette indoor unit	No.	
4.1.86.10	Supply and install 9 000 Btu under ceiling indoor units	No.	
4.1.86.11	Supply and install 18 000 Btu under ceiling indoor units	No.	
4.1.86.12	Supply and install 24 000 Btu under ceiling indoor units	No.	
4.1.86.13	Supply and install 30 000 Btu under ceiling indoor units	No.	
4.1.86.14	Supply and install 36 000 Btu under ceiling indoor units	No.	
4.1.86.15	Supply and install 48 000 Btu under ceiling indoor units	No.	
4.1.86.16	Supply and install 60 000 Btu under ceiling indoor units	No.	
4.1.87	HEAT RECOVERY TYPE SUPPLY AND INSTALLATION		

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.87.1	Supply and install 9 000 Btu Mid-wall indoor unit	No.	
4.1.87.2	Supply and install 12 000 Btu Mid-wall indoor unit	No.	
4.1.87.3	Supply and install 18 000 Btu Mid-wall indoor unit	No.	
4.1.87.4	Supply and install 24 000 Btu Mid-wall indoor unit	No.	
4.1.87.5	Supply and install 30 000 Btu Mid-wall indoor unit	No.	
4.1.87.6	Supply and install 9 000 Btu 4-way ceiling cassette indoor unit	No.	
4.1.87.7	Supply and install 12 000 Btu 4-way ceiling cassette indoor unit	No.	
4.1.87.8	Supply and install 18 000 Btu 4-way ceiling cassette indoor unit	No.	
4.1.87.9	Supply and install 24 000 Btu 4-way ceiling cassette indoor unit	No.	
4.1.87.10	Supply and install 30 000 Btu 4-way ceiling cassette indoor unit	No.	
4.1.87.11	Supply and install 9 000 Btu under ceiling indoor units	No.	
4.1.87.12	Supply and install 12 000 Btu under ceiling indoor units	No.	
4.1.87.13	Supply and install 18 000 Btu under ceiling indoor units	No.	
4.1.87.14	Supply and install 24 000 Btu under ceiling indoor units	No.	
4.1.87.15	Supply and install 30 000 Btu under ceiling indoor units	No.	
4.1.87.16	Supply and install 36 000 Btu under ceiling indoor units	No.	
4.1.87.17	Supply and install 48 000 Btu under ceiling indoor units	No.	
4.1.87.18	Supply and install 60 000 Btu under ceiling indoor units	No.	
4.1.87.19	Supply and install 9 kw ceiling mounted ducted units (hide-away)	No.	
4.1.87.20	Supply and install 16 kw ceiling mounted ducted units (hide-away)	No.	
4.1.88	REFRIGERANT CONTROL BOXES (BS and MCU) SUPPLY AND INSTALLATION		
4.1.88.1	2-port	No.	
4.1.88.2	4-port	No.	
4.1.88.3	6-port	No.	
4.1.88.4	16-port	No.	
4.1.89	OUTDOOR CONDENSING UNIT system to be supplied and installed with all required accessories, including baseplate.		
	HEAT PUMP TYPE SUPPLY AND INSTALLATION		
4.1.89.1	10 Kw	No.	
4.1.89.2	20 Kw	No.	
4.1.89.3	30 Kw	No.	
4.1.89.4	40 Kw	No.	
4.1.90	HEAT RECOVERY TYPE SUPPLY AND INSTALLATION		
4.1.90.1	10 Kw	No.	
4.1.90.2	20 Kw	No.	
4.1.90.3	30 Kw	No.	
4.1.90.4	40 Kw	No.	
4.1.91	Y-RANCHES (refnets) SUPPLY AND INSTALLATION		
4.1.91.1	Outdoor unit branches or equivalent	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
4.1.91.2	Refrigerant control box branches or equivalent	No.	
4.1.91.3	Indoor unit branches or equivalent	No.	
4.1.92	CONTROLLERS SUPPLY AND INSTALLATION		
4.1.92.1	Hard-wired controllers for indoor units	No.	
4.1.92.2	Central controller with touch screen interface and BACnet communication protocol	No.	
4.1.92.3	Screened cable daisy chained	No.	
4.1.93	SUPPLY ONLY		
	YORK WATER COOLED CHILLER JSM - 058		
	The tenderer is advised to obtain the details of the current installation on site. - The Contractor is required to engage the services of the Authorised Agent / Distributor, of equipment to supply the following:		
	Where reference is made to a trademark or brand names are mentioned "or Equivalent" will apply.		
4.1.93.1	HPCO Switch 025W39956-001 or equivalent	No.	
4.1.93.2	VSD Fluid 20L 013-03344-000 or equivalent	No.	
4.1.93.3	Econ feed valve 575-77880-365 or equivalent	No.	
4.1.93.4	Wiring Harness 2 conductor 575-77880-311 or equivalent	No.	
4.1.94	MECHANICAL MACHINERY SUPPLY AND INSTALLATION		
4.1.94.1	Atlas Copco Air Compressor GA 11VSD FF or equivalent	No.	
4.1.94.2	I.VAR Industries Diesel Boiler 0085BLO280 or equivalent	No.	
4.1.94.3	Baltimore Cooling Tower C110139 or equivalent	No.	
4.1.94.4	Baltimore Cooling Tower Model number: FCT - 2424-A3-LVS or equivalent	No.	
4.1.94.5	Baltimore Cooling Tower Model number: VXT85CS or equivalent	No.	
4.1.94.6	Daikin Air-cooled Chiller HSA3122Q8YA or equivalent	No.	
4.1.94.7	Train Chiller RTHD C2D6E5 851KW or equivalent	No.	
4.1.94.8	Carrier Chiller M2017010560 or equivalent	No.	
4.1.94.9	York Air Cooled Chiller 52532H12876062 or equivalent	No.	
4.1.94.10	York Chiller 371-02532-702 or equivalent	No.	
4.1.94.11	Trane Chiller RTWD 120HE or equivalent	No.	
4.1.94.12	Ford 6 Cylinder Fire pump Model#:2704CT or equivalent	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
5	BILL NO. 5		
5.1	Refrigeration		
	(CPAP WORK GROUP 172 UNLESS OTHERWISE STATED) PREAMBLES		
	For preambles refer to "General Preambles for Trades 2017"		
	SUPPLEMENTARY PREAMBLES		
5.1.1	Re-gassing of Refrigerant including Labour		
	SUPPLY AND INSTALL		
	"Fixed Speed"		
5.1.1.1	R134A	KG	
5.1.1.2	R502	KG	
5.1.1.3	R22	KG	
5.1.1.4	R406	KG	
5.1.1.5	R410A	KG	
5.1.1.6	R32	KG	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
6	BILL NO. 6		
	Mechanical Services		
	(CPAP WORK GROUP 171 UNLESS OTHERWISE STATED) PREAMBLES		
	For preambles refer to "General Preambles for Trades 2017"		
	SUPPLEMENTARY PREAMBLES		
	DUCTING AND ACCESSORIES		
6.1.1	SUPPLY AND INSTALL SQUARE DUCTING		
6.1.1.1	Not exceeding 150mm Square non-insulated sheet metal ducting	m	
6.1.1.2	Exceeding 150mm and not exceeding 200mm Square non-insulated sheet metal ducting	m	
6.1.1.3	Exceeding 200mm and not exceeding 250mm Square non-insulated sheet metal ducting	m	
6.1.1.4	Exceeding 250mm and not exceeding 300mm Square non-insulated sheet metal ducting	m	
6.1.1.5	Exceeding 300mm and not exceeding 350mm Square non-insulated sheet metal ducting	m	
6.1.1.6	Exceeding 350mm and not exceeding 400mm Square non-insulated sheet metal ducting	m	
6.1.1.7	Not exceeding 150mm Square insulated sheet metal ducting	m	
6.1.1.8	Exceeding 150mm and not exceeding 200mm Square insulated sheet metal ducting	m	
6.1.1.9	Exceeding 200mm and not exceeding 250mm Square insulated sheet metal ducting	m	
6.1.1.10	Exceeding 250mm and not exceeding 300mm Square insulated sheet metal ducting	m	
6.1.1.11	Exceeding 300mm and not exceeding 350mm Square insulated sheet metal ducting	m	
6.1.1.12	Exceeding 350 mm and not exceeding 400mm Square insulated sheet metal ducting	m	
6.1.2	SUPPLY AND INSTALL SQUARE DUCTING - BENDS	X	
6.1.2.1	150mm x 150mm	No.	
6.1.2.2	200mm x 200mm	No.	
6.1.2.3	250mm x 250mm	No.	
6.1.2.4	300mm x 300mm	No.	
6.1.2.5	350mm x 350mm	No.	
6.1.2.6	400mm x 400mm	No.	
6.1.3	SUPPLY AND INSTALL SQUARE DUCTING - TEES	X	
6.1.3.1	150mm x 150mm	No.	
6.1.3.2	200mm x 200mm	No.	
6.1.3.3	250mm x 250mm	No.	
6.1.3.4	300mm x 300mm	No.	
6.1.3.5	350mm x 350mm	No.	
6.1.3.6	400mm x 400mm	No.	
6.1.4	SUPPLY AND INSTALL RECTANGULAR DUCTING	X	
6.1.4.1	100mm x 150mm non-insulated sheet metal ducting	m	
6.1.4.2	300mm x 200mm non-insulated sheet metal ducting	m	
6.1.4.3	400mm x 300mm non-insulated sheet metal ducting	m	
6.1.4.4	500mm x 400mm non-insulated sheet metal ducting	m	
6.1.4.5	600mm x 500mm non-insulated sheet metal ducting	m	
6.1.4.6	700mm x 600mm non-insulated sheet metal ducting	m	
6.1.4.7	800mm x 700mm non-insulated sheet metal ducting	m	
6.1.4.8	900mm x 800mm non-insulated sheet metal ducting	m	
6.1.4.9	100mm x 900mm non-insulated sheet metal ducting	m	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
6.1.4.10	1500mm x 1000mm- insulated sheet metal ducting	m	
6.1.4.11	100mm x 150mm insulated sheet metal ducting	m	
6.1.4.12	300mm x 200mm insulated sheet metal ducting	m	
6.1.4.13	400mm x 300mm insulated sheet metal ducting	m	
6.1.4.14	500mm x 400mm insulated sheet metal ducting	m	
6.1.4.15	600mm x 500mm insulated sheet metal ducting	m	
6.1.4.16	700mm x 600mm insulated sheet metal ducting	m	
6.1.4.17	800mm x 700mm insulated sheet metal ducting	m	
6.1.4.18	900mm x 800mm insulated sheet metal ducting	m	
6.1.4.19	100mm x 900mm insulated sheet metal ducting	m	
6.1.4.20	1500mm x 1000mm insulated sheet metal ducting	m	
6.1.5	SUPPLY AND INSTALL RECTANGULAR DUCTING - BENDS	X	
6.1.5.1	100mm x 150mm	No.	
6.1.5.2	300mm x 200mm	No.	
6.1.5.3	400mm x 300mm	No.	
6.1.5.4	500mm x 400mm	No.	
6.1.5.5	600mm x 500mm	No.	
6.1.5.6	700mm x 600mm	No.	
6.1.5.7	800mm x 700mm	No.	
6.1.5.8	900mm x 800mm	No.	
6.1.5.9	100mm x 900mm	No.	
6.1.5.10	1500mm x 1000mm	No.	
6.1.6	SUPPLY AND INSTALL RECTANGULAR DUCTING - TEES	X	
6.1.6.1	100mm x 150mm	No.	
6.1.6.2	300mm x 200mm	No.	
6.1.6.3	400mm x 300mm	No.	
6.1.6.4	500mm x 400mm	No.	
6.1.6.5	600mm x 500mm	No.	
6.1.6.6	700mm x 600mm	No.	
6.1.6.7	800mm x 700mm	No.	
6.1.6.8	900mm x 800mm	No.	
6.1.6.9	100mm x 900mm	No.	
6.1.6.10	1500mm x 1000mm	No.	
6.1.7	SUPPLY AND INSTALL SPIRAL DUCTING	X	
6.1.7.1	Not exceeding 100mmØ Round spiral non-insulated sheet metal ducting	m	
6.1.7.2	Exceeding 100mmØ and not exceeding 150mmØ Round spiral non-insulated sheet metal ducting	m	
6.1.7.3	Exceeding 150mmØ and not exceeding 200mmØ Round spiral non-insulated sheet metal ducting	m	
6.1.7.4	Exceeding 200mmØ and not exceeding 250mmØ Round spiral non-insulated sheet metal ducting	m	
6.1.7.5	Exceeding 250mmØ and not exceeding 300mmØ Round spiral non-insulated sheet metal ducting	m	
6.1.7.6	Exceeding 300mmØ and not exceeding 350mmØ Round spiral non-insulated sheet metal ducting	m	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
6.1.7.7	Exceeding 350mmØ and not exceeding 400mmØ Round spiral non-insulated sheet metal ducting	m	
6.1.7.8	Not exceeding 100mmØ Round spiral insulated sheet metal ducting	m	
6.1.7.9	Exceeding 100mmØ and not exceeding 150mmØ Round spiral insulated sheet metal ducting	m	
6.1.7.10	Exceeding 150mmØ and not exceeding 200mmØ Round spiral insulated sheet metal ducting	m	
6.1.7.11	Exceeding 200mmØ and not exceeding 250mmØ Round spiral insulated sheet metal ducting	m	
6.1.7.12	Exceeding 250mmØ and not exceeding 300mmØ Round spiral insulated sheet metal ducting	m	
6.1.7.13	Exceeding 300mmØ and not exceeding 350mmØ Round spiral insulated sheet metal ducting	m	
6.1.7.14	Exceeding 350mmØ and not exceeding 400mmØ Round spiral insulated sheet metal ducting	m	
6.1.8	SUPPLY AND INSTALL SPIRAL DUCTING - BENDS		
6.1.8.1	Not exceeding 100mmØ Round spiral	No.	
6.1.8.2	Exceeding 100mmØ and not exceeding 150mmØ Round spiral	No.	
6.1.8.3	Exceeding 150mmØ and not exceeding 200mmØ Round spiral	No.	
6.1.8.4	Exceeding 200mmØ and not exceeding 250mmØ Round spiral	No.	
6.1.8.5	Exceeding 250mmØ and not exceeding 300mmØ Round spiral	No.	
6.1.8.6	Exceeding 300mmØ and not exceeding 350mmØ Round spiral	No.	
6.1.8.7	Exceeding 350Ø and not exceeding 400mmØ Round spiral	No.	
6.1.9	SUPPLY AND INSTALL SPIRAL DUCTING - TEES		
6.1.9.1	Not exceeding 100mmØ Round spiral	No.	
6.1.9.2	Exceeding 100mmØ and not exceeding 150mmØ Round spiral	No.	
6.1.9.3	Exceeding 150mmØ and not exceeding 200mmØ Round spiral	No.	
6.1.9.4	Exceeding 200mmØ and not exceeding 250mmØ Round spiral	No.	
6.1.9.5	Exceeding 250mmØ and not exceeding 300mmØ Round spiral	No.	
6.1.9.6	Exceeding 300mmØ and not exceeding 350mmØ Round spiral	No.	
6.1.9.7	Exceeding 350Ø and not exceeding 400mmØ Round spiral	No.	
6.1.10	SUPPLY AND INSTALL FLEXIBLE DUCTING		
6.1.10.1	Not exceeding 100mmØ non-insulated flexible ducting	m	
6.1.10.2	Exceeding 100mmØ and not exceeding 150mmØ non-insulated flexible ducting	m	
6.1.10.3	Exceeding 150mmØ and not exceeding 200mmØ non-insulated flexible ducting	m	
6.1.10.4	Exceeding 200mmØ and not exceeding 250mmØ non-insulated flexible ducting	m	
6.1.10.5	Exceeding 250mmØ and not exceeding 300mmØ non-insulated flexible ducting	m	
6.1.10.6	Exceeding 300mmØ and not exceeding 350mmØ non-insulated flexible ducting	m	
6.1.10.7	Not exceeding 100mmØ Insulated flexible ducting	m	
6.1.10.8	Exceeding 100mmØ and not exceeding 150mmØ Insulated flexible ducting	m	
6.1.10.9	Exceeding 150mmØ and not exceeding 200mmØ insulated flexible ducting	m	
6.1.10.10	Exceeding 200mmØ and not exceeding 250mmØ insulated flexible ducting	m	
6.1.10.11	Exceeding 250mmØ and not exceeding 300mmØ insulated flexible ducting	m	
6.1.10.12	Exceeding 300mmØ and not exceeding 350mmØ insulated flexible ducting	m	
6.1.11	SUPPLY AND INSTALL REDUCERS		
6.1.11.1	Not exceeding Ø400mm Spiral duct	No.	
6.1.11.2	Exceeding Ø400mm and not exceeding Ø1000mm Spiral duct	No.	
6.1.11.3	500mm x 500mm - 200mm x 200mm Square duct	No.	

Item No.	DESCRIPTION	UNIT OF MEASURE	RATES
6.1.11.4	1000mm x 1000mm - 600mm x 600mm Square duct	No.	
6.1.11.5	500mm x 400mm - 200mm x 150mm Rectangular duct	No.	
6.1.11.6	1500mm x 1000mm - 600mm x 500mm Square duct	No.	
6.1.12	SUPPLY AND INSTALL BLACK MILD STEEL MED GRADE PIPING		
6.1.12.1	25mm	m	
6.1.12.2	32mm	m	
6.1.12.3	40mm	m	
6.1.12.4	50mm	m	
6.1.12.5	65mm	m	
6.1.12.6	80mm	m	
6.1.12.7	100mm	m	
6.1.12.8	125mm	m	
6.1.12.9	150mm	m	
6.1.12.10	200mm	m	
6.1.13	Supply and install Stainless Steel round Bars		
6.1.13.1	Stainless Steel ¾" sch10	m	
6.1.13.2	Stainless Steel 1" sch10	m	
6.1.13.3	Stainless Steel 1¼" sch10	m	
6.1.13.4	Stainless Steel 1½" sch10	m	
6.1.13.5	Stainless Steel 2" sch10	m	
6.1.13.6	Stainless Steel 2½" sch10	m	
6.1.13.7	Stainless Steel 3" sch10	m	
6.1.14	Re-use ,/ Calibration including certification / clean / service isolation valves / strainers / gauges / check valves / PRV's / PSV's / vacuum breakers /		
6.1.14.1	50mm	No.	
6.1.14.2	75mm	No.	
6.1.14.3	100mm	No.	
6.1.14.4	150mm	No.	
6.1.14.5	200mm	No.	
6.1.14.6	250mm	No.	

C.5 SPECIFICATION(S)

EMPLOYER'S OBJECTIVES

The employer's goal is to provide repairs, maintenance, upgrades, and modifications to both existing and new mechanical and electrical installations related to the centralized air-conditioning system, HVAC Chilled water systems, split units, wall units, and others at the **Cape Town Civic Centre, Transport Management Centre, Strand Street Concourse, and other facilities within the City of Cape town.**

The contract consists of the following works:

- a) Electrical Maintenance
- b) Mechanical Maintenance
- c) HVAC Maintenance
- d) Building Management System Maintenance
- e) Pneumatic Controls Maintenance

The prescribed maintenance regime is the minimum standard. All work must follow the manufacturer's maintenance manuals or industry best practices.

DESCRIPTION OF SERVICES REQUIRED

- a) Responsible for the full operation, maintenance and monitoring of plant as described. **This function is required on a full-time basis and is site based.**
- b) Responsible for aspects relating to the operation, maintenance and monitoring of equipment with regard to the Occupational, Health and Safety Act of 1993 as amended
- c) Manage and plan all Mechanical, HVAC, Electrical maintenance work to installation as described herein.
- d) Operate, monitor and regular maintenance on the Building Automation System.
- e) Submit reports as and when required on the condition of mechanical and electrical installations
- f) Recommend and assist with all aspects relating to upgrading and development of any section of plant.
- g) Ensure full compliance of installations with regards to National Regulations and Occupational Health and Safety Act.
- h) Liaise with the Senior Mechanical Superintendent on 4th floor 2 bay and Specialist Artisan Staff on the 11th floor regarding any immediate problems that need urgent attention.
- i) Liaise with the Staff on the 11th floor and the Senior Mechanical Superintendent 4th floor 2 bay regarding work instructions, standing instructions and notifications.
- j) Compliance with manufacturers' system.

REPORTS

Supply the Employer with monthly reports on activities as well as highlighting problem Buildings. It is also expected of the successful supplier to assist with the formulation and maintenance of a maintenance and replacement strategy applicable to all the installation in question.

OPERATION OF THE BUILDING MANAGEMENT SYSTEM

The successful supplier will be expected to fully operate and monitor the Johnsons Control Metasys Building Management System and other with all changes recommended by the Facilities management team. There is a maintenance contract for physical maintenance of this system, and the successful supplier will be expected to work in close relationship with the supplier.

In order to maintain Johnson Controls standard of quality service and product support, Johnson Controls has developed Sole Agency and Distributor's Agreement's with our licensed Distributors.

The Agent is responsible for all product supply, support, service and commissioning within the designated Buildings. Johnson Controls has granted the Agent the right to market, sell, install, service and commission Johnson Controls Building Automation equipment within their designated building.

USE OF REASONABLE CARE

It should also be noted that the installation represent a huge capital investment to the City. The Supplier is therefore required to provide all aspects of the Service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and. Safety and comfort of staff and visitors is of paramount importance, closely followed by the minimization of disruption and inconvenience to the general business as applicable affected by these installations.

APPLICABLE NATIONAL AND INTERNATIONAL STANDARDS

The Supplier shall take cognizance of, and adhere to, all applicable national and international standards in the execution of his own work.

- The Schedule of Rates have been drawn up in accordance with the latest edition of the “Standard System of Measuring Building Work published by the South African Association of Quantity Surveyors.
- Descriptions in the Schedule of Rates are abbreviated and comply generally with those in the “General Preambles for Trades 2017”.

