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**Transnet National Ports Authority**  
an Operating Division **TRANSNET SOC LTD**  
[Registration Number 1990/000900/30]

**REQUEST FOR QUOTATION (RFQ)**

**DESCRIPTION OF THE WORKS: CONSTRUCTION OF FEMALE ABLUTION FACILITIES AT  
MANHATTAN BUILDING LOCATED AT THE PORT OF EAST LONDON**

**RFQ NUMBER** : **TNPA/2023/10/0012/47032/RFQ**

**ISSUE DATE** : **01 November 2023**

**NON-COMPULSORY BRIEFING SESSION** : **09 November 2023 at 11h00pm**

**SITE VISIT DATES** : **10 November 2023 to 15 November 2023**

**CLOSING DATE** : **16 November 2023**

**CLOSING TIME** : **16h00pm**

**TENDER VALIDITY PERIOD** : **12 weeks from closing date**

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**RFQ DESCRIPTION OF THE WORKS: CONSTRUCTION OF FEMALE ABLUTION FACILITIES AT  
MANHATTAN BUILDING LOCATED AT THE PORT OF EAST LONDON**

**SECTION 1: SBD1 FORM**

**PART A  
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TRANSNET NATIONAL PORTS AUTHORITY, A  
DIVISION TRANSNET SOC LTD**

BID NUMBER:	<b>TNPA/2023/10/0012/ 47032/RFQ</b>	ISSUE DATE:	<b>01 November 2023</b>	CLOSING DATE:	<b>16 November 2023</b>	CLOSING TIME:	<b>16:00 pm</b>
DESCRIPTION	<b>CONSTRUCTION OF FEMALE ABLUTION FACILITIES AT MANHATTAN BUILDING LOCATED AT THE PORT OF EAST LONDON</b>						

**BID RESPONSE DOCUMENTS SUBMISSION**

**RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST  
EACH TENDER SELECTED** (*please refer to section 2, paragraph 3 for a detailed process on how to upload submissions*):

<https://transnetetenders.azurewebsites.net>

<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Xolelwa Gwele</b>	CONTACT PERSON		
TELEPHONE NUMBER	<b>N/A</b>	TELEPHONE NUMBER		
FACSIMILE NUMBER	<b>N/A</b>	FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:TNPAPAOELBelow@transnet.net">TNPAPAOELBelow@transnet.net</a>	E-MAIL ADDRESS		

**SUPPLIER INFORMATION**

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE UNIQUE REGISTRATION REFERENCE NUMBER: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes

			<input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]</b>			
<b>1</b> ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>[IF YES ENCLOSURE PROOF]</small>	<b>2</b> ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>[IF YES, ANSWER QUESTIONNAIRE BELOW ]</small>
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.</b>			

**PART B****TERMS AND CONDITIONS FOR BIDDING****1. TAX COMPLIANCE REQUIREMENTS**

- 1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

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

## T1.1 TENDER NOTICE AND INVITATION TO TENDER

### SECTION 1: NOTICE TO TENDERERS

#### 1. INVITATION TO TENDER

Responses to this Tender [hereinafter referred to as a **Tender**] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as a Tenderer].

<b>DESCRIPTION</b>	<b>CONSTRUCTION OF FEMALE ABLUTION FACILITIES AT MANHATTAN BUILDING LOCATED AT THE PORT OF EAST LONDON</b>
<b>TENDER DOWNLOADING</b>	<b>This Tender may be downloaded directly from the National Treasury eTender Publication Portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> and the Transnet website at <a href="https://transnetetenders.azurewebsites.net">https://transnetetenders.azurewebsites.net</a> (please use Google Chrome to access Transnet link) FREE OF CHARGE.</b>

<b>NON-COMPULSORY TENDER CLARIFICATION MEETING</b>	<p>A Non-Compulsory Tender Clarification Meeting will be conducted at:</p> <p><b>Transnet National Ports Authority (TNPA) Port of East London Infrastructure EMD Building, 01 Dr Zahn &amp; Nufield Road Westbank, East London, 5200</b></p> <p>Date of the Non-Compulsory site Visit is on the <b>09<sup>th</sup> of November 2023 at 11h00 [11 O'clock in the afternoon (pm)]</b> for a period of ± 2 (two) hours. [Tenderers are requested to be at least 10 minutes before the commencement of clarification meeting].</p> <p>A Non-Compulsory Tender Clarification Meeting will start punctually, and information will not be repeated for the benefit of Tenderers arriving late.</p> <p>Tenderers who wish to view the site where the Construction of Female ablution will take place to can send an email to <a href="mailto:TNPAPAOELBetween@transnet.net">TNPAPAOELBetween@transnet.net</a> listing the date, time, company name and contact person/people who will come for the site view.</p> <ul style="list-style-type: none"> <li>• Tenderers who wish to visit the site are required to wear safety shoes and visibility vests.</li> <li>• Tenderers and their employees, visitors, clients, and customers entering Transnet Offices, Depots, Workshops and Stores will have to undergo breathalyzer testing.</li> </ul>
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	<ul style="list-style-type: none"> <li>• All forms of firearms are prohibited on Transnet properties and premises.</li> <li>• The relevant persons attending the site visit must ensure that their identity documents, passports, or drivers licenses are in the possession for inspection at the access control gates.</li> </ul>
<b>CLOSING DATE</b>	<p><b>16h00pm on 16 November 2023</b></p> <p>Tenderers must ensure that tenders are uploaded timeously onto the system. <b>If a tender is late, it will not be accepted for consideration.</b></p>

## 2. TENDER SUBMISSION

Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid quotations on to the system.

a) The Transnet e-Tender Submission Portal can be accessed as follows:

Log on to the Transnet eTenders management platform website

(<https://transnetetenders.azurewebsites.net>);

- Click on “ADVERTISED TENDERS” to view advertised tenders;
- Click on “SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
- Click on “SIGN IN/REGISTER” - to sign in if already registered;
- Toggle (click to switch) the “Log an Intent” button to submit a bid;
- Submit bid documents by uploading them into the system against each tender selected.
- **Tenderers are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth, or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Tenderer can upload 30mb per upload and multiple uploads are permitted.**

b) The tender offers to this tender will be opened as soon as possible after the closing date and time. Transnet shall not, at the opening of tenders, disclose to any other company any confidential details pertaining to the Tender Offers / information received, i.e., pricing, delivery, etc. The names and locations of the Tenderers will be divulged to other Tenderers upon request.

c) Submissions must not contain documents relating to any Tender other than that shown on the submission.

### **3. CONFIDENTIALITY**

All information related to this RFQ is to be treated with strict confidentiality. In this regard Tenderers are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the goods and or services, which is either directly or indirectly related to Transnet's business, written approval to divulge such information must be obtained from Transnet.

### **4. DISCLAIMERS**

Tenderers are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this Tender and/or its receipt of a tender offer. In particular, please note that Transnet reserves the right to:

- 4.1. Award the business to the highest scoring Tenderer/s unless objective criteria justify the award to another tenderer;
- 4.2. Not necessarily accept the lowest priced tender or an alternative Tender;
- 4.3. Go to the open market if the quoted rates (for award of goods and/or services) are deemed unreasonable;
- 4.4. Should the Tenderers be awarded business on strength of information furnished by the Tenderer, which after conclusion of the contract is proved to have been incorrect, Transnet reserves the right to terminate the contract;
- 4.5. Request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 4.6. Not accept any changes or purported changes by the Tenderer to the tender rates after the closing date;
- 4.7. Verify any information supplied by a Tenderer by submitting a tender, the Tenderer/s hereby irrevocably grant the necessary consent to the Transnet to do so;
- 4.8. Conduct the evaluation process in parallel. The evaluation of Tenderers at any given stage must therefore not be interpreted to mean that Tenderers have necessarily passed any previous stage(s);
- 4.9. Unless otherwise expressly stated, each tender lodged in response to the invitation to tender shall be deemed to be an offer by the Tenderer. The Employer has the right in its sole and unfettered discretion not to accept any offer.