OVERVIEW OF THE WORKS

The works comprise of scheduled maintenance for major plant items. Daily operation and monitoring of special equipment as well as necessary repairs also form part of the scope.

SITE BASED SUPERVISOR (HVAC) ARTISAN

Refrigeration technicians, assistants, Mechanical technician, Artisan Assistants and Mechanical Supervisor/Site Manager is to report at the Cape Town Civic Centre and Transport Management Centre (TMC) from 7:30 to 16:00 from Monday to Friday. Mechanical Supervisor is to remain on site and immediately attend to any disruptions in the HVAC System reported to him by Facilities Management Personnel. Site manager on site to make key decisions relating to emergencies and/or HVAC/Mechanical related issues. Refrigeration /HVAC /Mechanical Supervisor should be able to make a quick assessment of the required repairs and immediately call Head Office for extra resources and spares where necessary.

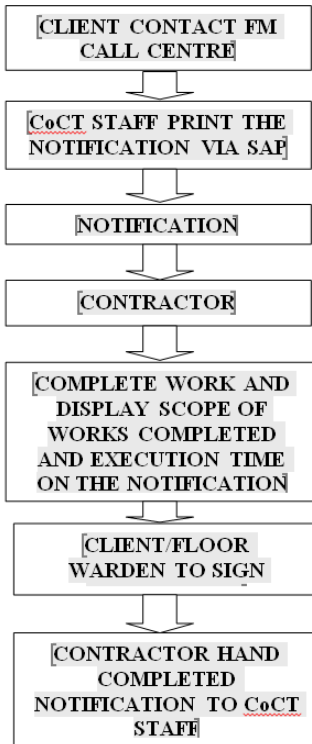
A Refrigeration /HVAC /Mechanical Supervisor is a qualified Refrigeration /HVAC /Mechanical Supervisor with a Diploma and preferably ten years' experience in Centralized HVAC Systems.

Qualifications:

- Mechanical National Diploma

Duties and Responsibilities:

1. Fault-finding/ problem solving and allocate resources in all engineering disciplines within prescribed guidelines in order to ensure maximum plant availability.
2. Daily interaction with the City of Cape Town's Call Centre and onsite staff to action new service requests and notifications.
3. Undertakes all specialised pneumatic /mechanical /electrical maintenance activities within specific unit of responsibility within defined periods including weekends and after hours.
4. Makes recommendations for continuous improvements within specific unit of responsibility within prescribed guidelines.
5. Participates in strategic engineering plans to deliver maintenance benefits.
6. To ensure the Building Management System is monitored the entire shift on a daily basis.
7. Operates key machinery in unit when required.
8. Responsible for fixing breakdowns within unit of responsibility.
9. Responsible for Preventative Maintenance Activities as prescribed.
10. Ensures team attends to all HVAC related notification timeously and engage with FM team

CoCT NOTIFICATION PROCESS**EXTENT OF THE WORKS / SCOPE OF WORKS**

1. The Supplier shall prepare a detailed Maintenance Plan for the equipment, which the Client shall review, request amendments if necessary and acknowledge, and which shall form an integral part of the Maintenance Agreement.
2. The Supplier shall perform the maintenance in accordance with the Maintenance Plan. Acceptance of the Maintenance Plan by the Client or its duly appointed Agents shall not limit in any way the Supplier's responsibility to undertake, whatever tasks are required during the maintenance period to ensure achievement of the Maintenance Objectives and safe operation of the HVAC and Mechanical Pumps.
3. The Maintenance Plan, which is an integral part of this Agreement, shall include, as a minimum, the month by month program for a THREE (3) year period detailing the work planned to be carried out on each item of equipment.
4. The maintenance work shall be monitored and reported against the Maintenance Plan, and the terms and conditions of this Agreement. The Maintenance Plan shall be reviewed and updated as necessary by agreement between the parties.
5. Where the Maintenance Plan is in conflict, by way of offering a lesser service, with this Agreement, this Agreement shall be deemed to supersede the Supplier's Maintenance Plan.
6. The maintenance plan shall clearly indicate:
 - 6.1 The safety procedures to be followed when equipment failure call outs are received. These procedures shall include from the time the callout is received to the time the HVAC or Mechanical Pumps are put back into operation.
 - 6.2 A brief but clear description on how the maintenance time is calculated for HVAC and mechanical equipment installations. A "maintenance time calculation sheet" shall be considered as an acceptable description.
 - 6.3 The actual planned or target maintenance time for specific units.
7. The billing schedule for the next month must be send a month in advance to issue the correct purchase

order numbers.

EQUIPMENT MODERNIZATION

Should the equipment be modernised, the Client reserves the right to appoint any supplier of its choice for the modernisation or upgrade works.

EQUIPMENT UNDER GUARANTEE

All equipment found on the various sites that has been recently installed and is still under guarantee is excluded from this maintenance contract for the duration of such guarantee; the maintenance thereof will be carried out by the company that is giving the guarantee.

REPLACEMENT OF BARCODED UNITS

All barcoded units must be written off and removed from the asset register ONLY with the approval from the Project Manager via the asset management process prior to the replacement of the unit.

The supplier is required to obtain the asset movement form from the Project Manager before removing that equipment from site.

The supplier shall attain a property release form the project manager prior to removing asset from the premises. The supplier shall dispose of such items in terms of the OHS Act and or any other legislation applicable. The Client reserves the right to retain any equipment and request to have the equipment remain on site.

INSPECTIONS

1. The Client or their duly appointed Agents shall retain the right to witness and /or verify the performance of any maintenance work by the Supplier at any time.
2. Supplier 's Annual Inspections /Surveys:
 - 2.1 To enable the Supplier to effectively monitor the equipment's maintenance, detailed annual inspections of the equipment shall be undertaken by the Supplier 's senior personnel (supervisor level) or the Supplier 's Quality Assurance Inspectors.
 - 2.2 The details of the annual inspections date of inspection and the condition of the equipment shall be recorded on a checklist signed and certified by the Supplier 's Representative.
 - 2.3 Should any defects or remedial work be required in terms of the Annual Inspection, the Supplier shall expeditiously undertake the corrective work. Should any of the items noted in the Annual inspection not be rectified within a two (2) week period, the Supplier shall forward the Client with a copy of a detailed works program.
 - 2.4 The Client or it's duly appointed Agents shall have the right to request copies of the Annual inspection checklists.
 - 2.5 Daily visual inspection to be completed on all HVAC plant rooms at Cape Town Civic Centre, Transport Management Centre and Strand Street Concourse and report on any faults to Mechanical Team on 11th floor control room. This forms an integral part to maintain high level of a fully functional system at all times.

Independent Inspections:

The Client shall have the right to authorise independent inspections of individual or entire equipment installations using suitably qualified personnel at any time and the results of such inspections shall be promptly communicated in writing to the Supplier. Should any defects or remedial work be required in term of this Agreement, the Supplier shall expeditiously undertake within a mutually agreed time period the corrective work. When the Supplier 's work has been completed satisfactorily, the Client or its duly appointed Agent(s) shall be notified in writing. In the opinion of the Client, a further follow-up inspection by the Client or its Agent(s) may be conducted.

TECHNICAL SPECIFICATIONS

General

The following applies to all buildings and all equipment:

The Supplier is to note that no unauthorized or un-qualified persons are to work on any mechanical equipment or to carry out any alterations. The Supplier is to further note that no unauthorized alteration to any equipment is to take place without the prior consent of the Mechanical Superintendent.

Further attention is drawn to the fact that major plant and equipment can only be maintained after normal working hours, namely weekends, the plant being affected is Located at Cape Town Civic Centre and is as follows: 11th floor plant 1, 2 and 3.

Podium basement plants 1 & 2; 20th; 21st; 22nd and 23rd Floor plants can only be maintained /serviced over the weekend only. Access to all other plants must be arranged with the Mechanical Superintendent/Specialist Artisan or his representative.

Full Details of the offer including the staff profiles and complements shall be submitted with the tender and the price tendered for the operation of the plant shall be the fully inclusive price for 36 months operation including all labour, overheads, costs, etc.

A written report on the condition, and all readings noted and records of each section serviced and inspected, shall be provided by the Supplier and submitted to the Mechanical Superintendent by the end of each month.

The Supplier is to note that all Sections of this tender are regarded as performance based and payment of all work is subject to the timely submission of all required reports by the supplier and Invoices will only be passed for payment on the submission of all required schedules and reports.

MAINTENANCE /SERVICE TO BE CARRIED OUT

Fresh Air and Extract Fans

The following fans must be serviced.

- a) Fan: Where applicable, check on the v-belts for wear and correct tension; check pulleys for wear and correct alignment; check bearings for noise, overheating and corrosion. Bearings must be well lubricated. Check condition of fan blades and clean where accessible. Check all fasteners. Check all fan guards.
- b) Electric Fan motor: Check motor bearings for noise and overheating. Motor bearings must be lubricated when necessary. Motor cooling fan and its guard to be cleaned and securely fastened. Check terminal connection block for signs of overheating and tighten up terminals. Check amperage and voltage readings and record.
- c) Air Filters: Where applicable, filter media, roller filter drive mechanisms and electrostatic filters must be inspected and cleaned. Check if air bypasses the filter then seal.
- d) Air Dampers: Check for correct operation. Lubricate linkages. Check damper actuators and recalibrate when necessary.
- e) Ducting: Check solid and flexible ducting for leaks then seal.
- f) Controls: all controls and safety devices to be checked and recalibrated when necessary. Heaters to be checked for correct operation where applicable.
- g) Check and clean fan and intake grilles.
- h) Check for any corrosion then treat accordingly.

Air Handling Units / Fan Coil Units

Maintenance to be done as specified by the City of Cape town Official:

The following maintenance shall be carried out on the air handling units in a centralized HVAC system.

- a) Fan: Check on the v-belts for wear and correct tension; check pulleys for wear and correct alignment; check bearings for noise, overheating and corrosion. Bearings must be well lubricated. Check condition of fan blades. Check all fasteners. Check all fan guards

- b) Electric Fan motor: check motor bearings for noise and overheating. Motor bearings to be lubricated when necessary. Motor cooling fan and its guard to be cleaned and securely fastened. Check terminal connection block for signs of overheating and tighten up terminals. Check amperage and voltage readings and record.
- c) Chilled/ Condenser Water Automated Valves: The valve needs to be checked for correct modulation according to temperature demand. Lubricate valve stems where applicable
- d) Cooling coils: Comb fins when necessary. Chemical clean to be done at least every quarter. Drain pans and drain lines to be cleaned. P-traps to be checked for air that could be bypassing the water column.
- e) Chilled water pipe work: check insulation including vapour barrier. Check all instruments e.g. gauges, thermometers. Check and exercise all manual shut-off valves. Analyze pressure gauges to pick up excessive pressure drops.
- f) Air Filters: Air filters must be washed and refitted. Check if air bypasses the filter, then seal. Where applicable, filter media, roller filter drive mechanisms and electrostatic filters must be inspected and cleaned.
- g) Air Dampers: Check for correct operation. Lubricate linkages. Check damper actuators and recalibrate when necessary.
- h) Ducting: Check solid and flexible ducting for leaks then seal. Where possible, all ducting, diffusers, control mechanisms, mechanical linkages and fire dampers to be cleaned, inspected and serviced on all the Tower and Podium floors.
- i) Controls: all controls and safety devices to be checked. Heaters to be checked for correct operation where applicable.
- j) General: Plant rooms must be cleaned and kept in a neat condition.

The annual major service on the air handling units and Fan Coil Units in a centralized HVAC system will consist of all the maintenance with and including the following annual maintenance tasks:

- a) Fan: Clean fan blades and inside of fan housing where accessible.
- b) Electric Fan Motor: Motor must be Insulation Tested and report on condition of motor windings.
- c) Recalibrate modulating valve.
- d) Air-flow readings must be taken across cooling coil and report on efficiency of the coil.
- e) Wipe down piping and touch up with paint where necessary.
- f) Air-flow readings must be taken across the air filters and report on the efficiency of it.
- g) Air damper actuators must be recalibrated.
- h) Calibration of Actuators for chilled water
- i) Heaters to be checked and all associated parts
- j) Recalibrate all safety control mechanisms. Tighten up all electrical connections.
- k) All metal panels related to the air handling units must be checked for corrosion then correctly treated to prevent further corrosion.

Split Units /Package Air Conditioning and Humidity Units

To be serviced Bi-annually during the months of February and August.

The service shall include for the cleaning and servicing of the associated cooling towers, pumps, room units, fan, heaters, sprays and all ancillary equipment.

- a) Clean out complete unit including filters.
- b) Check refrigerant charge.
- c) Check Fans.
- d) Check and clear drain pans and lines.
- e) Check all fasteners.
- f) Clean condenser and evaporator coils.
- g) Check electrical connections.

Maintain the unit in good running condition

Name of supplier carrying out installation: _____			
Location: Indoor unit _____		Outdoor unit _____	
Make: _____		Model: _____	
Date of inspection: _____			
Description of checks		Y / N	Comments
Pre-commission Checks			
Indoor unit installed neatly and levelled			
Gaps between indoor unit and wall/ceiling sealed			
Ceiling tiles to be neatly fitted around the unit			
Indoor units trunking to be neat and level			
No exposed copper tubing or brass fittings at indoor unit			
All holes drilled due to installation sealed and surface re-painted			
Ductwork suspended properly and is secured			
No damaged lagging or visual air leaks in ducting			
All supply air ducting to be lagged			
Return air plenum boxes to supported with steel cable			
Flexible ducting secured with clamps			
Drainage to run separate of sewer lines			
Drip tray do not hamper air circulation or short cycle air			
Any damage to building due to installation repaired			
Has the drainage been tested			
Condensing unit mounted in suitable Building with enough ventilation			
Condensing unit securely fixed to the wall/ground			
Pipe work to outdoor unit done neatly			
All pipework to be lagged			
No visual damage to lagging of pipes			
All joints in pipe lagging to be sealed			
Trunking used for exposed pipework and cable to condenser			
All electrical joints are in waterproof			

junction boxes			
All isolators are waterproof and have a lockout feature			
All units to be pressure tested with nitrogen			
Reading to be recorded when system is pressure tested			
Reading to be taken 24hrs later and recorded			
Units to be in a state of vacuum before commissioning			
Post-commission checks			
Record full load amps of units as per specification plates			
Measure current drawn at point of supply when unit is at full load			
Record operating pressures			
Check for unusual noises and vibrations			
Check for air leaks in ducting			
Check for any signs of water leaks due to condensation			
Overall operation of unit is acceptable			
Additional Comments:			
Name of person Conducting inspection: _____ Sign _____			

Coils: Cooling, Heating, RE-heats and Air Units

The Supplier shall arrange for the cleaning, combing and inspection of all coils quarterly during the months of February, May, August and November. A written report on the condition of the equipment is to be submitted to the Mechanical Superintendent of the Building.

- a) Ensure that coils are operational, clean, and free of foreign matter.
- b) All fan coil units to be mechanically serviced as per manufacturer’s specifications.
- c) All fan coil units, fan belts that are broken / worn to be replaced and tensioned as per manufacturer’s specifications
- d) All fan coil units bearings to be lubricated where applicable.
- e) All fan coil units to be high pressure cleaned, including the drain pans, all foreign objects to be removed from the unit.
- f) Air flows and temperatures to be adjusted once all units’ service is completed. (All t/stats set to 22°C)
- g) All cooling coils to be high pressure chemically cleaned (non-toxic) and washed down so as to leave no chemical residue.
- h) The product used for cleaning should have the following characteristics:
 - Non-Corrosive
 - Odourless
 - Safe for operators to use – no acid burns or clothes damaged
 - Leave a protective film on coils and fins to extend their life
 - Capable of destroying slime and bacteria

Chiller Units

The Chillers service must consist of the following: Minor services per annum and Major services per annum or as indicated as per manufacturing specifications. The successful supplier must complete a daily log of the York chillers as per log sheet.

All servicing must be conducted by the main supplier or their recognized agent. The name of the agent shall be submitted to the Mechanical Superintendent in writing, and such agent can only be used on approval of the Mechanical Superintendent, or else the work shall be done by the supplier.

One Major Service is to be carried out during the months September/ October and the following is to be 6 months later.

*The Supplier's attention is drawn to the following: During the Major service of the York Chillers. The coatings that exist on the condenser water boxes shall be inspected and repaired as required by Emplast. All such work shall be submitted in a separate together with all costs of oils and refrigerants. A detailed breakdown of such sundries used must be submitted with the invoice.

Any repairs required to the chillers must be done only on approval of the Mechanical Superintendent.

**Further notice is drawn to the supplier that provision must be made for the pressure testing and certification of the Refrigerant transfer bubbles on chillers No1, No2, No3 and the Portable Transfer Unit. This is a requirement by the OHS Act every three years and must be conducted by an authorized inspection authority.

The Supplier is to note that no unauthorized or un-qualified persons are to work on any refrigeration equipment or to carry out any alterations. The Supplier is to further note that no unauthorized alteration to any equipment is to take place without the prior consent of the Mechanical Superintendent.

A written report on the condition of each section serviced and inspected shall be provided by the Agent and is to be submitted to the appointed City of Cape Town Official.

The following maintenance is to be carried out on Chillers on a regular basis:

- a) Check chilled and condenser water entering and leaving temperatures and record.
- b) Check current drawn by compressor and record.
- c) Check condenser and evaporator saturated temperatures.
- d) Check evaporator and condenser suction and discharge pressures.
- e) Check oil level, pressure and record.
- f) Check and report on effectiveness of water treatment.
- g) Check evaporator and suction line lagging for damage.
- h) Test operation of un-loaders.
- i) When chiller is under load, check and record suction, discharge and oil pressures.
- j) Check for any unusual vibrations.
- k) Test operation of un-loaders where applicable.
- l) Check refrigerant charge.

The following maintenance must be carried out on chillers during a major service with and including the maintenance done on a regular service:

- a) Check compressor motor starter and associated electrical switch gear.
- b) Check motor winding insulation.
- c) Tighten all electrical connections.
- d) Carry out efficiency test on compressors.
- e) Check settings and operation of all controls.
- f) Leak test entire machine.
- g) Oil sample to be analysed for rate of wear on compressors and other moving parts then submit results to the employer's representative.
- h) Clean condenser and evaporator tubes if required.
- i) Test operation of all safety devices.

Preventive Maintenance Schedule - Atlas Copco GA 11VSDF

Daily Running Hours to be recorded!

All servicing must be conducted by the main supplier or their recognized agent. The name of the agent shall be

submitted to the Mechanical Superintendent in writing and such agent can only be used on approval of the Mechanical Superintendent, or else the work shall be done by the supplier.

Preventive Maintenance as per manufacturer's instructions.

Warning:

Before carrying out any maintenance, repair work or adjustments, proceed as follows:

- Stop the compressor.
- Press the emergency stop button.
- Switch off the voltage.
- Close the air outlet valve and open, if provided, the manual condensate drain valve.
- Depressurize the compressor.

For detailed instructions, see section problem solving
The operator must apply all relevant safety precautions

Warranty - Product Liability

Use only authorized parts. Any damage or malfunction caused by the use of unauthorized parts is not covered by Warranty or Product Liability.

Service kits

For overhauling or carrying out preventive maintenance, service kits are available (see section service kits).

Service contracts

Atlas Copco offers several types of service contracts, relieving you of all preventive maintenance work. Consult your Atlas Copco Customer Centre.

General

When servicing, replace all removed gaskets, O-rings and washers.

Intervals

The local Atlas Copco Customer Centre may overrule the maintenance schedule, especially the service intervals, depending on the environmental and working conditions of the compressor.

The longer interval actions and checks must also include the shorter interval actions and checks.

Service actions for compressors with an Elektronikon® controller

Besides the daily and 3-monthly checks, the service operations are grouped in time intervals (running hours).

The regulator has a programmable service timer. A service warning will appear when the service timer has reached the programmed time interval; see section

this case, check the running hours. Carry out the service operations corresponding to the running hours as specified in the schedule below. Reset the service timer after servicing; see section service timer.

Service plans for compressors with an Elektronikon® Graphic controller

Besides the daily and 3-monthly checks, preventive service operations are specified in the schedule below.

Each plan has a programmed time interval at which all service actions belonging to that plan are to be carried out. When reaching the interval, a message will appear on the screen indicating which service plans are to be carried out

Preventive maintenance schedule

Drain the air receiver every day to reduce the risk for internal corrosion.

Check list

Period	Operation
Daily	Check oil level. Check readings on display. Check that condensate is discharged during loaded operation. Drain condensate (compressed air receiver). Check the pressure dew-point temperature (compressors with integrated dryer)
Monthly	For units with built-in dryer: Inspect condenser of dryer and clean if necessary. Press the test button on top of the electronic water drain (EWD). Open the manual drain valve(s) (Dm, Dm1) to clean the filter inside the EWD.
3-monthly (1)	Check coolers, clean if necessary. On Full-Feature units: check condenser of dryer and clean if necessary. Remove the air filter element and inspect. If necessary, clean using an air jet. Replace Damaged or heavily contaminated elements. Check the filter element of the electric cabinet (if applicable). Replace if necessary

Note: More frequently when operating in a dusty atmosphere.