- 4.10. Not be held liable if tenderers do not provide the correct contact details during the clarification session and do not receive the latest information regarding this RFQ with the possible consequence of being disadvantaged or disqualified as a result thereof.
- 4.11. Transnet reserves the right to exclude any Tenderers from the tender process who has been convicted of a serious breach of law during the preceding 5 [five] years including but not limited to breaches of the Competition Act 89 of 1998, as amended. Tenderers are required to indicate in tender returnable [clause 12 on T2.2-13], [**Breach of Law**] whether or not they have been found guilty of a serious breach of law during the past 5 [five] years.
- 4.12. Transnet reserves the right to perform a risk analysis on the preferred tenderer to ascertain if any of the following might present an unacceptable commercial risk to the employer:
  - unduly high or unduly low tendered rates or amounts in the tender offer;
  - contract data of contract provided by the tenderer; or
  - the contents of the tender *returnables which are to be included in the contract*.

5. Transnet will not reimburse any Tenderer for any preparatory costs or other work performed in connection with this Tender, whether or not the Tenderer is awarded a contract.

6. **NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE**

Tenderer are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. The CSD can be accessed at <https://secure.csd.gov.za/>. Tenderer are required to provide the following to Transnet in order to enable it to verify information on the CSD:

Supplier Number..... and Unique registration reference number..... (**Tender Data**)

**Transnet urges its clients, suppliers and the general public**

**to report any fraud or corruption to**

**TIP-OFFS ANONYMOUS: 0800 003 056 OR [Transnet@tip-offs.com](mailto:Transnet@tip-offs.com)**



## T1.2 TENDER DATA

The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts. The Standard for Uniformity in Construction Procurement was first published in Board Notice 62 of 2004 in Government Gazette No 26427 of 9 June 2004. It was subsequently amended in Board Notice 67 of 2005 in Government Gazette No 28127 of 14 October 2005, Board Notice 93 of 2006 in Government Gazette No 29138 of 18 August 2006, Board Notice No 9 of 2008 in Government Gazette No 31823 of 30 January 2009, Board Notice 86 of 2010 in Government Gazette No 33239 of 28 May 2010, Board Notice 136 of 2015 in Government Gazette 38960 of 10 July 2015 and Board Notice 423 of 2019 in Government Gazette No 42622 of 8 August 2019.

This edition incorporates the amendments made in Board Notice 423 of 2019 in Government Gazette 42622 of 8 August 2019. (see [www.cidb.org.za](http://www.cidb.org.za)).

The Standard Conditions of Tender make several references to Tender data for detail that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced in the left-hand column to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause	Data
C.1.1	The <i>Employer</i> is  <b>Transnet SOC Ltd</b> <b>(Reg No. 1990/000900/30)</b>
C.1.2	The tender documents issued by the <i>Employer</i> comprise:
<b>Part T: The Tender</b>	
Part T1: Tendering procedures	T1.1 Tender notice and invitation to tender T1.2 Tender data
Part T2: Returnable documents	T2.1 List of returnable documents T2.2 Returnable schedules
<b>Part C: The contract</b>	
Part C1: Agreements and contract data	C1.1 Form of offer and acceptance C1.2 Contract data (Part 1 & 2)



Part C2: Pricing data	C2.1 Pricing instructions C2.2 Price Schedule
Part C3: Scope of work	C3.1 Goods and Services Information
Part C4: Site Information	C4.1 Site Infomation
C.1.4 The Employer's agent is:	Procurement Officer
Name:	Xolelwa Gwele
Address:	01 Hely Hutchinson Road, Quigney East London 5201
E – mail	<a href="mailto:TNPAPOLEBelow@transnet.net">TNPAPOLEBelow@transnet.net</a>
C.2.1 Only those tenderers who satisfy the following evaluation criteria are eligible to submit tenders: <b>Stage One - Eligibility in terms of a Valid Construction Industry Development Board (CIDB) Registration Certificate:</b>	<p>a) Only those tenderers who are registered with the <b>CIDB</b> or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, designation of – <b>1 GB or higher</b> class of construction work are eligible to have their tenders evaluated.</p> <p>b) Joint Venture (JV)</p> <p>Joint ventures are eligible to submit tenders subject to the following:</p> <ol style="list-style-type: none"> <li>every member of the joint venture is registered with the CIDB;</li> <li>the lead partner has a contractor grading designation of not lower than one level below the required class of construction works under consideration and possesses the required recognition status; and</li> <li>the combined Contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a Contractor grading designation determined in accordance with the sum tendered for a <b>1 GB or higher</b> class of construction work or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations</li> <li>The tenderer shall provide a certified copy of its signed joint venture agreement.</li> </ol>



## Stage Two – Functionality

Only those tenderers who obtain the minimum qualifying score for functionality will be evaluated further in terms of price and the applicable preference point system. The minimum qualifying for score for functionality is **66.67** points.

The evaluation criteria for measuring functionality and the points for each criteria

***Any tenderer that fails to meet the stipulated criteria will be regarded as an unacceptable tender.***

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## Stage Three - Eligibility in terms of 80/20 Preference Point System

Tenderers will be evaluated on price, B-BBEE status level and specific goals. The 80/20 preference point system is for requirements with a Rand value of up to R50 000 000 (all applicable taxes included). The list of technical returnables is outlined on T2.1.

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## Stage Four – Negotiations

Negotiations will be conducted with all Tenderers with cost effective (market related) goods and services required.

***Any Tenderer that is not providing cost effective goods and services will be regarded as an unacceptable tenderer***

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## Stage Five – Award of Business

The award of business will be at a Tenderer level with any Tenderer that is compliant to the tender requirements stipulated on Stage One to Stage Four. The recommended Tenderer will be ranked the highest scoring Tenderer using the preference point system.

Immediately after approval to award the contract has been received, the successful or preferred Tenderer will be informed of acceptance of Quotation by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Tenderer.

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C.2.7	The non-compulsory tender briefing session information is as stated in the Tender Notice and Invitation to Tender.
C.2.12	No alternative tender offers will be considered.
C.2.13.3	Each tender offer shall be in the <b>English Language</b> .

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C.2.13.5 The *Employer's* details and identification details that are to be shown on each tender offer are

C2.15.1 as follows:

Identification details:

The tender documents must be uploaded with:

- Name of Tenderer:
- Contact person and details:
- The Tender Number:
- The Tender Description

Documents must be marked for the attention of: ***Employer's***  
**Agent: Xolelwa Gwele**

C.2.13.9 Telephonic, telegraphic, facsimile or e-mailed tender offers will not be accepted.

C.2.15 The closing time for submission of tender offers is:

Time: **16:00pm on the 16<sup>th</sup> November 2023**

Location:	The	Transnet	e-Tender	Submission	Portal:
<a );"="" href="https://transnetetenders.azurewebsites.net">https://transnetetenders.azurewebsites.net);</a>					

**NO LATE TENDERS WILL BE ACCEPTED**

C.2.16 The tender offer validity period is **12 weeks** after the closing date. Tenderers are to note that they may be requested to extend the validity period of their tender, on the same terms and conditions, if Transnet's internal evaluation and governance approval processes has not been finalised within the validity period.

C.2.23 The tenderer is required to submit with his tender:

1. A valid Tax Clearance Certificate issued by the South African Revenue Services. **Tenderers also to provide Transnet with a TCS PIN to verify Tenderers compliance status.**
2. A **valid B-BBEE Certificate** from a Verification Agency accredited by the South African Accreditation System [**SANAS**], or a **sworn affidavit** confirming annual turnover and level of black ownership, in line with the code of good practice, together with the tender;
3. Proof of registration on the Central Supplier Database;

**Note:** Refer to Section T2.1 for List of Returnable Documents



C.3.11. Only tenders that are administratively and substantively responsive will be evaluated further in accordance with the 80/20 preference points system:

80 where the financial value of one or more responsive tenders received have a value equal to or below R50 million, inclusive of all applicable taxes,

Evaluation Criteria	Final Weighted Scores
Price and Total Cost of Ownership	80
B-BBEE status level and Specific goals	20
<b>TOTAL SCORE:</b>	<b>100</b>