Programmed service intervals

Frequency (running hours)	Operation
2000	For GA with integrated dryer: Clean condenser of dryer. Clean the filter of the electronic drain by opening manual drain valve (Dm, Dm1).
4000 (1)	If Atlas Copco Roto-Food grade Fluid is used, change oil and oil filter. If Atlas Copco Roto-Inject Fluid is used, change oil and oil filter. If Atlas Copco Roto-Xtend Duty Fluid is used, change oil filter. Replace the air filter element. Replace the oil separator element. Replace the filter element of the electric cabinet (if applicable). Clean coolers. Check pressure and temperature readings. Carry out a LED/display test. Check for leakages. If provided, remove, dismantle and clean float valve of condensate trap. See section Condensate system. Clean the condenser of the dryer (Full-Feature compressors)
Yearly	Test temperature shut-down function. Test safety valve(s).
8000 (2)	If Atlas Copco Roto-Xtend Duty Fluid is used, change oil. Replace V-belts. Have air inlet valve and minimum pressure valve inspected by Atlas Copco

(1): or yearly, whichever comes first

(2): or every 2 years, whichever comes first



Test button on the EWD

Important:

- Always consult Atlas Copco if a service timer setting has to be changed.
- For the change interval of oil and oil filter in extreme conditions, consult your Atlas Copco Customer Centre.
- Any leakage should be attended to immediately. Damaged hoses or flexible joints must be replaced.

Oil specifications

Never mix lubricants of different brands or types as they may not be compatible and the oil mix will have inferior properties. A label, indicating the type of oil filled ex-factory, is stuck on the air receiver/oil tank.

Always drain the compressor oil at all drain points. Used oil left in the compressor can contaminate the oil system and can shorten the lifetime of the new oil.

If the compressor is going to be stored without running from time to time, protective measures must be taken. Consult Atlas Copco.

Instruction book
2920 7090 51

It is strongly recommended to use genuine Atlas Copco Lubricants. They are the result of years of field experience and research in our labs. See section Preventive maintenance schedule for replacement intervals and section Service Kits for part number information.

Roto-Inject Fluid

Atlas Copco's Roto-Inject Fluid is a specially developed lubricant for use in single stage oil-injected screw compressors. Its specific composition keeps the compressor in excellent condition. Roto-Inject Fluid can be used for compressors operating at ambient temperatures between 0 °C (32 °F) and 40 °C (104 °F). If the compressor is regularly operating in ambient temperatures between 40 °C and 46 °C (115 °F), oil lifetime is reduced significantly. In such case it is recommended to use Roto-Xtend Duty Fluid.

Roto-Xtend Duty Fluid

Atlas Copco's Roto-Xtend Duty Fluid is a high-quality synthetic lubricant for oil-injected screw compressors which keeps the compressor in excellent condition. Because of its excellent oxidation stability, Roto-Xtend Duty Fluid can be used for compressors operating at ambient temperatures between 0 °C (32 °F) and 46 °C (115 °F).

Roto-Xtend Duty Fluid is the standard oil for compressors equipped with freeze protection.

Roto-Food grade Fluid

Special oil, delivered as an option.

Atlas Copco's Roto-Food grade fluid is a unique high-quality synthetic lubricant, specially created for oil-injected screw compressors that provide air for the food industry. This lubricant keeps the compressor in excellent condition. Roto-Food grade Fluid can be used for compressors operating at ambient temperatures between 0 °C (32 °F) and 40 °C (104 °F).

Pumps

Chilled and condenser water pump sets are to be serviced quarterly and an annual major service. Manually alternate pumps on two pump systems on a weekly basis.

The following maintenance is to be done on pumps on a quarterly service:

- a) Check operation.
- b) Check for unusual vibrations, noises and temperatures.
- c) Check and lubricate bearings.
- d) Check for any oil leaks an excessive water leaks
- e) Check oil levels and top up.
- f) Check coupling and coupling guard.
- g) Check pumps seals.
- h) Clean drain pans and drain lines.
- i) Wash down pumps and motors.

- j) Check electric motor, record voltage and running amps.
- k) Check all make-up tanks.

The following maintenance is to be done on pumps during a major service with and including the maintenance done during the quarterly service:

- a) Check alignment of pump and motor.
- a) Check all flexible couplings on piping.
- a) Remove and clean suction strainers on all pumps.
- a) Derust and apply primer and finishing coat as needed.

Cooling Towers (BAC Type)

Minor Service (Record all Findings)

- Drain sump, check and clean strainer.
- Check for and clear any blockages on intake of sump.
- Check and adjust Level valve to maintain correct water level in sump.
- Check jets/nozzles for any blockages.
- Remove any dirt/plastics/papers blocking intake vents
- Inspect v-belts. Check for correct tension, check for wear and cracks and replace if necessary.
- Inspect and measure temperatures of all fan motor bearing.
- Inspect motor and fan pulleys for belt wear and alignment.
- Check operation and rotation of fans.
- Check and record motor line voltage, running amperage per phase and overload settings.
- Check operation of BMS controls and automated valves relating to cooling towers.
- Check all instruments (gauges, thermometers, level indicators etc.) for correct operation.
- Check for any water leaks.
- Check chemical tank levels and record PH and TDS levels.
- Check for any excessive vibration.
- Check for water loss.
- Clean surrounding Building.
- Inspect/Service according to the Manufacturer's instruction manuals.

Major Service (Record all Findings)

- Drain sump, check and clean strainer.
- Clean cross flow eliminators and in-fill.
- Check for and clear any blockages on intake of sump.
- Check and adjust float valve to maintain correct water level in sump.
- Replace rubber seals in float valve. – Remove algae/scale inside sump Building.
- Check jets for any blockages.
- Remove any dirt/plastics/papers blocking intake vents.
- Inspect and measure temperatures of all fan and motor bearings.
- Lubricate all fan and motor bearings.
- Inspect v-belts. Check for correct tension, check for wear and cracks and replace if necessary.
- Inspect motor and fan pulleys for belt wear.
- Check operation and rotation of fans.
- Check and record motor line voltage, running amperage per phase and overload settings.
- Inspect motor terminal box for corrosion, overheating. Repair and tighten all motor connections in terminal box.
- Check operation of BMS controls and automated valves relating to cooling towers.
- Check all instruments (gauges, thermometers, level indicators etc.) for correct operation.
- Check and treat all visible corrosion.
- Exercise all valves and remove any scale build-up.
- Check for water loss.

- Check for any excessive vibration.
- Check for any water leaks.
- Clean surrounding Building.
- Check chemical tank levels and record PH and TDS levels.
- Inspect/Service according to the Manufacturer's instruction manuals.

Cold Room and Refrigeration Equipment

To be serviced as per the manufacturer's instruction. The supplier is to verify the details and specifications of the refrigeration equipment on site.

The Supplier shall service, clean and inspect the equipment as stated in the manufacturer's equipment.

The Supplier shall be responsible for the full compliance with Regulation DMR 15 of the Occupational Health and Safety Act, Act No. 85 of 1993, as amended.

The Supplier shall also be responsible for the full compliance with Regulations contained in the Montreal and Kyoto Protocols regarding the safe handling of refrigerants.

Water Treatment

Automatic dosage system:

The system requires the automatic dosing of a de-scaler and corrosion prevention chemical.

The supplier must quote on the maintenance of the system, the supply of the required chemicals, and the submission of monthly reports stating the TDS, PH values, the condition of the system and the results and effectiveness of the chemical dosing system as well as quantities of chemicals used. Materials must be accompanied by a delivery note signed by an authorized CCC official.

The condenser water consists of two systems: A main system and an after-hour system.

The main system consists of a common supply and return water system to 3 Baltimore type cooling towers. The piping connects three York chillers situated on the 11 Floor with the cooling towers on the roof. The main system has existing Bleed-Off Solenoid valves activated through the Building Services Computer system (Metasys). The bleed off water is piped to a transfer tank and ultimately used in the toilet flush water system.

The After Hour condenser system consists of two Baltimore cooling towers on a common supply and return connecting the After Hours Chiller situated on the 11th floor to the cooling tower situated on the roof. Here the bleed off system feeds water to the toilet flush system.

It should be noted that both condenser systems are OPEN systems.

The supplier must supply a regime of chemicals which will be shock dosed into the condenser water systems when the cooling towers are cleaned once a month.

The chemicals used must be able to combat both Legionella and SRB (Sulphur reducing bacteria), it should be noted that SRB is prevalent in the water supply of the city bowl Building.

It is incumbent on the supplier to advise the CCC of the quantities of chemicals used and the risks involved in the handling of those chemicals and the protective clothing required to be worn by the handler.

A selection of biocides must be used and the chemicals used must be alternated with one another every month.

An automated system of dosing biocides will not be considered.

The supplier must familiarize himself with the system and the quantities of water and circulation rates of the system as the CCC cannot be held responsible for any errors made by the supplier in his quotation. All chemicals used must be compatible with the materials of used in the construction of the system. Chemical treatment must be carried out in accordance with the Cooling Tower's manufacturer's instruction.

Hot Water System

These burners shall be maintained by the supplier or Agent only in the following manner:

- a) Major Service: during the month of February, burner flues and burner boxes must be opened up and thoroughly brushed clean to the satisfaction of the Mechanical Superintendent. All burners must be serviced and set up as per Manufacturer's Manual. Efficiency readings and acceptance will be done by the Mechanical Superintendent.
- b) Minor Service: during the month of July burner boxes must be opened up and cleaned. All burners will be serviced and set up as per Manufacturers Manual.

Electrical Maintenance of Air Conditioning Plant and Equipment

The following work to be carried out after normal working hours:

The supplier shall maintain all electrical panels associated with the air conditioning plant, this entails the servicing of panels.

The service shall consist of Minor Services during the months of April, July and October. The minor service will entail the stripping and cleaning of all contactors and the visual inspection of all terminals and wiring, cleaning of all panels and tightening of all connections.

A Major Service is required during the months of whereby all panels will have all terminals and connections tightened and this includes the Bus bars, main circuit breakers isolators and motor connections. Electrical Panels shall be scanned for excess heat at all connection points by means of thermal infrared scanning at least once a year or annually.

The supplier is required to Insulation Test all electrical motors during the major service the values of which must be handed to the Mechanical Superintendent.

The Supplier is required to service and maintain the electrostatic precipitators in the Podium basement plant, the supplier should note that the cells of the electrostatic precipitators have to be removed and cleaned every two years.

The supplier shall liaise with the CoCT Facilities Management Staff to co-ordinate the necessary shutdown and isolation of the electrical supply so that the work on the main circuit breakers and bus bars can proceed.

Furthermore, the Supplier shall conduct a regular visual inspection of all panels, paying particular attention to signs of burning on all wiring and the replacement of item indicator lamps. The supplier is required to check all terminal connections by means of a simple infrared thermal instrument, any signs of abnormal heating must be attended to immediately. The supplier shall inspect the static precipitators on a daily basis and shall rectify all trips as required.

The Supplier is to note that no unauthorized or un-qualified persons are to work on any electrical equipment or to carry out any alterations.

The Supplier is to further note that no unauthorized alteration to any equipment is to take place without the prior consent of the Mechanical Superintendent.

All Air-conditioning Related Distribution Boards are to be serviced and maintained together with its relevant air-conditioning equipment.

The following maintenance to be carried out on electrical distribution boards:

- a) Visually check condition of equipment and wiring.
- b) Check indicator lights and replace where necessary.
- c) Check that panel is securely mounted.
- d) Test overloads and check settings.
- e) Tighten terminals and connections.
- f) Vacuum clean switchboard and equipment when necessary.
- g) Test condition of fuses and circuit breakers.

- h) Check for overheating and burnt contacts.
- i) Check panel for corrosion, derust and touch up.
- j) All A/C Boards K.W.H Meters must be read on the last day of the month-report must be submitted.

Scanning on all DB's must be done by a certified Thermographer.

Pneumatic Controls

The Supplier is required to engage the services of the Authorized Agent / Distributor (Supplier s Approved to Supply and Install, Service and Maintain Metasys BMS and related controls products), of Johnson Controls at the CAPE TOWN CIVIC CENTRE and Strand Street Concourse Building.

Weekly Maintenance:

- (a) Check air compressor oil pressure and oil levels.
- (b) Check air compressor pressure regulating controls.
- (c) Check and operate all automatic drain traps.
- (d) Record after cooler refrigerant pressure.
- (e) Record compressor run-times and off-times.
- (f) The Supplier shall submit a full weekly report on the operation of the plant to the Mechanical Superintendent and indicate any deficiencies or defects noted.

Monthly Maintenance:

- (a) Clean and Service all automated dampers and valves in the main plants.
- (b) Clean and Service all Johnson Control and Masoneilan Valves in chiller plant-room.
- (c) Clean and Service bypass valve chiller room.
- (d) Clean and Service all control valves.
- (e) Clean and Service all control valves on main cooling towers and boiler plant room.
- (f) Check oil levels in compressors and top up if necessary.
- (g) Check and adjust v-belts.
- (h) Check drive-guards.
- (i) Check for oil and air leaks.
- (j) Check electrical connections.
- (k) Check operation of controls.
- (l) Record receiver pressure and cut out and cut in pressure switch setting.
- (m) Check operation of auto blow down.
- (n) Check operation of all variable volume diffusers and thermostats

Quarterly Maintenance:

The Supplier shall be required to make arrangements for the inspection and servicing of the equipment as listed below and to provide a report after each service on the equipment listed 4 times per annum.

A written report on the condition, and all readings noted and records of each section serviced and inspected, shall be provided by the Supplier and submitted to the Mechanical Superintendent, 4th Floor Facilities Management, Cape Town Civic Centre by the end of the month following the service or inspection.

- a) Operate and inspect staircase pressurization fan dampers and damper actuators.
- b) Visually inspect chilled water plant controls for any apparent malfunction.
- c) Visually inspect the three main tower plants and the main podium plant for any apparent malfunction.
- d) Check manual drain points.
- e) Check after coolers for proper operation and clean condenser surface. (Change sequence).
Inspect the main pneumatic air station filters for contamination and replace as required.
- f) Clean and lubricate all main Dampers (blades, linkages and pneumatic motors). Check operation and calibration of item Positioners.
- g) Service all control valves (Both electric and pneumatic), Lubricate valve stems and check calibration of item Positioners. Check operation of all electric PCD'. This can be done via the Building Management Computer.

A written report on the condition, and all readings noted and records of each section serviced and inspected, shall be provided by the Supplier and submitted to the Mechanical Superintendent by the end of the month following the service or inspection.

QUARTERLY MAINTENANCE:

TOWER OFFICE BLOCK:

- (a) The terminal ceiling mounted Thermostats ("Johnson Controls" T4002-201/202), which serve the Associated air conditioning mixing boxes will be recalibrated as per the design specifications.
- (b) The terminal ceiling mounted Thermostats ("Johnson Controls" T4002-201/202), which serve the Associated air Conditioning Variable Volume Diffusers will be recalibrated as per design Specifications.
- (c) The terminal Static Pressure Controllers ("Johnson Controls" R317-8001) which serve the associated air conditioning terminal static pressure requirements in the respective office environments will be recalibrated to design specification.

PODIUM OFFICE BLOCK:

- (d) The terminal ceiling mounted Thermostats ("Johnson Controls" T4002-201/202), which serve the Associated Air Conditioning Mixing Boxes will be recalibrated as per the design specifications.
- (e) The terminal ceiling mounted Thermostats ("Johnson Controls" T4002-201/202), which serve the Associated Air Conditioning Variable Volume Diffusers will be recalibrated as per the design specifications.
- (f) The terminal Static Pressure Controllers ("Johnson Controls" R317-8001) which serve the associated Air Conditioning Terminal Static Pressure requirements in the respective office environments will be recalibrated as per the design specifications.

PODIUM AND TOWER OFFICE BLOCK:

- (a) The Temperature Sensing Devices located on the various Office Floors, which relay the relevant office temperature conditions to the Building Management System (BMS) for optimum primary plant operation, will be recalibrated as per the design specifications.
- (b) The DCM Controller which is directly interfaced to the Building Management System (BMS), and is dedicated to the Primary Plant Control, will be serviced and the associated I/O will be calibrated.
- (c) The respective Electro /Pneumatic Transducers serving the controlled devices such as Chilled Water and Hot Water Control Valves, Damper Actuators etc. will be serviced and calibrated.
- (d) The Pilot positioners which are mounted on the Chilled Water and Hot Water Control Valves, Damper Actuators, will be serviced and recalibrated.
- (e) The DC/DX9100 Controllers serving the minor A/C Plants will be recalibrated with all the associated I/O which is connected to these respective controllers.
- (f) The I/O which is connected to the ILC 101-1 Lighting Controller will be checked in the "Auto" and Manual Mode and the associated auxiliary relay and contact outputs will be validated for operational integrity.
- (g) Validation of the Condenser Water TDS & Conductivity Sensing Devices will be conducted to ensure accuracy and reliability of the measurements at the BMS.

RECALIBRATION OF AND OPERATIONAL

Bi-Annual Maintenance:

The Supplier shall be required to make arrangements for the servicing of the equipment as listed below and to service, inspect and report on the equipment listed 2 times per annum.

A written report on the condition, and all readings noted and records of each section serviced and inspected, shall be provided by the Supplier and submitted to the Mechanical Superintendent by the end of the month following the service or inspection.

Plant

Location

- | | |
|--|------------------------|
| a) Main Tower Ventilation Plants 1,2 and 3 | 11 th floor |
| b) Main Podium Ventilation Plants 1 and 2 | Basement |
| c) Air Handling Plant Unit | 22 nd floor |
| d) Chiller plant (Main and After Hours) | 11 th floor |
| e) Hot water plant (Main and After Hours) | Roof |
| f) 20 th , 21 st , 22 nd office plants x 2 | |
| g) Podium kitchen plants. | |
| h) Podium 6th Floor Foyer. | |
| i) Computer room. | |
| j) Podium hall. | |
| k) Exhibition Hall Plants 1 and 2. | |
| l) Banquet Hall. | |
| m) Council Chamber. | |
| n) Podium 2 nd floor Foyer | |
| o) Gymnasium. | |
| p) Archives. | |
| q) PABX. | |
| r) Cleaners North and South. | |
| s) Emergency control room. | |
| t) 11th Floor Engineer's Office. | |
| u) Podium Basement plant. | |
| v) Podium 6th Floor Air Handling Units x 14 | |
| w) Set all pressure reducing valves and operate safety pop valves on the pneumatic system. | |
| x) All the plants associated with the Strand Street Concourse, Pneumatic controls. | |
| y) Lecture Plant | |

Building Management System

The BMS is installed at the Cape Town Civic Centre, and it monitors the following buildings:

- Cape Town Civic Centre
- Strand Street Concourse
- Transport Management Centre (TMC)
- Other facilities.

The Supplier is required to engage the services of the Authorized Agent / Distributor (Supplier s Approved to Supply and Install, Service and Maintain Metasys BMS and related controls products), of Johnson Controls to undertake the following works at the above listed buildings:

Weekly Maintenance on BMS:

Electric / Diesel fire pump Hose reel System 11th Floor

- Inspected & simulated as per specifications.
- BMS Alarm notifications checked.
- Report Issued with test parameters.

Monthly Maintenance on BMS:

- a) All Workstations complete (only found at the Cape Town Civic Centre) – 2 on 11th floor; 1 on 4th floor, 1 in the Emergency room and 1 on ground floor.
- b) All Network Control Modules complete.
- c) All DCM complete.
- d) All Lighting Control Modules only found at the Civic Centre.
- e) All Communication Networks and the associated hardware.
- f) All NIE/NAE/ NCE/ FAC Controllers.
- g) All Controllers and their associated field gear.
- h) All Sensors and Sensing Devices to the Metasys System.
- i) All Start /Stop Relay Stations.
- j) All Relay and Terminal Interface Panels.
- k) All Function Modules and Transducers.
- l) All Power Supplies and Controllers for above.
- m) All Wiring for above.
- n) All Electrical PCD (Pressure Control Dampers) on 6th floor Podium.

- o) Clean all panels.
- p) Visual inspection of all Panels and equipment.
- q) Clean all workstations and peripherals (Screens, Printers, keyboard, etc.)
- r) Visual inspection, via workstation of all sensors on display, (Binary or analogue) for obvious faults or incorrect calibration.
- s) Clear all history data, summaries, operator transaction and Trend history data. Leave stored totalised data on WS 1 situated on the 4th floor Cape Town Civic Centre, Facility management office.
- t) Check the operation and status of all electrical PCD dampers on the Podium 6th floor.
- u) BMS fire and smoke extract simulations/ inspections – Report must be submitted. The following systems to be tested under normal and emergency power
 - Smoke Extract Tower 4 BAY
 - Smoke Extract Tower 2 BAY
 - CO2 Discharge Alarms
 - Podium Smoke Exhaust
- v) BMS fire alarms simulation/ inspection – Report must be submitted. The following systems are to be tested under normal and emergency power.
 - Tower Upper
 - Tower Lower
 - Podium
 - Car Park
 - AC Plant Podium
 - AC Plant Tower
- w) BMS stair pressurisation fans inspection/ simulation – Report must be submitted. The following systems are to be tested under normal and emergency power.
 - Tower Staircase Foyer B
 - Tower Staircase Foyer A F10
 - Tower Staircase Foyer A F11
 - Tower Staircase Foyer C

(Specialised supplier to action above tests in conjunction with the Emergency Control Room and Fire Services as per OHS Regulations.)

Quarterly Maintenance on BMS:

- x) BMS Electronic IDC service- Entire 6TH Floor Podium
 - Check BMS Master Diffuser parameters/operation.
 - Check power supply.
 - Inspect all diffuser motors, heaters and operation.
 - Inspect IDC/TRIAC operation.
 - Inspect Master and slave diffuser operation.
 - Inspect all electronic equipment and leads.

A written report on the condition, and all readings noted and records of each section serviced and inspected, shall be provided by the Supplier and submitted to the Mechanical Superintendent at the end of the month following the service or inspection.

Annual Maintenance to the BMS:

Updated software **MUST** be provided every six months incorporating all new revisions to the operating system including latest software revision (This excludes changes requested by the Council). Software must be fully checked when installed at the latest revision level.

- a) Calibrate all Sensors of entire Building Automation System.
- b) Clean all CPU's at the 5 (five) workstations.

A written report on the condition, and all readings noted and records of each section serviced and inspected, shall be provided by the Supplier and submitted to the Mechanical Superintendent, 4th Floor Facilities Management, Cape Town Civic Centre by the end of the month following the service or inspection.