Up to 100 minus  $W_1$  tender evaluation points will be awarded to tenderers who complete the preferencing schedule and who are found to be eligible for the preference claimed. **Should the evidence required for any of the specific goals applicable in this tender not be provided, a tenderer will score zero preference points for that particular specific goal.**

In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, the following preference points must be awarded to a bidder who provides the relevant required evidence for claiming points:

Selected Specific Goal	Number of points allocated (20)
B-BBEE Level of contributor – Level 1	15 Points
B-BBEE Level of contributor - Level 2	10 Points
+51% Black Youth Owned Entities	5 Points
Non-Compliant and/or B-BBEE Level 3-8 contributors	0 Points



**The following Table represents the evidence to be submitted for claiming preference points for applicable specific goals in a particular tender:**

Specific Goals	Acceptable Evidence
B-BBEE	B-BBEE Certificate / Sworn-Affidavit or DTIC Affidavit / a B-BBEE Certificate (in case of JV, a consolidate scorecard will be accepted) as per DTIC guidelines
+51% Black Youth Owned Entities	Certified copy of ID Documents of the Owners and B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline

The maximum points for this bid are allocated as follows:

DESCRIPTION	POINTS
Price	80
B-BBEE Level of contributor – Level 1	15
B-BBEE Level of contributor - Level 2	10
+51% Black Youth Owned Entities	5
Non-Compliant and/or B-BBEE Level 3-8 contributors	0
Total points for Price and Specific Goals must not exceed	100

**Note:** Transnet reserves the right to carry out an independent audit of the tenderer's scorecard components at any stage from the date of close of the tenders until completion of the contract.

C.3.13 Tender offers will only be accepted if:

1. The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
2. the tenderer does not appear on Transnet's list for restricted tenderers and National Treasury's list of Tender Defaulters;
3. the tenderer has fully and properly completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to



perform the contract in the best interests of the Employer or potentially compromise the tender process and persons in the employ of the state.

4. Transnet reserves the right to award the tender to the tenderer who scores the highest number of points overall, unless there are **objective criteria** which will justify the award of the tender to another tenderer. Objective criteria include but are not limited to the outcome of a due diligence exercise to be conducted. The due diligence exercise may take the following factors into account *inter alia*;

the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- b) is not undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of
- c) 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,
- d) has the legal capacity to enter into the contract,
- e) 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,
- f) complies with the legal requirements, if any, stated in the tender data and
- g) is able, in the option of the employer to perform the contract free of conflicts of interest.

C.3.17 The number of paper copies of the signed contract to be provided by the Employer is 1 (one).



## T2.1 List of Returnable Documents

### 2.1.1 Stage One (1) These schedules are required for evaluation purposes:

T2.2-01 Evaluation Schedule: Proof of CIDB registration grade 1GB or Higher Grade or Application

### 2.1.2 Stage Two (2) These schedules will be utilised for evaluation purposes:

T2.2-02 Evaluation Schedule: Technical Functionality Criteria

- Bidder must provide reference letters showing experience in this type of work (i.e. construction, demolition and partitioning of buildings)
- Capability and capacity of the Key Personnel to support the execution of the works based on their detailed CV's on the previous similar project experience.
- Bidder must submit a method statement
- Bidder must submit a Work Plan/Programme detailing the duration of all the required activities. These must include the mobilisation, construction, and the testing/commissioning.
- Safety, Health & Environmental (SHE) Compliance to Occupational Safety and Health Act and Regulations 85 of 1993 (Construction Regulations 2014).

### 2.1.3 Stage Three (3) These schedules will be utilised for evaluation purposes:

T2.2-03 Valid proof of Respondent's compliance to Specific Goals evidence (Preference Claim Form) requirements stipulated in SBD6.1. B-BBEE Certificate / Sworn-Affidavit or DTIC Affidavit / a B-BBEE Certificate (in case of JV, a consolidate scorecard will be accepted) as per DTIC guidelines

T2.2-04 Evaluation Schedule: Pricing Schedule/List

### 2.1.4 Returnable Schedules:

#### General:

- T2.2-05 Authority to submit tender
- T2.2-06 Letter of Good Standing/COIDA
- T2.2-07 Valid Tax Clearance Certificate OR TCS PIN
- T2.2-08 Proof of registration on the Central Supplier Database
- T2.2-09 Certified copy of signed joint venture agreement (where applicable)



Transnet National Ports Authority - Port of East London

Tender Number: TNPA/2023/10/0012/47032/RFQ

Description of the Works: Construction of Female Ablution facilities at Manhattan Building located at the Port of East London

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#### **2.1.4 Agreement and Commitment by Tenderer:**

- T2.2-10 CIDB SFU ANNEX G Compulsory Enterprise Questionnaire
- T2.2-11 Non-Disclosure Agreement
- T2.2-12 RFQ Declaration Form
- T2.2-13 RFQ – Breach of Law
- T2.2-14 Certificate of Acquaintance with Tender Document
- T2.2-15 Service Provider Integrity Pact
- T2.2-16 Supplier Code of Conduct
- T2.2-17 Agreement in terms of Protection of Personal Information Act, 4 of 2013 ("POPIA")

#### **2.2 C1.1 Offer portion of Form of Offer & Acceptance**

#### **2.3 C1.2 Contract Data**

#### **2.4 C2.1 Pricing Instructions**

#### **2.5 C2.2 Pricing Schedule**

## T2.2-01: Proof of CIDB Registration

Please indicate the submission:

Registration Certificate   Yes      No  

Application   Yes      No  

Signed

Date

Name

Position

Tenderer

---

## T2.2-02: EVALUATION SCHEDULE: TECHNICAL FUNCTIONALITY CRITERIA

Please indicate the submission:

Yes

No

Signed

Date

Name

Position

Tenderer

## TECHNICAL EVALUATION SCORECARD

CONSTRUCTION OF FEMALE ABULUTIONS IN THE MANHATTAN BUILDING AT THE PORT OF EAST LONDON

## Technical Evaluation Sheet

Column 1	Column2	Column3	Column4	Column5	Column6	Column7
Nr	Category	Total Weight	Weight	Requirements	Type of Proof / Detail to be submitted	Model Answer
	Scope of Work: Evaluation Criteria					<p>3 = Bidder fully meets the requirements and value adding is extensive  2 = The Bidder meets the critical requirements  1 = The Bidder partially meets requirements  0 = Company cannot meet requirements, high risk.</p>
1	Experience of Company & Personnel	55				Model Answer
		30		<p>Bidder must provide reference letters signed by the Clients and in their letterheads. The letters must include (1) Description of the works, (2) Value of the works, (3) Duration of the works. Completion certificates will also be accepted. Valid client contact details must be included in the letters. Note: Letters of appointment will not be considered</p>	<p>Bidder has provided 5 or more references for conducting similar work in the past. = 3  Bidder has provided either 3 or 4 references for conducting similar work in the past. = 2  Bidder has provided either 1 or 2 references for conducting similar work in the past. = 1  Bidder has no reference letters. = 0</p>	
		25		<p>Capacity and capacity of the Key Personnel to support the execution of the works based on their detailed CV's on the previous similar project experience.</p> <p>The bidder has submitted a project organogram with the following personnel CV's:  1. Project supervisor/lead with National Diploma in Civil Engineering and experience in relevant infrastructure projects, construction, demolition and partitioning. = 3  2. Construction Health and Safety officer with experience in construction health and safety management = 2  3. Personnel each have either 3 or 4 years experience in relevant infrastructure projects, construction, demolition and partitioning. = 2  4. Personnel each have either 1 or 2 years experience in relevant infrastructure projects, construction, demolition and partitioning. = 1  5. Personnel has less than 1 year or no experience in relevant infrastructure projects, construction, demolition and partitioning. = 0</p>		
2	Technical Proposal	30				Model Answer
		21		<p>Bidder must submit a method statement</p> <p>Bidder must submit a method statement detailing the proposed approach for executing the works, the method statement must include:</p> <ol style="list-style-type: none"> <li>1. List of the deliverables to complete (aligned to the scope of works).</li> <li>2. How the deliverables in (1) will be achieved.</li> <li>3. Which resource will be responsible for each deliverable.</li> </ol>	<p>Bidder has submitted a method statement aligned with the scope of work and includes the 3 prescribed requirements. = 3  Bidder has submitted a method statement aligned with the scope of work and includes the 2 prescribed requirements. = 2  Bidder has submitted a method statement aligned with the scope of work and includes only 1 of the prescribed requirements. = 1  Bidder has not submitted a method statement or has excluded all of the 3 requirements = 0</p>	
		9		<p>Bidder must submit a Work Plan/Programme that details the duration of all the required activities. These must include the mobilisation, construction, and the testing/commissioning.</p>	<p>Bidder must submit the Tender Programme must be in a MSP format or Primavera</p> <ol style="list-style-type: none"> <li>1. Reflect all milestone deliverables and events and must be aligned to scope of works.</li> <li>2. Show all the resources, dependencies and must have resource log.</li> <li>3. Critical path must be clearly indicated.</li> <li>4. Must not have any constraints or activities that span more than 1 week.</li> </ol>	<p>Bidder has submitted programme that meets all 4 requirements. = 3  Bidder has submitted programme that meets 3 requirements. = 2  Bidder has submitted programme that meets 2 or 1 of the requirements. = 1  Bidder has not submitted the programme. = 0</p>
3	Safety, Health & Environment (SHE) Management plan & Risk assessment.	15				Model Answer
		15		<p>Safety, Health &amp; Environmental (SHE) Compliance to Occupational Safety and Health Act and Regulations 85 of 1993 (Construction Regulations 2014)</p>	<p>Detailed health and safety management plans specific to the project and letter of good standing. Bidder must submit the following documents:</p> <ol style="list-style-type: none"> <li>(1) Health &amp; Safety Plan.</li> <li>(2) Project Specific Risk Assessment</li> <li>(3) Environmental Management Plan</li> </ol> <p>Note: A letter of good standing must be submitted.</p>	<p>Bidder has submitted all 3 requirements = 3  Bidder has submitted 2 of the requirements = 2  Bidder has submitted only 1 of the requirements = 1  Bidder has not submitted any of the requirements = 0</p>
		100				