Upgrades, Development and Replacement of the BMS:

The supplier must be able to give advice and provide the necessary skills for the continued development of both the Building Management System and its associated Hardware, Software, Digital, Electric and Pneumatic systems. It is a requirement that the supplier shall be responsible for the continued updating of System Graphics on the Building Management System. The contractor must provide a flat hourly rate for the continued updating of the Graphics. The Supplier must advise the Mechanical Superintendent of the redundancy of the system and cost and technical nature of the replacement of redundant equipment and the continued availability of spares and support of the complete Building Management System

Vibration Readings

The supplier shall arrange to take the vibration readings and submit an analysis condition report on the following equipment: Main Chillers, Pumps and Main Plant Fans. These readings to be done during the months March, June, September, and December.

3.1.4.2.15 Water and other Tanks

The successful supplier will perform the following maintenance as requested by the maintenance department:

- a) Check operation according to schematics and design specifications.
- b) Inspect and Service all control valves.
- c) Inspect and Service all control instruments.
- d) Inspect the tank for any defects.
- e) Check level controls operation as per Building Management System.
- f) Calibrate control equipment as required.
- g) Inspect and clean all filtering systems; replace if necessary.

The successful supplier will perform the following maintenance bi-annually:

- a. Domestic Water samples to be analysed by a laboratory; report issued to CoCT.
- b. Diesel fuel samples to be analysed by a laboratory; report issued to CoCT
- c. Water tanks to be inspected internally and be cleaned internally.

3.1.4.2.16 Generator service /Fire pump

All servicing must be conducted by an Authorized agent. The name of the agent shall be submitted to the Electrical Superintendent in writing, and such agent can only be used on approval of the Electrical Superintendent, or else the work shall be done by the supplier.

Service intervals are to be as per Manufacturers specification and will include:

- 1) Drain crankcase oil and refill with new.
- 2) Renew Lubricating oil filter elements.
- 3) Renew fuel filter elements.
- 4) Renew air cleaner elements.
- 5) Change injector pump cam box oil,
- 6) Adjust Tappet clearances and replace gasket.
- 7) Flush out cooling system and add rust inhibitor.
- 8) Check crankcase breather
- 9) Check oil lines and seals for leaks and tighten.
- 10) Check fuel lines and seals for leaks and tighten.
- 11) Check injector seals for leaks.
- 12) Check air cleaner, dry element, and/or oil bath.
- 13) Clean cooling fans and oil cooler.
- 14) Check fuel pump timing.
- 15) Check pump drive for lightness
- 16) Check oil pump feed.
- 17) Check excess fuel device.
- 18) Check function of governor.
- 19) Check stop solenoid function.
- 20) Check turbo charger, function and lubrication.
- 21) Check heat exchanger.
- 22) Top up radiator.
- 23) Check radiator cap and/or valve.
- 24) Check radiator core (visual).

- 25) Check radiator hoses.
- 26) Check water heater element and thermostat.
- 27) Check V-belt condition and adjust tension.
- 28) Check engine and alternator coupling.
- 29) Check engine mountings.
- 30) Check and lubricate fan bearings.
- 31) Check and lubricate dynamo bearings.
- 32) Check exhaust silencer and pipes.
- 33) Check day tank fuel condensate.
- 34) Check and record battery voltage.
- 35) Top up battery cells.
- 36) Clean, neutralize battery.
- 37) Coat battery terminals with suitable petroleum jelly.
- 38) Test specific gravity, top up electrolyte and record test

DISPOSING OF REFRIGERANTS IN SOUTH AFRICA

In order to uphold its obligations to the Montreal Protocol, South Africa has phased out the use of CFC's and many other Ozone Depleting Substances(ODS's). While much has been said on this matter, the environment impact of ODS's does not stop at the phasing out of them. According to the Study on the Collection and Treatment of Unwanted Ozone-Depleting Substances in Article five and Non-Article five Countries the Intergovernmental Panel on Climate Change in collaboration with the Technology and Economic Assessment Panel (IPCC/TEAP 2005) estimates that there were approximately 5.2 million metric tons of ODS's in global banks in 2002. Of these banks, the Montreal Protocol's Technology and Economics Assessment Panel (TEAP) estimates that one million metric tons were available in article five and non – Article five countries for recovery and destruction, although a sizeable portion of those would require significant effort for collection (TEAP 2002a).

South Africa's position

To date there has been no legislation pertaining to the disposal of refrigerants; however the **SABS 0147 Code of Practice** (Refrigerant systems including plants associated with air-conditioning systems) has been introduced as a guideline which falls within the scope of the OSH act.

This code explains the following:

7.8.1 Charging and discharging refrigerants

- 7.8.1.1 when refrigerant is added to a system, except to a packaged unit that requires less than 3kg of refrigerant, the refrigerant shall be charged into the low-pressure side of the system. Any point on the downstream side of the main liquid-line stop valve shall be considered as part of the low-pressure side when the system is operating with the stop valve in the closed position. No service container shall be left connected to a system except when refrigerant is being charged or discharged.
- 7.8.1.2 refrigerants discharged from refrigerating systems shall be transferred to approved containers only. No refrigerant shall be discharged into a sewer, river, stream or lake or into the atmosphere.
Note: Ammonia may be discharged to open atmosphere with due regard to safety.
- 7.8.1.3 Containers used for refrigerants that have been discharged from refrigerating systems shall be carefully weighed each time they are used for this purpose, and the containers shall not be filled in excess of the permissible filling mass for such containers and such refrigerants as are prescribed in pertinent regulations.
- 7.8.1.4 the amount of refrigerants stored in plant rooms (over and above the normal charge) shall not exceed the greater of 20% of the normal refrigerant charge and 100kg of refrigerants.

generating cash flow by creating economic incentives for recovery, reclamation, and destruction is vital to the success of a used/unwanted ODS's management strategy."

Another recommendation made by the study is that, "Exporting ODS's for destruction often can lead to delays, backlog issues, and administrative complications with international conventions (e.g.,Basel) for countries with large annual quantities of unwanted ODS's that do not have easy access to ODS's destruction technologies (i.e., in-country or in nearby countries), the best option may be to pursue destruction options domestically. For cost efficiency, upgrading existing destruction facilities (i.e., cement kilns or hazardous waste facilities) can help reduce burdens, although significant time and effort will still be required to plan, approve, and implement plant modifications. For countries with smaller quantities of unwanted ODS's, new facilities will not be cost-effective to build or operate, and so export requirements need to be clarified and streamlined."

The report also recommends that disposable containers should be banned to ensure appropriate infrastructure for ODS's collection.

As South Africa is in the beginning stages of developing a disposal plan, it would be advantageous to look towards more developed countries for ideas on this matter. As this issue is subject to and dependable on so many socio-economic factors, the government's input in the form of legislation will be the drive that this initiative will need. As signatories of the Montreal Protocol, the South African government is responsible for the success or failure of this initiative and therefore needs to implement a strategic process to limit ODS and their effects.

Deep Cleaning of A/C ducting in Civic Center

All cleaning must occur outside normal operating/working hours, preferably on a weekend.

AIRDUCT CLEANING MOTIVATION:

- Control of microbial contaminants with EPA Registered Products.
- Efficiency increased on air handlers and related equipment.
- Improved air flow.
- Prolong useful life of H.V.A.C system.
- Reduces energy costs.

Cleaning of A/C ducting in Civic Centre

The cleaning of the A/C ducting is divided into 2 sections which are:

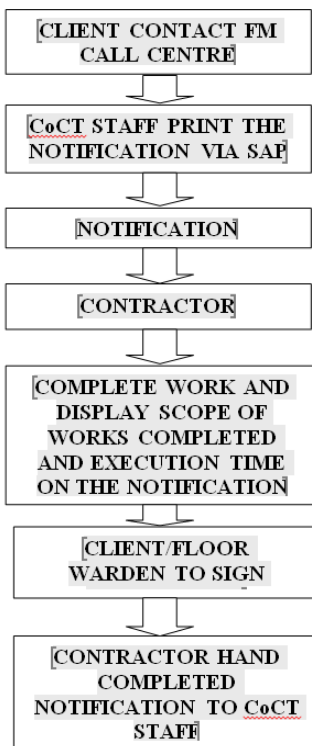
- **Dual Duct:** - a ducting system which has 2 separate round ducts leading to a mixer box that is linked to a plenum box attached to linear grill with one round duct. All ducting is lagged on the outside.
- **Variable Volume:** - A ducting system that has a rectangular duct leading to PRD's which is linked to a Box Light Diffusers with flex ducting. Some sections may be lagged on the outside

Description of duct cleaning

- **Dual Duct:** 200mm holes are cut in to the duct every 2m, a vacuum with a solid extension and a brush nozzle with high efficiency filters is used to manually clean the inside of the ducting through the 200mm holes. Cleaning treatment to interior systems using Agitation /Rotational tools connected to high-powered HVAC mechanical cleaning equipment (Negative Air Machine, Duct Auger). The ducts being cleaned must be kept under negative pressure during the cleaning operation. Sanitizers, deodorizers, or chemicals being used, must have valid MSDS and chemicals must be completely removed before occupants return to the building. The access cover to the mixer box has to be removed to clean inside the mixer box including the regulator. Similar size holes are cut into the plenum box attached to the linear grills and a vacuum is used to clean this as well and finally the linear grills get washed with a soap solution. All holes are covered with sheet metal and any lagging that was damaged during this process is repaired and sealed.
- **Variable Volume:** 200mm holes are cut into the duct every 2m, a vacuum with a solid extension and a brush nozzle is used to manually clean the inside of the ducting through the 200mm holes. Cleaning treatment to interior systems using Agitation /Rotational tools connected to high-powered HVAC mechanical cleaning equipment (Negative Air Machine, Duct Auger). The ducts being cleaned must be kept under negative pressure during the cleaning operation. Sanitizers, deodorizers, or chemicals being used, must have valid MSDS and chemicals must be completely removed before occupants return to the building. All the boxes and flex attached are removed from the light fittings and washed with a soap solution; the vents on the light fittings are cleaned as well as the vents on all the other lights that do not have boxes attached to them as they act as return air vents.
All the boxes are replaced and the flex re-attached with clamps, all open holes are covered with sheet metal and damaged lagging to be repaired and sealed
- **Supplier must adhere to:**
 - Project will be supervised by our Project Manager and on-site HVAC Artisan and his staff.
 - Pneumatic tubing that was removed to clean any ducting has to be replaced, all ceiling tiles have to be placed back into position, cleaned and fitted neatly.
 - The cleaning process shall be carried out in strict accordance with OHS Act and all applicable SANS regulations.
 - All contaminants removed from ductwork shall be placed in sealed containers and disposal

- certificates must be issued.
- Service openings created into the system shall not degrade the structural, thermal or functional integrity of the system.
- Service openings created shall be created in manner that allows for proper closure.
- Service opening created shall not hinder, restrict or alter the airflow within the air duct.
- Vacuum collection equipment shall be operated continuously during cleaning.
- Confined space certification must be issued before the project commences.
- The duct support system, internal components configuration and confined space concerns shall be evaluated for safety prior to entry. Certified OHS official to give go-ahead at all times.
- Dampers and other air-directional mechanical devices shall have their position clearly marked prior to cleaning and shall be restored to their marked position after cleaning.
- All HVAC equipment removed shall be restored to their previous position.
- Cleaning activities shall not impair, damage or alter any smoke and fire equipment linked to the HVAC system.
- All chemicals used must be E.P.A Registered specifically for the sanitation and deodorization of HVAC systems and MSDS documents must be produced.
- All relevant PPE must be used at all times during the cleaning operations.
- All ductworks must be sanitised (E.P.A Registered chemicals) and fogging equipment must be used to eliminate microbial population.
- Repair internal insulation where necessary using sonic lining material (Minor repairs). Any major repairs must be brought to our attention.
- **Comprehensive Safety Plan must be produced before commencement.**

CoCT NOTIFICATION PROCESS



The notification process must be read in conjunction with the work allocation procedure.

4.1.1.1.1 Maintenance Checklist

Small Plant Checklist

DAILY PLANT ROOM CHECK SHEET					
Cleaners/Gym Plants (23rd Floor)					
Description of checks	MON	TUE	WED	THUR	FRI
Check all fans are operational					
Check damper positions and compare with BMS					
Check for unusual noises coming from fans/motors					
Check for water inside plenum/plant areas					
Check if all lights are working					
Check BMS for alarms					
Name and Date					
Flats/T4/T3 Plants					
Description of checks	MON	TUE	WED	THUR	FRI
Check that fan is operational					
Check damper positions and compare with BMS					
Check for unusual and loud noises					
Check Basement chillers operational					
Fill up plant drains with water (T3 Foyer A and B)					
Check for water inside plant area					
Check if all lights are working					
Check BMS for alarms					
Name and Date					

11th Floor Plant Checklist

DAILY PLANT ROOM CHECK SHEET					DATE: _____
11th Floor Tower Plants					
Description of checks	MON	TUE	WED	THUR	FRI
Check all fans are operational					
Check damper positions and compare with BMS					
Check for unusual noises coming from fans/motors					
Check for water inside plenum/plant areas					
Check if all lights are working					
Check BMS alarm					
Name and Date					
Chiller and Water tank plant					
Description of checks	MON	TUE	WED	THUR	FRI
Check for visible water leaks					
Check that all flood sensors are in correct positions and check Simulate Monthly					
Check for unusual and loud noises					
Check chillers for warnings or trip conditions					
Check for water inside plant area					
Check if all lights are working					
Check BMS for any alarms					
Name					

Boiler Room Checklist

DAILY PLANT ROOM CHECK SHEET					
Boiler Room					
Description of checks	MON	TUE	WED	THUR	FRI
Check all burners operational. Reset burners in trip condition.					
Record the amount of operational burners after re-setting.					
Check that hot water pumps operational.					
Check for unusual noises coming from hot water pumps.					
Check if all lights are working					
Check for diesel spillage on plant room floor.					
Check for any water leaks coming from burners.					
Check that weights are secured on pressure flaps.					
Check for excessive black smoke discharge.					
Name and Date					
Canteen/Kitchen					
Description of checks	MON	TUE	WED	THUR	FRI
Check that fan is operational					
Check for unusual and loud noises					
Check for water inside plant area					
Check if all lights are working					
Name and Date					

Cooling Tower Checklist

DAILY PLANT ROOM CHECK SHEET					
Cooling Towers					
Description of checks	MON	TUE	WED	THUR	FRI
Check sump level by sight glass					
Check for excessive water flow by drain					
Check that all fans are operational					
Check for unusual noises coming from fan/motor					
Check if all lights are working					
Check for water leaks coming from towers					
Check BMS for alarms					
Name and Date					
Domestic/Flush Tanks					
Description of checks	MON	TUE	WED	THUR	FRI
Check level by sight glass					
Check that make up pumps are operational					
Check for any water leaks coming from pipes or tanks					
Check if all lights are working					
Check BMS for alarms					
Name and Date					

Podium Plant Checklist

DAILY PLANT ROOM CHECK SHEET					
PABX/EMC/Lecture Theatre Plants					
Description of checks	MON	TUE	WED	THUR	FRI
Check all fans are operational					
Check damper positions and compare with BMS					
Check for unusual noises coming from fans/motors					
Check for water inside plenum/plant areas					
Check if all lights are working					
Check BMS for alarms					
Name And Date					
Unicity P6					
Description of checks	MON	TUE	WED	THUR	FRI
Check that fan is operational					
Check damper positions and compare with BMS					
Check for unusual and loud noises					
Check Basement chillers operational					
Check for water inside plant area					
Check if all lights are working					
Check BMS for alarms					
Name and Date					

EQUIPMENT LIST PER BUILDING**CHQ BUILDING****Cape Town Civic Centre****CENTRIFUGAL FAN UNITS**

Service	No	Unit	Location
Supply Fans	4	Podium Main Plant	Basement
Supply Fan	1	Podium Hall	1 st Floor
Supply Fans	2	Tower Exhibition Hall	4 th Floor
Supply Fans	2	Podium Banquet Hall and Kitchen	5 th Floor Podium
Extract Fan	1	Council Chamber	5 th Floor Podium
Supply Fan	1	Council Chamber	5 th Floor Podium
Supply Fan	1	Foyer 6 TH Floor	6 th Floor Podium
Extract Fan	1	Foyer 6 TH Floor	6 th Floor Podium
Supply Fans	6	Tower Plant	11 th Floor
Extract Fan	1	Tower Flats	3 rd Floor
Supply Fan	1	Tower Flats	Roof Tower
Supply Fans	2	22 ND , 21 ST , 20 TH Floor 2bay	Roof Tower
Extract Fan		21 st 2bay	Roof Tower
Supply Fans	2	Cleaners Buildings	Roof Tower
Supply & Return Fans	6	22 nd and 23 rd Floor	Roof Tower
Extract Fans	3	Toilet Extract	Roof Podium
Extract Fans	2	Toilet Extract	Roof Tower
Supply Fan	1	Lift Room Supply	23 rd Floor

AXIAL, PROPELLER, RADIAL AND DIRECTLY COUPLED FANS

Service	No	Unit Location
Extract Fans	8	Lift Room Basement
Supply Fans	2	Lift Room 23 rd Floor
Return Air Fans	2	Podium Basement Main Plant
Extract Fan	1	Podium Hall Plant 1 st Floor
Fresh Air Supply Fans	2	Podium Hall Plant 1 st Floor
Fresh Air Supply Fan	1	VIP Protection 1 st Floor
Extract Fan	1	Podium 2 nd Floor Foyer Plant 3 rd Floor
Extract Fan	1	Tower Kitchen Tower Roof (Changed to Return Air)
Extract Fan	1	PABX Battery Room 3 rd Floor Tower
Extract Fans	2	Exhibition Hall
Supply Fan	1	Transformer Room Tower Roof
Extract Fan	1	Podium Kitchen 5 th Floor
Extract Fans	2	Kitchen and Cafeteria Podium Roof
Extract Fans	2	Council Chamber 6 th Floor
Supply Fans	7	Staircase Pressurisation Podium Roof
Supply Fans	4	Staircase Pressurisation Tower Roof
Extract Fans	3	Parking Building Arts Cape Basement
Extract Fan	1	Toilet Extract
Extract Fans	8	Parking Building Podium Roof

Extract Fans	4	Toilet Extract Podium Roof
Extract Fans	3	Toilet Extract Tower Roof
Extract Fan	1	Emergency Control Room 1 st Floor
Extract Fans	4	Toilet Extract 7 th Floor
Extract Fans	3	Toilet Extract 9 th Floor
Extract Fans	3	Toilet Extract 18 th Floor
Extract Fans	3	Toilet Extract 21 st Floor
Extract Fans	6	Transformer Room Tower 11 th Floor
Return Air Fans	6	Tower Main Plants 11 th Floor
Supply Fans	2	Tower Chiller Room 11 th Floor
Extract Fans	3	Kitchen and Tea Extract Tower Roof
Extract Fan	1	Medical Centre Ground Floor Podium
Supply Fan	1	PABX Room 3 rd Floor Tower
Extract Fan	1	PABX Room 3 rd Floor Tower
Extract Fans	4	Council Chamber Smoke Extract Podium Roof
Extract Fan	1	Gymnasium 23 rd Floor
Extract Fan	1	Battery Room 4 th Floor
<i>Extract Fan</i>	<i>1</i>	<i>Photographic Section 12th Floor (Pending removal)</i>
Supply Fan	1	Radio Room Tower Roof
Supply Fan	1	PAX Room 1 st Floor
Extract Fans	2	Concourse smoke Extract Fans 2 nd Floor
Extract Fans	2	Paper Store Basement
Extract Fan	1	Printing Foyer C 12 th Floor
Supply Fan	1	Facilities Management 3 rd Floor

AIR HANDLING UNITS

Service	No	Unit	Location
A.H.U.1	1	Podium 2 nd Floor Foyer	3 rd Floor Podium
A.H.U.2	1	Computer Room	4 th Floor Podium
A.H.U.3	1	Emergency Control Room	1 st Floor Podium
A.H.U.4 & A.H.U.5	2	Staff Flat Units	6 th Floor Tower
A.H.U.6	1	Staff Flat Unit	3 rd Floor Tower
A.H.U.7	1	Control Room	11 th Floor
A.H.U.16	1	Emergency Control Room	1 st Floor
A.H.U.17	1	Computer Room	4 th Floor Podium
A.H.U.19	1	TMS Computer	13 th Floor 4bay
A.H.U.20	1	CAD Rooms	10 th Floor Tower
A.H.U.21	1	CAD Rooms	10 th Floor Tower
A.H.U.22	1	Traffic Computer	16 th Floor Tower
A.H.U.23	1	Engineer's Offices	4 th Floor Podium
A.H.U.24	1	Engineer's Offices	4 th Floor Podium
A.H.U.25	1	Traffic Control	17 th Floor Tower
A.H.U.26	1	Traffic Control	17 th Floor Tower
A.H.U. E4	1	Podium Column E4	6 th Floor
A.H.U. E6	1	Column E6	6 th Floor Podium

A.H.U. E7	1	Column E7	6 TH Floor Podium
A.H.U. F3	1	Column F3	6 TH Floor Podium
A.H.U. G3	1	Column G3	6 TH Floor Podium
A.H.U. G7	1	Column G7	6 TH Floor Podium
A.H.U. H4	1	Column H4	6 TH Floor Podium
A.H.U. H5	1	Column H5	6 TH Floor Podium
A.H.U. H6	1	Column H6	6 TH Floor Podium
A.H.U.H7	1	Column H7	6 TH Floor Podium
A.H.U.I4	1	Column I4	6 TH Floor Podium
A.H.U.I5	1	Column I5	6 TH Floor Podium
A.H.U.I6	1	Column I6	6 TH Floor Podium
A.H.U.I7	1	Column I7	6 TH Floor Podium

PACKAGE AIR CONDITIONING AND HUMIDITY UNITS

Service	No	Location
Emergency Accommodation	1	1st Floor Podium
Civil Defence	2	3rd Floor Podium
Emergency Control Room	1	1 st Floor Tower

HEATING, COOLING AND REHEAT COILS

Service	No	Location
Chilled Water Coils	4	23 RD Floor Plant
Reheat Coils Canteen	6	22 ND Floor
Reheat Coils Canteen	3	21 ST Floor
Reheat Coils Canteen	6	20 TH Floor
Hot Water Coils Main Tower Plant	7	11 TH Floor
Chilled Water Coils Main Tower Plants	8	11 TH Floor
Chilled Water Exhibition Hall	2	4 TH Floor
Hot Water Exhibition Hall	4	4 TH Floor
Chilled Water P.A.B.X. Plant	1	3 RD Floor
Hot Water Coils Mayors suite	1	6 th floor Podium
Reheat Coils 5 th Floor Podium	13	5 th Floor Podium
Chilled Water Coils 5 th Floor Podium Unit	10	5 th Floor Podium
Hot Water Coils 5 th Floor Podium Unit	5	5 th Floor Podium
Reheat Coils 2 nd Floor Cash Hall	6	3 rd Floor Podium
Hot Water Coils Lecture Theatre	1	3 rd Floor Podium
Reheat Coils Ground Floor Trade License	4	1 st Floor Podium
Chilled Water Coils 1 st Floor EMC	3	1 ST Floor Podium
Hot Water Coils 1 st Floor EMC	3	1 ST Floor Podium

Chilled Water Coils Basement Plant	4	Basement Podium
Hot Water Coils 1 st Floor EMC	4	Basement Podium
Reheat Coils Basement Foyer	1	Ground Floor Podium
Reheat Coils Basement Foyer	1	Basement B1 Podium
Reheat Coils Basement Foyer	1	Basement B2 Podium
Reheat Coils Basement Foyer	1	Basement B3 Podium
Chilled Water Coil AHU E4	1	6 TH Floor Podium Column E4
Chilled Water Coil AHU E5	1	6TH Floor Podium Column E5
Chilled Water Coil AHU E6	1	6TH Floor Podium Column E6
Chilled Water Coil AHU E7	1	6TH Floor Podium Column E7
Chilled Water Coil AHU F3	1	6TH Floor Podium Column F3
Chilled Water Coil AHU G3	1	6TH Floor Podium Column G3
Chilled Water Coil AHU G7	1	6TH Floor Podium Column G7
Chilled Water Coil AHU H4	1	6TH Floor Podium Column H4
Chilled Water Coil AHU H6	1	6TH Floor Podium Column H6
Chilled Water Coil AHU H7	1	6TH Floor Podium Column H7
Chilled Water Coil AHU I3	1	6TH Floor Podium Column I3
Chilled Water Coil AHU I4	1	6TH Floor Podium Column I4
Chilled Water Coil AHU I5	1	6TH Floor Podium Column I5
Chilled Water Coil AHU I6	1	6TH Floor Podium Column I6
Chilled Water Coil Civil Defence	2	3 rd Floor Podium Column E3

CHILLER UNITS (YORK)

3 x Main Chiller Units Centrifugal on the 11th Floor
 x After Hours Units reciprocating on the 11th Floor.
 2 x YORK screw chillers in Podium Basement

1

PUMPS

Pump	No	Location
Condenser Water Pumps	5	11 th Floor
Make – Up Pumps	4	11 th Floor
Chilled Water Pumps	5	11 th Floor
Fresh Water Booster Pumps	2	11 th Floor
Hot Water Pumps	4	Tower Roof
Bleed Transfer Pumps	2	Tower Roof Column H1
Condenser Water Pumps	3	Podium Roof
Chilled Water Pumps Unicity	3	Podium Basement Column F7
Diesel Oil Pumps	2	Tower Ground Floor Column H1
Fire Pump Electric	1	11 th Floor
Diesel Fire Pump	1	11 th Floor

COOLING TOWERS (BAC TYPE)

Cooling Tower	No	Location
Main Units (Type BAC)	3	Roof
After Hours Units Type VXT 70	1	Roof

COLD ROOMS AND REFRIGERATION EQUIPMENT

Refrigeration Equipment	Location
Cold Room (1)	Podium 5th Floor Kitchen

WATER TREATMENT

Chemical dosage tanks situated on the roof of the Tower Block

SMALL AIR CONDITIONING UNITS

Small Air Conditioning Units	No	Location
Window Units	2	Paper Store
Window Units	2	Booking Office Concourse
Window Units	2	Parking Office Concourse
Window Units	2	1 st Floor Control Room
Window Units	2	Basement Workshops
Split Unit Panasonic	1	Cash Hall Concourse IT Room
Split Unit	11	Emergency Control Room 1 st Floor
Split Unit Panasonic	1	Sound Studios 12 th floor Tower
Split Unit York	1	Basement Workshop
Split Units	3	Facilities Management 5 th Podium
Split Unit York	1	6 th Floor Podium Office No14
Split Unit	3	VIP Services 1 st Floor Podium
Split Unit	1	Tower 11 th Floor Workshop
Split Unit York	1	4 th Floor Podium IS&T Training
Multi Split Units	2	3 rd Floor Ombudsman Office
Split Units	8	4 th Floor Podium IS&T Boardrooms
Split Units	6	4 th Floor Podium IS&T Networks
Split Units Telecommunications Section	4	3 rd Floor Tower
Split Units Luxair	2	Old Cell C Office 2 nd
Split Units	2	Rates 4 th Floor Podium
Split Units York	2	Cleaners Basement
Split Units Samsung	2	Parking Entrance Kiosk Basement
Split Units Samsung	2	Parking Entrance Kiosk Ground Floor
Split Unit Luxair	1	Ground Floor Store
Split Units Daikin	13	Disaster Management 3 rd Floor Podium
Split Units	1	Parking kiosk, Woodstock Parking
Multi Split Unit	1	VIP Services, 1 st Floor Podium
Split Units Carrier	3	Mayor dining room, 6 th Floor Podium
Split Units York	2	Ray Alexander Room, 6 th Floor Podium

TMC - HVAC SERVICES

EQUIPMENT	Q N T Y	WEEK 1					WEEK 2					WEEK 3					WEEK 4					WEEK 5						
		1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5		
		AIR HANDLING PLANTS	7																									
		AHU 3,4, 5 & 6 First Floor						M																				
AHU 7, 8 & 9 Second Floor						M																						
Fan Coil Units (FCU) Main Building	125																											
FCU						M	M	M	M	M																		
Fan Coil Units (FCU) Court side	11																											
FCU						M	M																					
WATER PUMPS	4																											
Chilled 1 water No 1 (G,FLR)						M																						
Condenser water No 1 (G,FLR)						M																						
Chilled water No 2 (G,FLR)						M																						
Condenser water No 2 (GFLR)						M																						
Chillers	3																											
Train Chiller No 1																M												
Train Chiller No2																M												
Daikin Aircooled Chiller No 3																M												
COOLING TOWERS	2																											
Cooling Tower No 1																M												
Cooling Tower No 2																M												
VARIOUS FANS																								M	M			
AC ELECTRICAL	7																											
Main chiller board			M																M									
System pumps panel				M																M								
Main AHU panel					M																M							
ELECTRIC MOTORS MEGGER	4																											
BUILDING AUTOMATION (JOHNSON CONTROL PRODUCTS)	1																											
WATER TREATMENT	2																									M		
SANITIZING AIR DUCTS/AHU																												
REPAIRS																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		
																										R		

CHILLERS:

3 x Main Units
1x After Hour Unit

CHILLERS YORK

2 x Screw Chillers

DIESEL FIRE PUMP MOTOR

The Supplier shall arrange to have the Diesel Fire Pump motor located on the 11th Floor, to be serviced by an approved agent twice annually, during the months of August and March.

DIESEL GENERATOR SET

The Supplier shall arrange that the Detroit Diesel Generator set (Motor and Generator complete), located in the Basement be serviced by an approved agent twice annually during the months of August and March. The Supplier must submit reports and recommendations of the state of the equipment and the current availability of spare parts.

A **minor service** for a generator set (genset)

Refresh essential fluids and filters, test safety systems, and repair minor issues before they cause a critical failure during a power outage.

A **major service** for a generator set (genset)

Refresh essential fluids and filters, test safety systems, and repair minor issues, calibration, heavy filtration changes, safety mechanism testing, and deep-cleaning the engine and alternator to guarantee long-term reliability.

VIBRATION READINGS

Vibration Readings to be carried out on the following equipment: 3 x Main Chillers, Pumps and Main Plant Fans.

PNEUMATIC CONTROLS MAINTENANCE.

WEEKLY MAINTENANCE:

Main Plant static readings are to be recorded and logged as per plant parameters.

OPERATION OF THE FULL AIR CONDITIONING PLANT

The Supplier shall submit a fixed price for the operation of the full air conditioning system as installed at the Civic Centre. The price shall include for the day to day running of the plant including the prescribed daily, weekly and monthly schedules and attend to complaints via the Council's current complaints procedure (SAP Notifications). The Supplier shall repair faults that may occur on all floors after hours if required; all arrangements to carry out such work will be in conjunction with the Mechanical Superintendent or his representative.

It is also expected that the Supplier would provide an operator to monitor the plant after normal working hours, including weekends, in the event of functions in the building.

The Supplier is expected to provide stand-by staff on a roster basis for any type of break-down that could occur. The Supplier is expected to respond immediately to any faults or break-downs on being notified by the Council's Emergency Control Centre of the occurrence and shall ensure that provision is made for call-outs during normal working hours including Saturdays and Sundays.

Daily attendance, including after-hours work, shall be duly recorded via the Council's existing time clock system and timecards are to be submitted to the Facilities Management Mechanical Superintendent or his representative. The Mechanical Superintendent or his representative will monitor all work, and payment will be made on the basis of the actual amount of labour utilized at the tendered rates as itemized in the Schedule of Quantities.

The Supplier is expected to familiarize himself with the demands of the plant and level of skill required, and operators must be fully capable of operating the plant via the Building Management System Computer.

Take note that this operation would require a supervisor with a minimum NQF level 5 or higher in an electrical or mechanical qualification, relevant qualified artisans and their assistants and also operators and labourers and is

for every working day of the year.

WATER AND OTHER TANKS

1. Toilet flush tank x1 (Tower Block roof)
2. Domestic water tank x1 (Tower Block roof)
3. Flush tank x1 (11^M floor Tower Block)
4. Fresh water break tanks x2 (11^M floor Tower Block)
5. Flush tank MECNO5 x1 (11^M floor Tower Block)
6. Fresh water tank x1 (11th floor Tower Block)
7. Make-up tanks x3 (Tower Block roof)
8. Diesel tank x1(ground floor foyer B)

DEFINITIONS

Work Allocation – The term **Work Allocation** is the formal process by which the client distributes specific repair, maintenance, or installation tasks to the contracted HVAC service provider over the lifecycle of the agreement.

TRADE NAMES OR PROPRIETARY PRODUCTS

Suppliers/Suppliers must note that wherever this document refers to any particular trademark, name, patent, design, type, specific origin or producer, such reference shall be deemed to be accompanied by the words “or equivalent”.

EMPLOYMENT OF SECURITY PERSONNEL

All security staff employed by the Supplier on behalf of the CCT or at any CCT property must be registered with Private Security Industry Regulatory Authority (PSiRA). Proof of such registration must be made available to the CCT or its agent, upon request.

FORMS FOR CONTRACT ADMINISTRATION

The Supplier shall complete, sign and submit with each invoice, the following:

- a) Monthly Project Labour Report (described below)

The Monthly Project Labour Report must include details of all labour (including that of sub-supplier s) that are South African citizens earning less than **R0** per day, as adjusted from time to time (excluding any benefits), who are employed on a temporary or contract basis on this contract in the month in question.

In addition to the Monthly Project Labour Report the Supplier shall simultaneously furnish the CCT's Agent with copies of the employment contracts entered into with such labour, together with certified copies of identification documents, proof of attendance in the form of attendance registers or timesheets as well as evidence of payments to such labour in the form of copies of payslips or payroll runs. If the worker is paid in cash or by cheque, this information must be recorded on the envelope, and the worker must acknowledge receipt of payment by signing for it and proof of such acknowledgement shall be furnished to the CCT's Agent.

C.6 SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract, referring to the National Treasury – Conditions of Contract (revised July 2010), are applicable to this agreement.

1. Definitions

Insert new clause 1.1A with the following:

- 1.1A “Commencement Date” means the date the Supplier confirms receipt from the Purchaser of 1 (one) complete, signed copy of the Contract, the *Schedule of Deviations* (if any).
- 1.1B “Conditions of Contract” means the general conditions of contract and special conditions of contract including all other contract data incorporated by reference.

Delete Clause 1.15 and substitute with the following

- 1.15 The word ‘Goods’ is to be replaced everywhere it occurs in the GCC with the phrase ‘Goods and / or Services’ which means all of the equipment, machinery, materials, services, products, consumables, etc. that the Supplier is required to deliver to the Purchaser under the agreement. This definition shall also be applicable, as the context requires, anywhere where the words “supplies” and “services” occurs in the GCC.

Delete Clause 1.19 and substitute with the following

- 1.19 The word ‘Order’ is to be replaced everywhere it occurs in the GCC with the words ‘Purchase Order’ which means the official purchase order authorised and released on the Purchaser’s SAP System.

Delete Clause 1.21 and substitute with the following:

- 1.21 ‘Purchaser’ means the City of Cape Town. The address of the Purchaser is 12 Hertzog Boulevard, Cape Town, 8001 (chosen domicilium citandi et executandi).

Add the following after Clause 1.25:

- 1.26 ‘Supplier’ means the provider of Goods and / or Services with whom the Contract is concluded also referred to as “supplier” in the GCC.
- 1.27 "Intellectual Property" means any and all intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents, trademarks, registered designs and domain names, applications for any of the foregoing, trade or business names, copyright and rights in the nature of copyright, design rights, rights in databases, know-how, trade secrets and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures and particulars of customers, marketing methods and procedures and advertising literature, including the "look and feel" of any websites
- 1.28 “Working Day” means Monday to Friday excluding weekends and Public Holidays (in the Republic of South Africa).

3. General Obligations

Delete Clause 3.2 in its entirety and replace with the following clauses.

- 3.2 The Parties will be liable to each other arising out of or in connection with any breach of the obligations detailed or implied in this contract, subject to clause 28.
- 3.3 If the Supplier is a joint venture, all parties in a joint venture or consortium shall be jointly and severally liable to the Purchaser in terms of the Contract and shall carry individually the minimum levels of insurance stated in the Contract, if any.

- 3.4 The Parties shall comply with all laws, regulations and bylaws of local or other authorities having jurisdiction regarding the Delivery of the Goods and/or Services and give all notices and pay all charges required by such authorities.
- 3.4.1 The Parties agree that this Contract shall also be subject to the CCT's Supply Chain Management Policy ("SCM Policy") that was applicable on the date the bid was advertised as amended from time to time. If the Purchaser adopts a new SCM Policy which contemplates that any clause therein would apply to the Contract emanating from this tender, such clause shall also be applicable to the Contract. Please refer to this document contained on the CCT's website.
- 3.4.2 Abuse of the supply chain management system is not permitted and may result in termination of the Contract, restriction of the Supplier, and/or the exercise by the CCT of any other remedies available to it as described in the SCM Policy or in law.
- 3.5 The Supplier shall:
- 3.5.1 Arrange for the documents listed below to be provided to the Purchaser prior to the issuing of the Purchase Order by the Purchaser and no later than the periods as set out in the Contract:
- a) Proof of Insurance (Refer to Clause 11) or Insurance Broker's Warrantee,
 - b) Letter of good standing from the Compensation Commissioner, or a licensed compensation insurer (Refer to Clause 11),
 - c) Initial delivery programme, and
 - d) Agreed Quotation in-line with the specification.
- 3.5.2 Only when notified of the acceptance of the bid on the Date of Commencement of Contract, the Supplier shall commence with and carry out the Delivery of the Goods and/or Services in accordance with the Contract, to the satisfaction, of the Purchaser.
- 3.5.3 Provide all of the necessary materials, labour, plant and equipment required for the delivery of the Goods and/or Services including any temporary services that may be required.
- 3.5.4 Insure his workmen and employees against death or injury arising out of the delivery of the Goods.
- 3.5.5 Be continuously represented during the Delivery of the Goods and/or Services by a competent representative duly authorised to execute instructions.
- 3.5.6 In the event of a loss resulting in a claim against the insurance policies stated in clause 11, pay the first amount (excess) as required by the insurance policy.
- 3.5.7 Comply with all written instructions from the Purchaser subject to clause 18.
- 3.5.8 Complete and Deliver the goods within the period stated in clause 10, or any extensions thereof in terms of clause 21.
- 3.5.9 Make good at his own expense, all incomplete and defective Goods during the warranty period.
- 3.5.10 Pay to the Purchaser any penalty for delay as due on demand by the Purchaser. The Supplier hereby consents to such amounts being deducted from any payment due to the Supplier.
- 3.5.11 Comply with the provisions of the OHAS Act & all relevant regulations.
- 3.5.12 Comply with all laws relating to wages and conditions generally governing the employment of labour in the Cape Town area and any applicable Bargaining Council agreements.
- 3.5.13 Deliver the Goods in accordance with the Contract and with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.
- 3.6 The Purchaser shall:
- 3.6.1 Issue Purchaser Orders for the Goods and/or Services required under this Contract. No liability for payment will ensue for arising out of the Delivery of the Goods and/or Services, unless a Purchase Order has been issued to the Supplier.

- 3.6.2 Make payment to the Supplier for the Goods and/or Services as set out herein.
- 3.6.3 Take possession of the Goods and /or Services upon Delivery by the Supplier.
- 3.6.4 Regularly inspect the Goods to establish that it is being delivered in compliance with the Contract.
- 3.6.5 Give any instructions and/or explanations and/or variations to the Supplier including any relevant advice to assist the Supplier to understand the Contract.
- 3.6.6 Grant or refuse any extension of time requested by the Supplier of the period stated in clause 10.
- 3.6.7 Inspect the Goods and/or Services to determine if, in the opinion of the Purchaser, it has been delivered in compliance with the Contract, alternatively in such a state that it can be properly used for the purpose for which it was intended.
- 3.6.8 Brief the Supplier and issue all documents, information, etc. in accordance with the contract.

5. Use of contract documents and information; inspection, copyright, confidentiality, etc.

Add the following after clause 5.4:

- 5.5 Copyright of all documents prepared by the Supplier in accordance with the relevant provisions of the Copyright Act (Act 98 of 1978) relating to the Contract shall be vested in the Purchaser. Where copyright is vested in the Supplier, the Purchaser shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the agreement and need not obtain the Supplier's permission to copy it for such use. Where copyright is vested in the Purchaser, the Supplier shall not be liable in any way for the use of any of the information other than as originally intended in terms of the agreement and the Purchaser hereby indemnifies the Supplier against any claim which may be made against it by any person / entity, arising from the use of such documentation for other purposes.

The ownership of data and factual information collected by the Supplier and paid for by the Purchaser shall, after payment, vest with the Purchaser.

- 5.6 **Publicity and publication**
The Supplier shall not release public or media statements or publish material related to the services or agreement within two (2) years of Delivery of the Goods, without the written approval of the Purchaser, which approval shall not be unreasonably withheld.
- 5.7 **Confidentiality**
Both Parties shall keep all information obtained by them in the context of the agreement, confidential and shall not divulge it without the written approval of the other Party.
- 5.8 **Intellectual Property**
 - 5.8.1 The Supplier acknowledges that it shall not acquire any right, title or interest in or to the Intellectual Property of the Purchaser.
 - 5.8.2 The Supplier hereby assigns to the Purchaser, all Intellectual Property created, developed or otherwise brought into existence by it for the purposes of the agreement, unless the Parties expressly agree otherwise in writing.
 - 5.8.3 The Supplier shall, and warrants that it shall:
 - 5.8.3.1 Not be entitled to use the Purchaser's Intellectual Property for any purpose other than as contemplated in the agreement;
 - 5.8.3.2 not modify, add to, change or alter the Purchaser's Intellectual Property, or any information or data related thereto, nor may the Supplier produce any product as a result of, including and/or arising from any such information, data and Intellectual Property, and in the event that it does produce any such product, the product shall be, and be deemed in law to be, owned by the Purchaser;

- 5.8.3.3 Not apply for or obtain registration of any domain name, trademark or design which is similar to any Intellectual Property of the Purchaser;
- 5.8.3.4 Comply with all reasonable directions or instructions given to it by the Purchaser in relation to the form and manner of use of the CCT Intellectual Property, including without limitation, any brand guidelines which the Purchaser may provide to the Supplier from time to time;
- 5.8.3.5 Ensure that its employees, directors, members and supplier s comply strictly with the provisions of this Clause 5.5.8.4 above unless the Purchaser expressly agrees to the contrary, in writing and only after obtaining due internal authority for such agreement.
- 5.8.4 The Supplier represents and warrants to the Purchaser that, in providing Goods and/or Services for the duration of the agreement it will not infringe or make unauthorised use of the Intellectual Property rights of any third party and hereby indemnifies the Purchaser from any claims, liability, loss, damages, costs, and expenses arising from the infringement or unauthorised use by the Supplier of any third party's Intellectual Property rights.
- 5.8.5 Upon expiry of the contract period and in the event that the Contract is terminated, ended or is declared void, any and all of the Purchaser's Intellectual Property, and any and all information and data related thereto, shall be immediately handed over to the Purchaser by the Supplier and no copies thereof shall be retained by the Supplier unless the Purchaser expressly and in writing, after obtaining due internal authority, agrees otherwise.

Add the following after clause 5.8:

5.9 Protection of Personal Information Act of 2013

By submitting a tender to the Purchaser, (and by concluding any ensuing related agreement with the City of Cape Town, if applicable), the Supplier thereby acknowledges and unconditionally agrees:

- 5.9.1 that the supplier has been informed of the purpose of the collection and processing of its personal information as defined in the Protection of Personal Information Act of 2013 ("POPIA"), which, for the avoidance of doubt is for, and in relation to, the tender process and the negotiation, conclusion, performance and enforcement of the ensuing agreement, if applicable, as well as for the City of Cape Town's reporting purposes;
- 5.9.2 to the collection and processing of the supplier's personal information by the City of Cape Town and agrees to make available to the City of Cape Town, all information reasonably required by the City of Cape Town for the above purposes;
- 5.9.3 that the personal information the City of Cape Town collects from the supplier or about the supplier may be further processed for other activities and/or purposes which are lawful, reasonable, relevant and not excessive in relation to the purposes set out above, for which it was originally collected;
- 5.9.4 that, the supplier indemnifies the City of Cape Town and its officials, employees, and directors and undertakes to keep the City of Cape Town and its officials, employees, and directors indemnified in respect of any claim, loss, demands, liability, costs and expenses of whatsoever nature which may be made against the City of Cape Town (including the costs incurred in defending or contesting any such claim) in relation to the supplier or the supplier's employees', representatives' and/or sub-Suppliers' non-compliance with POPIA and/or the City of Cape Town's failure to obtain the supplier's consent or to notify the supplier of the reason for the processing of the supplier's personal information;
- 5.9.5 to the disclosure of the supplier's personal information by the City of Cape Town to any third party, where the City of Cape Town has a legal or contractual obligation to disclose such personal information to the third party (or a legitimate interest exists therein);
- 5.9.6 that, under POPIA, the supplier may request to access, confirm, request the correction, destruction, or deletion of, or request a description of, personal information held by the City of Cape Town in relation to you, subject to applicable law; and

that under POPIA, subject to applicable law, the supplier also has the right to be notified of a personal information breach and the right to object to, or restrict, the City of Cape Town's processing of its personal information.

5.10 **PERFORMANCE MONITORING**

5.10.1 As required by section 116(2)(b) of the Local Government: Municipal Financial Management Act 56 of 2003, the CCT shall monitor the performance of the Supplier on at least a monthly basis, and the Supplier agrees to provide the CCT with its full cooperation in this regard.

7. Performance Security – (NOT APPLICABLE)

Delete clause 7.1 and replace with the following:

7.1 Within 14 (fourteen) days of Commencement Date the Supplier shall furnish to the Purchaser the performance security: (Not Applicable)

7.1.1 For the Guarantee Sum equal to **Zero Rand (R0.00) IN ACCORDANCE WITH THE REQUIREMENTS OF THE SCM POLICY]** being 0% percent of the individual Works Project or such other applicable amount. (Not Applicable)

7.1.2 The Performance Security/Guarantee furnished shall be issued by an Approved Financial Institution listed in the Pro Forma Performance Security/Guarantee as at [February 2026] (being institutions approved for issue of contract guarantees by the Purchaser). (Not Applicable)

Delete clause 7.3 and replace with the following:

7.3 The performance security shall be furnished strictly in accordance with the terms and conditions set out in Form of Performance Security/ Guarantee.

Delete clause 7.4 and replace with the following:

7.4 The performance security will be discharged by the Purchaser and returned to the Supplier strictly in accordance with the terms and conditions set out in the Performance Security/ Guarantee.

8. Inspections, tests and analyses

Delete Clause 8.2 and substitute with the following:

8.2 If it is a bid condition that Goods and/or Services to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or Supplier shall be open, at all reasonable hours, for inspection by a representative of the Purchaser or an organisation acting on behalf of the Purchaser.

10. Delivery and documents

Delete clauses 10.1 and 10.2 and replace with the following:

10.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified in the contract. The time for Delivery of the goods shall be the date as stated on the Purchase Order. In the case of agreements for Delivery of goods in terms of framework or panel agreements, Purchase Orders for the supply and delivery of goods may be raised up until the expiry of a framework or panel agreement, provided that the goods can be delivered within 30 (thirty) days of expiry of the framework or panel agreement. In this context, the “goods” does not include services and carries its ordinary meaning. All Purchase Orders other than for the supply and Delivery of goods (i.e. supply of services, professional services or constructions works), must be completed prior to the expiry of the contract period.

10.2 The Purchaser shall determine, in its sole discretion, whether the Goods and/or Services have been delivered in compliance with the Contract, alternatively in such a state that it can be properly used for the purpose for which it was intended. When the Purchaser determines that the Goods and/or Services have been satisfactorily delivered, the Purchaser must issue an appropriate certification, or written approval, to that effect. Invoicing may only occur, and must be dated, on or after the date of such written acceptance of the Goods.

11. Insurance

Add the following after clause 11.1:

11.2 Without limiting the obligations of the Supplier in terms of this Contract, the Supplier shall effect and maintain the following additional insurances:

11.2.1 Public liability insurances, in the name of the Supplier, covering the Supplier and the Purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract, in an amount not less than **[R20 million]** for any single claim;

11.2.2 Motor Vehicle Liability Insurance, in respect of all vehicles owned and / or leased by the Supplier, comprising (as a minimum) “Balance of Third Party” Risks including Passenger Liability Indemnity;

11.2.3 Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the Supplier’s broker or the insurance company itself (see the Pro Forma Insurance Broker’s Warranty).

[11.2.4 In the case of Contracts for delivery of professional services, Professional indemnity insurance providing cover in an amount of not less than **[R0 million]** in respect of each and every claim during the contract period. **(Not Applicable)**

11.2.5 In the event of under insurance or the insurer’s repudiation of any claim for whatever reason, the Purchaser will retain its right of recourse against the Supplier.

11.3 The Supplier shall be obliged to furnish the Purchaser with proof of such insurance as the Purchaser may require from time to time for the duration of this Contract. Evidence that the insurances have been effected in terms of this clause, shall be either in the form of an insurance broker’s warranty worded precisely as per the pro forma version contained in the Pro forma Insurance Broker’s Warranty or copies of the insurance policies.

15. Warranty

Add to Clause 15.2:

15.2 The warranty for this Contract shall remain valid for various timeframes from date of Delivery of the Goods and/or Services as per the table below.

Service Type	Scope of Coverage	Typical Timeframe	Key Conditions & Exclusions
Repairs	Components replaced, including labour	Minimum of 6 Months, or as specified by the Original Equipment Manufacturer (OEM), whichever is greater. Where the OEM warranty period exceeds 6 Months, the OEM warranty shall apply and vice versa.	Applies only to repaired parts; does not cover the rest of the system
New Installation	Equipment and Labour	Minimum of 12 Months, or as specified by the Original Equipment Manufacturer (OEM), whichever is greater. Where the OEM warranty period exceeds 6 Months, the OEM warranty shall apply and vice versa.	Applies to the new system installed
Maintenance	Performance guarantee of work done	Minimum of 6 Months, or as specified by the Original Equipment Manufacturer (OEM), whichever is greater. Where the OEM warranty period exceeds 6 Months, the OEM warranty shall apply and vice versa.	Does not guarantee against future unrelated equipment failures.

16. Payment

Delete Clause 16.1 in its entirety and replace with the following:

16.1 Payment of invoices will be made:

16.1.1 Within 30 (thirty) days of receiving the relevant invoice or statement from the Supplier, unless otherwise prescribed for certain categories of expenditure or specific contractual requirements in accordance with any other applicable policies of the Purchaser.

16.1.2 Notwithstanding anything contained above, the Purchaser shall not be liable for payment of any invoice that pre-dates the date of delivery of any Goods and/or Services.

Delete Clause 16.2 in its entirety and replace with the following:

16.2 The Supplier shall furnish the purchaser's Accounts Payable Department with an original tax invoice, clearly showing the amount due in respect of each and every claim for payment.

Add the following after clause 16.4

16.5 Notwithstanding any amount stated on the Purchase Order, the Supplier shall only be entitled to payment for Goods and/or Services actually delivered in terms of the Specification and Drawings, or any variations thereof made in accordance with clause 18. Any contingency sum included shall be for the sole use, and at the discretion, of the Purchaser.

16.6 The Purchaser will only make advanced payments to the Supplier in strict compliance with the terms and conditions as contained in the Pro forma Advanced Payment Guarantee and only once the authenticity of such guarantee has been verified by the Purchaser's Treasury Department.

16.6.1 The Advance Payment Schedule applicable to this Contract is set out below. The items of plant and materials which have been identified by the Purchaser as being suitable for advance payment in terms of this Contract are listed in the table below, and for which the Purchaser is prepared to make advance payment to the Supplier, subject to the conditions below. Should an item or items be added to the list at tender stage by a supplier, no obligation to advance payment shall be incurred by the Purchaser, for such items added by the supplier except as provided for herein.

Plant and materials which have been manufactured and are stored by the supplier	Plant and materials yet to be manufactured and for which a deposit with order is required from the supplier by a third party manufacturer/supplier, and which may be stored by the supplier:
Not Applicable	Not Applicable

16.6.2 The Supplier can only rely on advance payment being permitted by the Purchaser in respect of the plant and materials listed in the table above. The Purchaser may, however, permit advance payment for other plant and materials in exceptional circumstances and at its sole discretion, during the course of the Contract, and upon reasonable request from the Supplier.

16.6.3 Advance payment for the purposes of deposits will only be provided up to a limit of **0%** of the value of any one item being claimed.

16.6.4 The Supplier shall provide the Purchaser with documentary evidence of the terms and conditions for which a deposit with order is required by a third party manufacturer/supplier, together with the advance payment guarantee.

16.6.5 The Supplier will also be permitted to obtain advance payment for the balance of the value of the plant and materials in respect of which he has paid a deposit, for an item which after manufacture is stored by the Supplier. The Supplier shall, in respect of such payment, provide an advance payment guarantee, either for such balance or, if the advance payment guarantee in respect of the deposit is to be returned by the Purchaser upon request, for the whole value of the item.

17. Prices

Add the following after clause 17.1

17.2 If as a result of an award of a contract beyond the original tender validity period, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then the contract may be subject to contract price adjustment for that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Purchaser delegated authority if such was not included in the bid documents.

17.3 If as a result of any extension of time granted, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then contract price adjustment may apply to that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Director: Supply Chain Management if such was not included in the bid documents.

17.4 The prices for the goods and/or Services delivered and services performed shall be subject to contract price adjustment in terms of **Schedule F.1 Contract Price Adjustment** and/or Rate of Exchange Variations and the following conditions will be applicable:

18. Contract Amendments

Delete the heading of clause 18 and replace with the following:

18. Contract Amendments and Variations

Add the following to clause 18.1:

Variations means changes to the Goods and/or Services, extension of the contract period or increases in the value of the Contract as a result of written instructions issued by the Purchaser to the Supplier. Such changes are subject to prior approval by the Purchaser's delegated authority. Should the Supplier deliver any Goods not described in a written instruction from the Purchaser, the Purchaser's liability for payment shall no arise until such time as the change has been duly approved and such approval communicated to the Purchaser.

20. Subcontracts

Add the following after clause 20.1:

20.2 The Supplier shall be liable for the acts, defaults and negligence of any sub supplier, his agents or employees as fully as if they were the acts, defaults or negligence of the Supplier.

20.3 Any appointment of a sub supplier shall not amount to a contract between the Purchaser and the sub supplier, or a responsibility or liability on the part of the Purchaser to the sub supplier and shall not relieve the Supplier from any liability or obligation under the Contract.

21. Delays in the supplier's performance

Delete Clause 21.2 in its entirety and replace with the following:

21.2 If at any time during the performance of obligations contained in the Contract the Supplier or its sub supplier s should encounter conditions beyond their reasonable control which impede the timely delivery of the Goods and/or Services, the Supplier shall notify the Purchaser in writing, within 7 (seven) days of first having become aware of these conditions, of the facts of the delay, its cause(s) and its probable duration. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at his discretion extend the time for Delivery.

Where additional time is granted, the Purchaser shall also determine whether or not the Supplier is entitled to payment for additional costs in respect thereof. The principle to be applied in this regard is that where the Purchaser or any of its agents are responsible for the delay, reasonable costs shall be paid. In respect of delays that were beyond the reasonable control of both the Supplier and the Purchaser, additional time

only (no costs) will be granted.

The Purchaser shall notify the Supplier in writing of his decision(s) in the above regard.

21.3 No provision in this Contract shall be deemed to prohibit the obtaining of Goods and/or Services from a national department, provincial department, or a local authority.

22. Penalties

Delete clause 22.1 and replace with the following:

22.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods and/or Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from amounts payable, as a penalty, a sum as stated herein for each delay until actual Delivery or performance is achieved.

The penalty applications will be as per the table below:

Penalty Type	Details & Trigger Event	Calculation / Amount
Late Practical Completion	Contractor misses the agreed-upon date for overall project completion.	0.5% of the total Purchase Order per calendar day
Response Time Breach	Contractor fails to arrive on-site within 24 hours of a logged urgent repair call.	R1 500.00 per hour late
Response Time Breach specifically to Data Centres	Contractor fails to arrive on-site within 1 hour of a logged urgent repair call.	R5000.00 per hour late
Late Repair Resolution	Contractor fails to resolve the breakdown within the agreed turnaround time	R2 500.00 per day until the system is fully operational
Maintenance Delay	Contractor fails to perform scheduled preventative maintenance visits within the designated calendar month	1% of the total Purchase Order per calendar day (capped at 30%).
Unapproved Authorised Agent	Contractor appoints an Unauthorised Agent.	Flat rate penalty R20,000 per unauthorized Agent.
Safety & PPE Violations	On-site technicians fail to wear proper safety gear or follow site environmental rules.	R2,500 per individual infraction per day.

22.2 The Purchaser shall, without prejudice to its other remedies under the contract, deduct from amounts payable, financial penalties as contained on the Preference Schedule for breaches of the conditions upon which preference points were awarded.

23. Termination for default

Delete the heading of clause 23 and replace with the following:

23. Termination

Add the following to the end of clause 23.1:

If the Supplier fails to remedy the breach in terms of such notice.

Add the following after clause 23.7:

23.8 In addition to the grounds for termination due to default by the Supplier, the Contract may also be terminated:

23.8.1 Upon the death of the Supplier who was a Sole Proprietor, or a sole member of a Close Corporation, in which case the contract will terminate forthwith.

23.8.2 If the Parties, by mutual agreement, terminate the Contract.

23.8.3 If a material irregularity vitiates the procurement process leading to the conclusion of the Contract, rendering the procurement process and the conclusion of the resulting Contract unfair, inequitable, non-transparent, uncompetitive or not cost-effective the Contract may be terminated by the Purchaser (upon conclusion of applicable processes by the City Manager as described in the Purchaser's SCM Policy).

23.8.4 Reputational risk or harm to the Purchaser

The Purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, may terminate the contract if the implementation of the contract may result in reputational risk or harm to the Purchaser as a result of (inter alia):

- a) reports of poor governance and/or unethical behaviour;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the Purchaser
- d) negative social media reports;
- e) adverse assurance (e.g. due diligence) report outcomes; or
- f) circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53), where the person is or was negatively implicated in any SCM irregularity.

By or in relation to the Supplier, the Contract may be terminated by the Purchaser after providing notice to the Supplier.

23.9 If the Contract is terminated in terms of clause 23.8, all obligations that were due and enforceable prior to the date of the termination, must be performed by the relevant Party.

26. Termination for insolvency

Delete clause 26.1 and replace with the following:

- 26.1 In the event of the Supplier becoming bankrupt or otherwise insolvent the Purchaser may elect to:
- 26.1.1 At any time, terminate the Contract by giving written notice to the Supplier; or
- 26.1.2 Accept a Supplier's proposal (via the liquidator) to render delivery utilising the appropriate contractual mechanisms or takes steps to ensure its rights are protected and any negative impact on service delivery is mitigated.
- 26.2 In the event of the Purchaser electing to cancel the Contract in accordance with clause 26.1.1 above, the Purchaser shall make payment of all verified and signed off invoices. In the event of there being any dispute in respect of any outstanding invoices such dispute shall be dealt with in accordance with the dispute resolution mechanism in the Contract.

27. Settlement of Disputes

Amend clause 27.1 as follows:

- 27.1 If any dispute or difference of any kind whatsoever, with the exception of termination in terms of clause 23 arises between the Purchaser and the Supplier in connection with or arising out of the Contract, the Parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

Delete Clause 27.2 in its entirety and replace with the following:

- 27.2 Should the Parties fail to resolve any dispute by way of mutual consultation, either party shall be entitled to refer the matter for mediation before an independent and impartial person appointed by the City Manager in accordance with Regulation 50(1) of the Local Government: Municipal Finance Management Act, 56 of 2003 – Municipal Supply Chain Management Regulations (Notice 868 of 2005). Such referral shall be done by either party giving written notice to the other of its intention to commence with mediation. No mediation may be commenced unless such notice is given to the other party.

Irrespective whether the mediation resolves the dispute, the Parties shall bear their own costs concerning the mediation and share the costs of the mediator and related costs equally.

The mediator shall agree the procedures, representation and dates for the mediation process with the Parties. The mediator may meet the Parties together or individually to enable a settlement.

Where the Parties reach settlement of the dispute or any part thereof, the mediator shall record such agreement and on signing thereof by the Parties the agreement shall be final and binding.

Save for reference to any portion of any settlement or decision which has been agreed to be final and binding on the Parties, no reference shall be made by or on behalf of either party in any subsequent court proceedings, to any outcome of an amicable settlement by mutual consultation, or the fact that any particular evidence was given, or to any submission, statement or admission made in the course of amicable settlement by mutual consultation or mediation.

28. Limitation of Liability

Delete clause 28.1 (a) and (b) and replace with the following:

- (a) notwithstanding any provision to the contrary contained in this contract, neither the supplier nor any of its officers, directors, employees, agents supplier s, consultants or other representatives shall be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect, incidental, special or consequential loss or damage of any kind, including without limitation the loss of use, loss of production, or loss of profits or interest costs, loss of goodwill, lost or damaged data or software, costs of substitute products/services and/or loss of business or business opportunities (whether foreseeable or unforeseeable), provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser;
- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the sums insured in terms of clause 11 in respect of insurable events, or where no such amounts are stated, to an amount equal to twice the Contract price, provided

that this limitation shall not apply to the cost of repairing or replacing defective equipment.

Add the following after clause 28.1:

28.2 Without detracting from, and in addition to, any of the other indemnities in this Contract, the Supplier shall be solely liable for and hereby indemnifies and holds harmless the Purchaser against all claims, charges, damages, costs, actions, liability, demands and/or proceedings and expense in connection with:

- a) personal injury or loss of life to any individual;
- b) loss of or damage to property;

arising from, out of, or in connection with the performance by the Supplier in terms of this Contract, save to the extent caused by the gross negligence or wilful misconduct of the Purchaser.

28.3 The Supplier and/or its employees, agents, concessionaires, suppliers, sub-supplier s or customers shall not have any claim of any nature against the purchaser for any loss, damage, injury or death which any of them may directly or indirectly suffer, whether or not such loss, damages, injury or death is caused through negligence of the Purchaser or its agents or employees.

28.4 Notwithstanding anything to the contrary contained in this Contract, under no circumstances whatsoever, including as a result of its negligent (including grossly negligent) acts or omissions or those of its servants, agents or supplier s or other persons for whom in law it may be liable, shall any party or its servants (in whose favour this constitutes a *stipulatio alteri*) be liable for any indirect, extrinsic, special, penal, punitive, exemplary or consequential loss or damage of any kind whatsoever, whether or not the loss was actually foreseen or reasonably foreseeable), sustained by the other party, its directors and/or servants, including but not limited to any loss of profits, loss of operation time, corruption or loss of information and/or loss of contracts.

28.5 Each party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amounts payable.

31. Notices

Delete clauses 31.1 and 31.2 and replace with the following:

31.1 Any notice, request, consent, approvals or other communications made between the Parties pursuant to the Contract shall be in writing and forwarded to the addresses specified in the Contract and may be given as set out hereunder and shall be deemed to have been received when:

- a) hand delivered – on the day delivery of delivery or the next Working Day,
- b) sent by registered mail – five (5) Working Days after mailing,
- c) sent by email or telefax – one (1) Working Day after transmission.

32. Taxes and Duties

Delete the final sentence of 32.3 and replace with the following:

. In this regard, it is the responsibility of the Supplier to submit evidence in the form of a valid Tax Compliance Status PIN issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender.

Add the following after clause 32.3:

32.4 The VAT registration number of the CCT is 4500193497.

ADDITIONAL CONDITIONS OF CONTRACT

Add the following Clause after Clause 34:

35. Reporting Obligations

35.1 The Supplier shall complete, sign and submit with each delivery note, all the documents as required in the Specifications including Monthly Project Labour Reports (Annexure B). Any failure in this regard may result in a delay in the processing of payments.

35.2 **Work Allocation** during the contract period will be divided into various categories and must adhere to the following processes.

UNPLANNED MAINTENANCE

Unplanned maintenance constitutes as unforeseen incidents and where immediate reactive action is required when the incident occurs. Incidents under this category can be classified as: • normal and emergency breakdown of infrastructure, systems and sub-systems which were unforeseen or unknown to the user prior the breakdown; • damage to structure, infrastructure and or; • loss of supply, basic services as a result of unforeseen failure which required immediate remedial attention to restore services that supports operations. In the case of unplanned work, the line department will proceed with the normal works order process as described below

NORMAL BREAKDOWNS

Such maintenance is generally unplanned and requires action towards restoring an asset to its respective operational condition as a result of unforeseen failure. In the case of unplanned work, the line department will proceed with the normal works order process as described below

EMERGENCY BREAKDOWNS

Such maintenance is generally unplanned and deemed as reactive maintenance that requires action towards restoring an asset to its respective operational condition as a result of unforeseen failure and/or natural disaster that seriously affects the functioning of the asset as well as health and safety of the user. This type of breakdown should be understood in conjunction with the FM SOP as well as the SCM definition of an emergency. Due to the serious implications that could arise from the nature of above mentioned, such emergency breakdowns must be attended to immediately. The employer will request the service provider to make safe or perform the minimum amount of work to have the 24Hour facilities operational. The Contractors will be required to attend to emergencies over public holidays and weekend, whereafter the normal works process will follow

WORKS ORDER PROCESS

These procedures include the development of a Works Project contract document, applying the tendered rates in order to arrive at a financial offer, receiving the contractor's Works Project contract document, and allocating the Works Project to the contractor, on a "winner-takes-all" basis as follows: "whereby the work will always be offered and, if accepted, allocated to, the highest ranked tenderer ("the winner") in the framework contracts for that area and Works Project value range, and only if he refuses (or if his offer is non-responsive) will the work be offered to the next highest ranked tenderer". In terms of the foregoing, "the contractor" in the procedures below is the contractor under consideration (starting with "the winner") for allocation of the Works Project.

The procedures are summarised under the stages below, wherein the Employer (acting through his agent) shall

Stage 1: Employer prepares Works Project contract document and prices bills of quantities using the contractor's rates for the area and applicable Works Project value range

- a) select a Work Area within the area for the execution of the Works Project;
- b) prepare a Works Project contract document, including Bills of Quantities and Scope Work therein; and
- c) compile priced bills of quantities for the contractor appointed to the area, using his framework contract rates;

Note: The employer will allocate works projects on an ad-hoc basis and based on operational requirements. Further to this, the employer will undertake a review of the contractors ability execute multiple in progress projects (for all works projects ranges) based on compliance to turnaround times stipulated in these work allocation procedures as follows: - Confirming receipt of the Works Project Document (WPD) by responding to the client within 24 hours (2 working days) from receipt thereof

Attending the site clarification meeting on the date stipulated in the Works Project Document - Providing the completed WPD on the date stipulated or within a maximum of 5 working days of attending the site clarification meeting or no less than 2 days (As determined by the Project Manager based on the urgency of the project) including all required supporting documentation such as quotations, programmes (if applicable) and samples(if applicable).

The contractor may not be considered for the allocation of a work project if the Contract Manager receives a report of poor performance or finds the contractor non-compliant to the works order process described. Unless the Contract Manager deems otherwise. Only the alternative contractor will be invited to execute the work under consideration

If the Project Manager requests additions to the Scope of Work after the site clarification meeting an additional 24 hours (2 working days) will be added to the response time required.

Stage 2: Contractor collects copy of Works Project contract document and attends a Works Project meeting

- d) make available to the contractor a copy of the Works Project contract document with the Bills of Quantities priced by the Employer;
- e) simultaneously, invite the contractor to attend a compulsory Works Project meeting;
- f) conduct the Works Project meeting, including discussing any issues the contractor may have (this may result in changes being made to the Works Project contract document and it being re-issued); and
- g) receive any Refusal Notice from the contractor timeously after the meeting;

Stage 3: Contractor submits completed Works Project contract document and Employer allocates Works Project

- h) if the contractor who attended the Works Project meeting did not submit a refusal notice, request him to complete the Returnable Schedules, Form of Offer, Works Project Acceptance/Refusal Notice, etc. in the Works Project contract document and submit the completed document to the Employer; and
- i) test submission for completeness and allocate the Works Project to the contractor or, if his offer is non-responsive, repeat the processes in h) and i) with the contractor on the alternative panel with the next highest ranking.

Further details of the procedures under the above stages are given below.

Stage 1

As and when the Employer requires work to be executed in a Works Project under the framework contract, the Employer shall specify, inter alia, the nature, location(s), extent, scope of work, proposed programme and contract period for the work required, in a Works Project contract document comprising, as relevant, Work Allocation Procedures, Returnable Schedules, Agreements and Contract Data, Bills of Quantities and Scope of Work.

In the Bills of Quantities the Employer shall assign quantities to the work items relating to the specific Scope of Work in the Works Project. The assigned quantities shall be multiplied by the framework contract rates to constitute amounts that will be totalled to provide a financial offer for the contractor for this specific Works Project.

Stage 2

The Employer shall invite the contractor under consideration in the particular area to attend a compulsory **Works Project meeting** at a time and venue disclosed in writing by the Employer.

The Employer shall issue the invitation **three (3)** working days prior to the meeting date, and simultaneously make available to the contractor his individually priced Works Project contract document.

The Employer shall conduct the compulsory Works Project meeting on the date specified. The purpose of this meeting is to inform the contractor of the Scope of Work required in the Works Project. The meeting shall furthermore serve to answer any queries the contractor may have in respect of the required work, billed items and quantities, etc. (this may result in changes being made to the Works Project contract document and its being re-issued as in f) above). A contractor who fails to attend the compulsory Works Project meeting will be **excluded** from further participation in the Works Project allocation process.

Included in the Works Project contract document is a Works Project **Acceptance/Refusal** Notice requesting the contractor to state in writing whether he accepts/refuses the opportunity afforded to participate further in the work allocation procedure (i.e. that he is willing/not willing to undertake the work specified in the Scope of Work and Bills of Quantities and has/has not the necessary resources, available to complete the work within the required Works Project contract period should he be allocated the work). The contractor who refuses will be required to complete and return the Works Project Acceptance/Refusal Notice, either by fax or email, to the Employer within five (5) working days after the compulsory Works Project meeting.

Stage 3

The Works Project contract document shall be completed, signed and returned by the contractor to the Principal agent's offices no later than **five (5)** working days after the date of the compulsory Works Project meeting or after receipt thereof if changes thereto were required (refer to f) above).

The Employer will specify the proposed Works Project construction time period (time from the date specified for commencement with Works execution to Due Completion Date) for completing the specified Works in the Scope of Work in the Works Project contract document.

The submission of a fully completed and signed Works Project contract document is mandatory for the contractor who accepts, and the contractor may be requested by the Employer to complete and/or sign his submission, if necessary, should he have not already done so..

A contractor whose offer is non-responsive, or who failed to return the completed, signed Works Project contract document (the offer) within the time stated herein, will be excluded from further participation in the Works Project allocation process.

Acceptance of the contractor's offer takes place on the date the contractor (now Contractor in terms of the Contract) receives the City of Cape Town's official purchase order, such date being the Commencement Date of the Works Project contract.

Working days for these procedures are Mondays to Fridays and including weekends and public holidays.

C.7 GENERAL CONDITIONS OF CONTRACT

(National Treasury - General Conditions of Contract (revised July 2010))

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1 'Closing time' means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 'Contract' means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 'Contract price' means the price payable to the supplier under the contract for the full and proper performance of his or her contractual obligations.
- 1.4 'Corrupt practice' means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 'Countervailing duties' are imposed in cases in which an enterprise abroad is subsidised by its government and encouraged to market its products internationally.

- 1.6 'Country of origin' means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 'Day' means calendar day.
- 1.8 'Delivery' means delivery in compliance with the conditions of the contract or order.
- 1.9 'Delivery ex stock' means immediate delivery directly from stock actually on hand.
- 1.10 'Delivery into consignee's store or to his site' means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 'Dumping' occurs when a private enterprise abroad markets its goods on its own initiative in the RSA at lower prices than that of the country of origin, and which action has the potential to harm the local industries in the RSA.
- 1.12 'Force majeure' means an event beyond the control of the supplier, not involving the supplier's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 'Fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 'GCC' means the General Conditions of Contract.
- 1.15 'Goods' means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 'Imported content' means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his sub supplier s) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 'Local content' means that portion of the bidding price which is not included in the imported content, provided that local manufacture does take place.
- 1.18 'Manufacture' means the production of products in a factory using labour, materials, components and machinery, and includes other, related value-adding activities.
- 1.19 'Order' means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 'Project site', where applicable, means the place indicated in bidding documents.
- 1.21 'Purchaser' means the organisation purchasing the goods.
- 1.22 'Republic' means the Republic of South Africa.
- 1.23 'SCC' means the Special Conditions of Contract.

1.24 'Services' means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance, and other such obligations of the supplier covered under the contract.

1.25 'Written' or 'in writing' means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders, including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable, a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for the purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1, except for purposes of performing the contract.

5.3 Any document, other than the contract itself, mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the goods or any part thereof by the purchaser.

7. Performance Security

7.1 Within 30 (thirty) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in the SCC.

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 1.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser, and shall be in one of the following forms:
- a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - b) A cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than 30 (thirty) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in the SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or supplier shall be open, at all reasonable hours, for inspection by a representative of the Department or an organisation acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention of such is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier, who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of the GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in the SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in the SCC.

10.2 Documents to be submitted by the supplier are specified in the SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured, in a freely convertible currency, against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services (if any) specified in the SCC:

- (a) performance or supervision of on-site assembly, and/or commissioning of the supplied goods;
- (b) furnishing of tools required for the assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the Parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the Parties and shall not exceed the prevailing rates charged to other Parties by the supplier for similar services.

14. Spare parts

14.1 As specified in the SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications), or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for 12 (twelve) months after the goods, or any portion thereof, as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for 18 (eighteen) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in the SCC.

15.3 The purchaser shall notify the supplier promptly, in writing, of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in the SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in the SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in the SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of any other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than 30 (thirty) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in the SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices tendered by the supplier in his bid, with the exception of any price adjustments authorized in the SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract Amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the Parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during the performance of the contract, the supplier or its sub supplier (s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his or her discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the Parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure, outside of the contract, small quantities of supplies; or to have minor essential services executed if an emergency arises, or the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and, without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services, using the current prime interest rate, calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than 14 (fourteen) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated 14 (fourteen) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer/Authority will, at the discretion of the Accounting Officer/Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person is or was, in the opinion of the Accounting Officer/Authority, actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within 5 (five) working days of such imposition, furnish the National Treasury with the following information:
- (i) the name and address of the supplier and/or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction;
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period of not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction, and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidised import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall, on demand, be paid forthwith by the supplier to the State, or the State may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to supplies or services which he or she delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him or her.

25. Force majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if, and to the extent that, his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall notify the purchaser promptly, in writing, of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the Parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

27.2 If, after 30 (thirty) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the Parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due to the supplier.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6:

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the Parties shall also be written in English.

30. Applicable Law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in the SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail, and any other notice to him shall be posted by ordinary mail, to the address furnished in his bid or to the address notified later by him in writing; and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and Duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, licence fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, licence fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act, Act 89 of 1998, as amended, an agreement between or concerted practice by firms, or a decision by an association of firms, is prohibited if it is between Parties in a horizontal relationship and if a bidder(s) is/are or a supplier (s) was/were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or supplier (s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act, Act 89 of 1998.

34.3 If a bidder(s) or supplier (s) has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or supplier (s) from conducting business with the public sector for a period not exceeding 10 (ten) years and/or claim damages from the bidder(s) or supplier (s) concerned.

C.8 ANNEXURES

Annexure A – Pro Forma Insurance Broker’s Warranty



Letterhead of supplier’s Insurance Broker

Date _____

CCT
City Manager
Civic Centre
12 Hertzog Boulevard
Cape Town
8000

Dear Sir

TENDER NO.: 2023/24

TENDER DESCRIPTION:

NAME OF SUPPLIER: _____

I, the undersigned, do hereby confirm and warrant that all the insurances required in terms of the abovementioned contract have been issued and/or in the case of blanket/umbrella policies, have been endorsed to reflect the interests of the CCT with regard to the abovementioned contract, and that all the insurances and endorsements, etc., are all in accordance with the requirements of the contract.

I furthermore confirm that all premiums in the above regard have been paid.

Yours faithfully

Signed: _____

For: _____ (Supplier’s Insurance Broker)

MONTHLY PROJECT LABOUR REPORT



BENEFICIARY DETAILS AND WORK INFORMATION

CONTRACT OR WORKS PROJECT NUMBER:
--

Year	Month

Sheet		
1	of	

No.	(8) First name	(8) Surname	(8) ID number	(9) New Beneficiary (Y/N)	Gender (M/F)	Disabled (Y/N)	(10) Job seeker database (Y/N)	Contract start date (DDMMYY)	(11) Contract end date (DDMMYY)	(12) No. days worked this month (excl. training)	(13) Training days	(14) Rate of pay per day (R - c)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

0 0 R -

Declared by Contractor or Vendor to be true and correct:	Name	Signature
	Date	

Received by Employer's Agent / Representative:	Name	Signature
	Date	

Annexure C - Pro Forma Performance Security/ Guarantee

GUARANTEE PERFORMANCE SECURITY

Not Applicable

Annexure D - Pro Forma Advance Payment Guarantee

ADVANCE PAYMENT GUARANTEE

Not Applicable

Annexure F - Tender Returnable Documents

Schedule F.1: Contract Price Adjustment

13.1 Adjustment for Year 1

Rates will remain fixed for the first 12 months of the contract period unless 15 months or more have elapsed between the tender closing date to contract commencement, in which case an initial adjustment shall be applied at contract commencement. Refer to 13.1.1 below.

13.1.1 Adjustment prior to commencement due to delays in award

Rates will be adjusted for the period exceeding 15 months after tender closing and up to contract commencement.

The base month will be the calendar month prior to tender closing and the current month will be two months prior to commencement.

13.2 Adjustment for Year 2

CPAP for Year 2 will be calculated in month 12 based on current indices for month 10 and will be applicable for the next 12 months with the base month being the calendar month prior to the tender closing date.

13.3 Adjustment for Year 3

CPAP for Year 3 will be calculated in month 24 based on current indices for month 22 and will be applicable for the next 12 months with the base month being the calendar month prior to the tender closing date.

Contract Price Adjustment Provisions (CPAP) will be based on the STATS SA Statistical Release P0151.1

The principal agent shall calculate an adjustment amount for each valuation period in respect of each work group by the application of the formula:

$$A = 0.85 \times V (X_e X_o - 1)$$

Where: A = the adjustment amount

0.85 = a constant which provides for a 15% nonadjustable Element

V = the work value in such work group and the valuation period

X_e = the value of the index applicable to such work group and the valuation period for the calendar month during which the payment certificate is dated

X_o = the value of the index applicable to such work group for the base month

Schedule F.2: Certificate of Authority for Partnerships/ Joint Ventures/ Consortia

This schedule is to be completed if the tender is submitted by a partnership/joint venture/ consortium.

1. We, the undersigned, are submitting this tender offer as a partnership/ joint venture/ consortium and hereby authorize Mr/Ms _____, of the authorised entity _____, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting from it on the partnership/joint venture/ consortium’s behalf.

2. By signing this schedule the partners to the partnership/joint venture/ consortium:
 - 2.1 warrant that the tender submitted is in accordance with the main business and objectives of the partnership/joint venture/ consortium;
 - 2.2 agree that the CCT shall make all payments in terms of this Contract into the following bank account of the Lead Partner:
 Account Holder: _____
 Financial Institution: _____
 Branch Code: _____
 Account No.: _____
 - 2.3 agree that in the event that there is a change in the partnership/ joint venture/ consortium and/or should a dispute arise between the partnership/joint venture/ consortium partners, that the CCT shall continue to make any/all payments due and payable in terms of the Contract into the aforesaid bank account until such time as the CCT is presented with a Court Order or an original agreement (signed by each and every partner of the partnership/joint venture/ consortium) notifying the CCT of the details of the new bank account into which it is required to make payment.
 - 2.4 agree that they shall be jointly and severally liable to the CCT for the due and proper fulfilment by the successful supplier/supplier of its obligations in terms of the Contract as well as any damages suffered by the CCT as a result of breach by the successful supplier/supplier. The partnership/joint venture/ consortium partners hereby renounce the benefits of excursion and division.

SIGNED BY THE PARTNERS OF THE PARTNERSHIP/ JOINT VENTURE/ CONSORTIUM		
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....

Note: A copy of the Joint Venture Agreement shall be appended to *List of Other Documents Attached by Supplier Schedule*.

Schedule F.3: Declaration for Procurement above R10 million

If the value of the transaction is expected to exceed R10 million (VAT included) the supplier shall complete the following questionnaire, attach the necessary documents and sign this schedule:

1. Are you by law required to prepare annual financial statements for auditing? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, submit audited annual financial statements:

- (i) For the past three years, or
- (ii) Since the date of establishment of the supplier (if established during the past three years)

By attaching such audited financial statements to **List of Other Documents Attached by Supplier Schedule**.

2. Do you have any outstanding undisputed commitments for municipal services towards the CCT or other municipality in respect of which payment is overdue for more than 30 (thirty) days? **(Please mark with X)**

YES		NO	
-----	--	----	--

2.1 If NO, this serves to certify that the supplier has no undisputed commitments for municipal services towards any municipality for more than three (3) (three) months in respect of which payment is overdue for more than 30 (thirty) days.

2.2 If YES, provide particulars:

3. Has any contract been awarded to you by an organ of state during the past five (5) years? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, insert particulars in the table below including particulars of any material non-compliance or dispute concerning the execution of such contract. Alternatively attach the particulars to **List of Other Documents Attached by Supplier** schedule in the same format as the table below:

Organ of State	Contract Description	Contract Period	Non-compliance/dispute (if any)

4. Will any portion of the goods or services be sourced from outside the Republic, and if so, what portion and whether any portion of payment from the CCT is expected to be transferred out of the Republic? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, furnish particulars below

The supplier hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the supplier, the tender being disqualified, and/or (in the event that the supplier is successful) the cancellation of the contract, restriction of the supplier or the exercise by the CCT of any other remedies available to it.

 Signature
 Print name:
 On behalf of the supplier (duly authorised)

 Date

Schedule F.4: Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the 90/10 preference point system.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a 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

The following definitions shall apply to this schedule:

- (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

POINTS AWARDED FOR PRICE

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

90/10

Or

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

POINTS AWARDED FOR PRICE

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

90/10

Or

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

5. POINTS AWARDED FOR SPECIFIC GOALS

5.1 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 below as may be supported by proof/documentation stated in the conditions of this tender:

5.2 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 (SG) – Points Allocated and Claimed

Tenderers must indicate the preference points claimed for each specific goal applicable to them, for the purposes of this tender.

(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.)

The specific goals allocated points in terms of this tender	To be Completed by the Tenderer	
	Number of points Allocated (90/10 system)	Number of points claimed (90/10 system)
Promotion of Micro and Small Enterprises	4	
Enterprise Supplier Development and Socio-Economic Development	3	
Skills Development <u>OR</u> Employee Share Scheme	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

5.3 Name of company/firm.....

5.4 Company registration number:

5.5 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]

5.6 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 4.1 and 4.2, the Supplier 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 Supplier, 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.

<i>Signature of Tenderer</i>	<i>Date</i>	<i>Name and Surname</i>	<i>Address</i>

For official use.		
SIGNATURE OF CCT OFFICIALS AT TENDER OPENING		
1.	2.	3.

Table 2: Specific Goals – Declaration by the Tenderer

Tenderers must complete this table to declare the amounts and percentages applicable to the specific goals they are claiming.

NB: In completing Table 2 below, please consult **Notes for Verification** below

The specific goals allocated points in terms of this tender	To be Completed by the Tenderer	
	Refer to “Notes for verification”	Amount Declared (excluding VAT)
<u>SG1</u> Promotion of Micro and Small Enterprises	(i) Total Turnover	
<u>SG2</u> Enterprise Supplier Development and Socio Economic Development	(ii) Total Enterprise Supplier Development Expenditure	
	(iii) Total Socio Economic Development Expenditure	
	(iv) Total Expenditure	
<u>SG3.1</u> Skills Development	(v) Total Skills Development Expenditure	
	(vi) Total Profit	
OR <u>SG3.2</u> Employee Share Scheme	(vii) Employee Share Scheme Ownership %	

Tenderer Confirmation:

I confirm that the amounts declared in Table 2 above are accurate and in accordance with the *‘The Broad-Based Black Economic Empowerment (B-BBEE) Act 53 of 2003, as amended. .*

Signature of Tenderer (Authorised to represent the tenderer)	Date	Name and Surname	Address

Notes for Verification:

All amounts disclosed should be as per the most recent Annual Financial Statements (not older than 12 months) and defined as per the B-BBEE Act

- SG1 – Specific Goal 1
Promotion of Micro and Small Enterprises
 (i) Total Turnover
 Micro enterprises with a turnover of up to R20million and Small enterprises with a turnover up to R80 million, as per National Small Enterprise Act, 1996 (Act No.102 of 1996)

- SG2 – Specific Goal 2
Enterprise Supplier Development and Socio-Economic Development
 (ii) Total Enterprise Supplier Development Expenditure
 Qualifying expenditure as defined in the B-BBEE Act: Statement 400 "THE GENERAL PRINCIPLES FOR MEASURING ENTERPRISE AND SUPPLIER DEVELOPMENT"

 (iii) Total Enterprise Socio Economic Development Expenditure
 Qualifying expenditure as defined in the B-BBEE Act: Statement 500 "THE GENERAL PRINCIPLES FOR MEASURING THE SOCIO - ECONOMIC DEVELOPMENT ELEMENT"

 (iv) Total Expenditure
 Total Expenditure as per the most recent Annual Financial Statements (not older than 12 months)

- SG3.1 – Specific Goal 3
Skills Development
 (v) Total Skills Development Expenditure
 Qualifying expenditure as defined in the B-BBEE Act: Statement 300 "THE GENERAL PRINCIPLES FOR MEASURING SKILLS DEVELOPMENT"

 (vi) Total Profit
 Total Profit as per the most recent Annual Financial Statements (not older than 12 months)

- SG3.2 – Specific Goal 3
Employee Share Scheme
 (vii) Employee Share Scheme Ownership %
 Total employee ownership as per employee share certificate at the date of tender closing.

The below table (Table 3) must be completed by a B-BBEE Verification Agency (*Note 1) **OR** Commissioner of Oaths
 (Refer to *Note 3.2 for the detailed declaration):

Table 3:

Signature and Stamp	Date	Name and Surname	Address

***Note 1**

1.1 Tendering entity that undergoes B-BBEE verification

- Where a tendering entity undergoes B-BBEE verification, a B-BBEE certificate valid as at the date of tender closing, must be attached to the bid submission or must be made available upon request within the specified period.
- All amounts disclosed in Table 2, should be amounts used in the B-BBEE verification process undergone by the tendering entity
- The B-BBEE verification agency must complete Table 3 above, to confirm the following amounts disclosed by the bidder in Table 2:
 - (ii) Total Enterprise Supplier Development Expenditure;
 - (iii) Total Socio Economic Development Expenditure;
 - (v) Total Skills Development Expenditure
- Where the tendering entity is a Joint Venture/ Consortium, the amounts in Table 2 must be consolidated, with an accompanying consolidated B-BBEE certificate valid as at the date of tender closing must be attached to the bid submission or must be made available upon request within the specified period.

1.2 If the tendering entity does not undergo B-BBEE verification and qualifies as a B-BBEE Qualifying Small Enterprise (QSE) and Exempted Micro-Enterprises (EME)

- Table 3 must be completed by a Commissioner of Oaths to confirm the following amounts disclosed by the bidder in Table 2:
 - (ii) Total Enterprise Supplier Development Expenditure;
 - (iii) Total Socio Economic Development Expenditure;
 - (v) Total Skills Development Expenditure

***Note 2**

2.1 The tendering entity must attach with the bid submission or must be made available upon request within the specified period; the most recent (where applicable) audited financial statements to enable validation of the following amounts disclosed by the bidder in Table 2:

- (i) Total Turnover
- (iv) Total Expenditure
- (vi) Total Profit

2.2 Companies who are required to be audited by legislation, must submit audited financial statements, not older than 12 months with the bid submission or must be made available upon request within the specified period.

***Note 3**

Sworn affidavit to be deposed by the Commissioner of Oaths to the QSE or EME.

I, the undersigned,

Full Name and Surname <i>(Authorised to represent the tenderer)</i>	
Identity Number	

Hereby declare under oath as follows

3.1 The contents of this statement are to the best of my knowledge a true reflection of facts.

3.2 I am a Member/ Director/ Owner of the following enterprise and am duly authorised 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 Business:	

3.3 I hereby declare under oath that based on the Financial Statements / Management Accounts and information available on the latest financial year end _____

3.3.1 The annual Total Revenue was less than R50 000 000.00 (Fifty Million Rand);

3.3.2 The following amounts disclosed in Table 2 are accurate, complete, consistent with the BBBEE Act (see Notes for Verification) and based on the Financial Statements / Management Accounts and information available on the latest financial year end _____

As per Table 2	Amount Declared (excluding VAT)
(ii) Total Enterprise Supplier Development Expenditure	
(iii) Total Socio Economic Development Expenditure	
(iv) Total Expenditure	
(v) Total Skills Development Expenditure	

As per Table 2	Amount Declared (excluding VAT)
(vi) Total Profit	
(vii) Employee Share Scheme Ownership %	

3.4 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 I this matter.

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

Commissioner of Oaths
Signature, Date and Stamp

Deponent Signature and Date

3.6 KEY NOTES OF DETERMINING VALIDITY OF SWORN AFFIDAVITS

<p>BBBEE Certificates/ Sworn Affidavits</p>	<p>Returnable for declaration requirement must be attached with the bid submission or must be made available upon request within the specified period</p> <ul style="list-style-type: none"> - Certified and Valid copy of BBBEE Certificate issued by a SANAS Accredited Verification Agent, or - Certified and Valid copy of Sworn Affidavit for either EME or QSE (see key notes below to determine Validity of a Sworn Affidavit); or - Valid copy of BBBEE Certificate issued by CIPC for EME's only <p>KEY NOTES OF DETERMINING VALIDITY OF SWORN AFFIDAVITS</p> <p>Tenderers submitting Sworn Affidavits must ensure that the affidavits meet the following key pointers to ensure their validity:</p> <p>(a) Name/s of deponent as they appear in the identity document and the identity number.</p> <p>(b) Designation of the deponent as the Director/ Member must be indicated in order to know that person is duly authorised to depose of an affidavit (mark the applicable</p>
--	--

option).

(c) Name of enterprise as per enterprise registration documents issued by CIPC, where applicable, and enterprise business address.

(d) Amounts as per Table 2 must be inserted **(No blank spaces to be left)**.

(e) Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts **(mark the applicable option)**.

(f) Financial year end as per the enterprise's registration documents, which was used to determine the total revenue (financial year end to be stipulated by day/ month/ year).

(g) Date deponent signed and date of Commissioner of Oath must be the same.

(The sworn affidavit must be signed in the presence of the Commissioner of Oath. Furthermore the Commissioner must also sign ad stamp).

(h) Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

If the relevant documentation/ information as stipulated in the enquiry is not submitted and/or does not meet the above requirements; tenderers will be disqualified.

Schedule F.5: Declaration of Interest – State Employees (MBD 4 amended)
--

1. No bid will be accepted from:
 - 1.1 persons in the service of the state¹, or
 - 1.2 if the person is not a natural person, of which any director, manager or principal shareholder or stakeholder is in the service of the state, or
 - 1.3 from persons, or entities of which any director, manager or principal shareholder or stakeholder, has been in the service of the City of Cape Town (CCT) during the previous twelve (12) months, or
 - 1.4 from an entity who has employed a former CCT employee who was at a level of T14 or higher at the time of leaving the CCT's employ and involved in any of the CCT's bid committees for the bid submitted, if:
 - 1.4.1 the CCT employee left the CCT's employment voluntarily, during the previous twelve (12) months;
 - 1.5 a person who was a CCT employee, or an entity that employs a CCT employee, if
 - 1.5.1 the CCT employee left the CCT's employment whilst under investigation for alleged misconduct, or
 - 1.5.2 was facing disciplinary action or potential disciplinary action by the CCT, or
 - 1.5.3 was involved in a dispute against the CCT during the previous thirty six (36) months.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the supplier or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name of supplier or his or her representative: _____
 - 3.2 Identity Number: _____
 - 3.3 Position occupied in the Company (director, trustee, shareholder²): _____
 - 3.4 Company or Close Corporation Registration Number: _____
 - 3.5 Tax Reference Number: _____
 - 3.6 VAT Registration Number: _____
 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state? **YES / NO**
 - 3.8.1 If yes, furnish particulars: _____
 - 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
 - 3.9.1 If yes, furnish particulars: _____
 - 3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
 - 3.10.1 If yes, furnish particulars: _____
 - 3.11 Are you, aware of any relationship (family, friend, other) between any other supplier and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
 - 3.11.1 If yes, furnish particulars: _____

- 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**
 3.12.1 If yes, furnish particulars: _____
- 3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**
 3.13.1 If yes, furnish particulars: _____
- 3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**
 3.14.1 If yes, furnish particulars: _____
- 3.15 Have you, or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company been in the service of the CCT in the past twelve months? **YES / NO**
 3.15.1 If yes, furnish particulars: _____
- 3.16 Do you have any employees who was in the service of the CCT at a level of T14 or higher at the time they left the employ of the CCT, and who was involved in any of the CCT's bid committees for this bid? **YES / NO**
 3.16.1 If yes, furnish particulars: _____

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

Full Name	Identity Number	State Employee Number

If the above table does not sufficient to provide the details of all directors / trustees / shareholders, please append full details to the tender submission.

The supplier hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the supplier, the tender being disqualified, and/or (in the event that the supplier is successful) the cancellation of the contract, restriction of the supplier or the exercise by the CCT of any other remedies available to it.

 Signature
 Print name: _____ Date
 On behalf of the supplier (duly authorised)

'MSCM Regulations: "in the service of the state" means to be –

- (a) **a member of –**
 - (i) **any municipal council;**
 - (ii) **any provincial legislature; or**
 - (iii) **the national Assembly or the national Council of provinces;**
- (b) **a member of the board of directors of any municipal entity;**
- (c) **an official of any municipality or municipal entity;**
- (d) **an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);**
- (e) **an executive member of the accounting authority of any national or provincial public entity; or**
- (f) **an employee of Parliament or a provincial legislature.**

² **Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.**

Schedule F.6: Conflict of Interest Declaration

1. The supplier shall declare whether it has any conflict of interest in the transaction for which the tender is submitted. **(Please mark with X)**

YES		NO	
-----	--	----	--

1.1 If yes, the supplier is required to set out the particulars in the table below:

2. The supplier shall declare whether it has directly or through a representative or intermediary promised, offered or granted:

2.1 Any inducement or reward to the CCT for or in connection with the award of this contract; or

2.2 Any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy. **(Please mark with X)**

YES		NO	
-----	--	----	--

If yes, the supplier is required to set out the particulars in the table below:

Should the supplier be aware of any corrupt or fraudulent transactions relating to the procurement process of the CCT, please contact the following:

The CCT's anti-corruption hotline at 0800 32 31 30 (toll free)

The supplier hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the supplier, the tender being disqualified, and/or (in the event that the supplier is successful) the cancellation of the contract, restriction of the supplier or the exercise by the CCT of any other remedies available to it.

 Signature
 Print name:
 On behalf of the supplier (duly authorised)

 Date

Schedule F.7: Declaration of Supplier's Past Supply Chain Management Practices (MBD 8)

Where the entity tendering is a partnership/joint venture/consortium, each party to the partnership/joint venture/consortium must sign a declaration in terms of the Municipal Finance Management Act, Act 56 Of 2003, and attach it to this schedule.

1 The tender offer of any supplier may be rejected if that supplier or any of its directors/members have:

- a) abused the municipality's / municipal entity's supply chain management system or committed any fraudulent conduct in relation to such system;
- b) been convicted for fraud or corruption during the past five years;
- c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
- d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or Database of Restricted Suppliers.

2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
2.1	<p>Is the supplier or any of its directors/members listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.1.1	If so, furnish particulars:		
2.2	<p>Is the supplier or any of its directors/members listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or Database of Restricted Suppliers?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.2.1	If so, furnish particulars:		
2.3	<p>Was the supplier or any of its directors/members convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.3.1	If so, furnish particulars:		
Item	Question	Yes	No

2.4	Does the supplier or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.1	If so, furnish particulars:		
2.5	Was any contract between the supplier and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.5.1	If so, furnish particulars:		

The supplier hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the supplier, the tender being disqualified, and/or (in the event that the supplier is successful) the cancellation of the contract,, restriction of the supplier or the exercise by the CCT of any other remedies available to it.

 Signature
 Print name:
 On behalf of the supplier (duly authorised)

 Date

Schedule F.8: Authorisation for the Deduction of Outstanding Amounts Owed to the CCT

To: THE CITY MANAGER, City of Cape Town

From: _____
(Name of supplier)

RE: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE CCT

The supplier:

- a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the City Manager may reject the tender of the supplier if any municipal rates and taxes or municipal service charges owed by the supplier (or any of its directors/members/partners) to the CCT, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and
- b) therefore hereby agrees and authorises the CCT to deduct the full amount outstanding by the Supplier or any of its directors/members/partners from any payment due to the supplier; and
- c) confirms the information as set out in the tables below for the purpose of giving effect to b) above;

Physical Business address(es) of the supplier	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)

If there is not enough space for all the names, please attach the information to **List of other documents attached by supplier** schedule in the same format:

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)

The supplier hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the supplier, the tender being disqualified, and/or (in the event that the supplier is successful) the cancellation of the contract, restriction of the supplier or the exercise by the CCT of any other remedies available to it.

Signature
Print name:
On behalf of the supplier (duly authorised)

Date

Schedule F.9: Certificate of Independent Tender Determination

I, the undersigned, in submitting this tender number **287S/2025/26** and tender description: **TERM TENDER FOR THE OPERATION, MAINTENANCE & UPGRADES OF MECHANICAL, ELECTRICAL & CENTRALISED HVAC SYSTEMS CITY-WIDE** in response to the tender invitation made by THE CCT, do hereby make the following statements, which I certify to be true and complete in every respect:

I certify, on behalf of: _____ (Name of supplier) that:

1. I have read and I understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the supplier to sign this Certificate, and to submit this tender, on behalf of the supplier;
4. Each person whose signature appears on this tender has been authorised by the supplier to determine the terms of, and to sign, the tender on behalf of the supplier;
5. For the purposes of this Certificate and this tender, I understand that the word ‘competitor’ shall include any individual or organisation other than the supplier, whether or not affiliated with the supplier, who:
 - (a) has been requested to submit a tender in response to this tender invitation;
 - (b) could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the supplier and/or is in the same line of business as the supplier.
6. The supplier has arrived at this tender independently from and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive price quoting.
7. In particular, without limiting the generality of paragraphs 5 and 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a tender;
 - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
 - (f) tendering with the intention not to win the contract.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this tender invitation relates.
9. The terms of this tender have not been and will not be disclosed by the supplier, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders 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, Act 89 of 1998, and/o/r 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 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or any other applicable legislation.

 Signature
 Print name:
 On behalf of the supplier (duly authorised)

 Date

(¹ Consortium: 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.)

Schedule F.11: List of Other Documents Attached By Supplier

The supplier has attached to this schedule, the following additional documentation:

	Date of Document	Title of Document or Description (refer to clauses / schedules of this tender document where applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

Attach additional pages if more space is required.

Signature
Print name:
On behalf of the supplier (duly authorised)

Date

Schedule F.12: Record of Addenda to Tender Documents

We confirm that the following communications received from the CCT before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

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

Attach additional pages if more space is required.

 Signature
 Print name:
 On behalf of the supplier (duly authorised)

 Date

Schedule F.13: Information to Be Provided with the Tender

The following information shall be provided with the Tender:

- Provide all information required in the Returnable Schedules F.1 – F.14.
- Schedule F.13A – work experience of supplier
- Schedule F.13B – Key Personnel
- Schedule F.13C – Resources / Vehicles
- Schedule F.13D Good standing with Bargaining Council - Metal & Engineering Industries Bargaining Council (MEIBC) or National Bargaining Council for the Electrical Industry (NBCEI)

Ensure that all schedules are fully completed along with all supporting evidence attached in-order to be responsive

Signature
Print name:
On behalf of the supplier (duly authorised)

Date

Schedule F.14: Appeal Application

annexure 'B'

OFFICIAL RECEIPT
(Valid only if printed
by official cash
receipting machine)

IRISITI ESESIKWENI
(Isemthethweni kuphela
xa ishicilelwe
ngumatshini wokukhupa
irisiti osesikweni.)

AMPTELIKE KWITANSIE
(Geldig alleenlik indien deur
amptelike kontantvangs
masjien gedruk.)

**GL DATA CAPTURE RECEIPT
(CASHIERTO RETAIN A COPY)**

RECEIPT NO: _____

DATE: _____

SAP GL:

8	1	0	1	0	0
---	---	---	---	---	---

PROFIT CENTRE:

1	3	0	5	0	0	0	1
---	---	---	---	---	---	---	---

NAME/COMPANY NAME:

AMOUNT:

						R	3	0	0	-	0	0
--	--	--	--	--	--	---	---	---	---	---	---	---

SERVICE DEPARTMENT DETAILS-

DEPARTMENT: LEGAL SERVICES: APPEALS UNIT

CONTACT PERSON: CHARLENE CEBEKHULU / MELANIE CLOETE

PHONE NO: 021 400 2503 / 021 400 3788

OFFICIAL RECEIPT
(Valid only if printed
by official cash
receipting machine)

IRISITI ESESIKWENI
(Isemthethweni kuphela
xa ishicilelwe
ngumatshini wokukhupa
irisiti osesikweni.)

AMPTELIKE KWITANSIE
(Geldig alleenlik indien deur
amptelike kontantvangs
masjien gedruk.)

**GL DATA CAPTURE RECEIPT
(CASHIERTO RETAIN A COPY)**

RECEIPT NO: _____

DATE: _____

SAP GL:

8	1	0	1	0	0
---	---	---	---	---	---

PROFIT CENTRE:

1	3	0	5	0	0	0	1
---	---	---	---	---	---	---	---

NAME/COMPANY NAME:

AMOUNT:

						R	3	0	0	-	0	0
--	--	--	--	--	--	---	---	---	---	---	---	---

SERVICE DEPARTMENT DETAILS-

DEPARTMENT: LEGAL SERVICES: APPEALS UNIT

CONTACT PERSON: CHARLENE CEBEKHULU / MELANIE CLOETE

PHONE NO: 021 400 2503 / 021 400 3788

CIVIC CENTRE IZIKO LOLUNTU BURGERSENTRUM
12 HERTZOG BOULEVARD CAPE TOWN 8001 P O BOX 298 CAPE TOWN 8000
www.capetown.gov.za

Making progress possible. Together.

Schedule F.13A SCHEDULE OF WORK EXPERIENCE OF SUPPLIER

Refer to 2.2.1.1.4 Minimum score for functionality

A. Installation Projects – VRV / Split-Type Air-Conditioning Units

(Maximum: 5 Projects – 5 Points, 1 Point per Project)

Project No.	Project Name	Client / Employer	Description of Installation Works	Contract Value (R)	Completion Date	Client Contact Details	Completion Certificate / Reference Attached (Yes/No)
1							
2							
3							
4							
5							

B. Servicing & Maintenance Projects – HVAC Chilled Water Systems

(Maximum: 10 Projects – 20 Points, 2 Points per Project)

Project No.	Project Name	Client / Employer	Description of Servicing / Maintenance Works	Contract Value (R)	Completion Date	Client Contact Details	Completion Certificate / Reference Attached (Yes/No)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

CONTINUE:

Schedule F.13A SCHEDULE OF WORK EXPERIENCE OF SUPPLIER

C. Repair Projects – HVAC Centralised Chilled Water Systems

(Maximum: 10 Projects – 10 Points, 1 Point per Project)

Project No.	Project Name	Client / Employer	Description of Repair Works	Contract Value (R)	Completion Date	Client Contact Details	Completion Certificate / Reference Attached (Yes/No)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

D. Building Management System (BMS) Experience Related to HVAC Systems

(Maximum: 5 Projects – 5 Points, 1 Point per Project)

Project No.	Project Name	Client / Employer	Description of BMS Work (HVAC Integration)	Contract Value (R)	Completion Date	Client Contact Details	Completion Certificate / Reference Attached (Yes/No)
1							
2							
3							
4							
5							

Number of sheets appended by the supplier to this Schedule (If nil, enter NIL).

SIGNED ON BEHALF OF SUPPLIER:

Schedule F.13B DETAIL QUALIFICATIONS OF STAFF

Refer to 2.2.1.1.4 Minimum score for functionality

A. Certified Installation Electricians					
Installation Electrician License issued by the Department of Employment and Labour					
<i>(Maximum: 3 Personnel – 15 Points, 5 Points per Electrician)</i>					
No.	Name of Proposed Person	Installation Electrician License (Attached: Yes/No)	Registration / Licence No.	Years Relevant Experience	Employed by Tenderer (Yes/No)
1					
2					
3					
B. Mechanical Artisan (Fitter or Fitter & Turner)					
A qualified Fitter or Fitter and Turner holding a recognised Section 13 or Section 26D Trade Test Certificate issued by a recognised authority in South Africa.					
<i>(Maximum: 1 Personnel – 10 Points)</i>					
No.	Name of Proposed Person	Qualification / Trade Test Certificate (Attached: Yes/No)	Registration / Licence No.	Years Relevant Experience	Employed by Tenderer (Yes/No)
1					

CONTINUE

Schedule F.13B DETAIL OF QUALIFICATIONS OF STAFF

C. Mechanical Technician (National Diploma)

A National Diploma in Mechanical Engineering (NQF Level 6)

(Maximum: 1 Personnel – 10 Points)

No.	Name of Proposed Person	Qualification (Attached: Yes/No)	Registration (if applicable)	Years Relevant Experience	Employed by Tenderer (Yes/No)
1					

CONTINUE

Schedule F.13B DETAIL OF QUALIFICATIONS OF STAFF

D. Industrial Refrigeration Mechanics (SAQCC Gas Authorized Practitioner for Air Conditioning and Refrigeration Gas)

Refer to the eligibility criteria 2.2.1.1.3 SAQCC Gas Authorized Practitioner
Failure to comply with this requirement will lead to non-responsive bid.

A Valid SAQCC Gas Authorized Practitioner for Air Conditioning and Refrigeration Gas

(Maximum: 3 Personnel – 15 Points, 5 Points per Mechanic)

No.	Name of Proposed Person	SAQCC Gas Authorized Practitioner Registration No.	Expiry Date of License	Employed by Tenderer (Yes/No)
1				
2				
3				

Number of sheets appended by the supplier to this Schedule (If nil, enter NIL).

SIGNED ON BEHALF OF SUPPLIER:

Schedule F.13C Resources / Vehicles

Refer to 2.2.1.1.4 Minimum score for functionality

Example:

Vehicles	Provide the vehicle registration number (Owner / A valid lease / rental agreement for the vehicle (Between both parties).)	Vehicle Registration Certificate or lease agreement attached (Between both parties) (Indicate: Yes or No)
1	CA 122 333 See attached Registration	Yes
2	CA 333 123 See attached Registration	Yes

Vehicles	Provide the vehicle registration number (Owner / A valid lease / rental agreement for the vehicle (Between both parties).)	Provide the vehicle registration certificate (Owner / A valid lease / rental agreement for the vehicle (Between both parties).) (Indicate: Yes or No)
1		
2		
3		
4		

Schedule F.13D Declaration in Respect of Compliance with Labour Legislation

Refer to **2.2.1.1.5 Good standing with Bargaining Council**

Bargaining council Metal & Engineering Industries Bargaining Council (MEIBC) or National Bargaining Council for the Electrical Industry (NBCEI)	Letter of Good Standing Attached: (Yes/No)
Metal & Engineering Industries Bargaining Council (MEIBC)	
National Bargaining Council for the Electrical Industry (NBCEI)	