Prepared by:

Minimum Threshold is = **66.67**

## T2.2-03: Valid B-BBEE Certificate or a Sworn or DTIC affidavit

B-BBEE Certificate / Sworn-Affidavit or DTIC Affidavit / a B-BBEE Certificate (in case of JV, a consolidate scorecard will be accepted) as per DTIC guidelines

Please indicate the submission: Yes  No

Signed

Date

Name

Position

Tenderer

## T2.2-04: Pricing Schedule

The pricing schedule to be completed by Tenderers is schedule C2 SC3

Please indicate the submission: Yes  No

Signed

Date

Name

Position

Tenderer

## **T2.2-05: Authority to submit a Tender**

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for his category of organisation or alternatively attach a certified copy of a company / organisation document which provides the same information for the relevant category as requested here.

<b>A - COMPANY</b>	<b>B - PARTNERSHIP</b>	<b>C - JOINT VENTURE</b>	<b>D - SOLE PROPRIETOR</b>

### **A. Certificate for Company**

I, \_\_\_\_\_ chairperson of the board of directors \_\_\_\_\_  
\_\_\_\_\_, hereby confirm that by resolution of the board taken  
on \_\_\_\_\_ (date), Mr/Ms \_\_\_\_\_, acting in the capacity  
of \_\_\_\_\_, was authorised to sign all documents in connection  
with this tender offer and any contract resulting from it on behalf of the company.

Signed

Date

Name

Position

Chairman of the Board of Directors

## B. Certificate for Partnership

We, the undersigned, being the **key partners** in the business trading as \_\_\_\_\_

\_\_\_\_\_ hereby authorise Mr/Ms \_\_\_\_\_

acting in the capacity of \_\_\_\_\_, to sign all documents in connection with the tender offer for Contract \_\_\_\_\_ and any contract resulting from it on our behalf.

Name	Address	Signature	Date

**NOTE:** This certificate is to be completed and signed by the full number of Partners necessary to commit the Partnership. Attach additional pages if more space is required.

### C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms

\_\_\_\_\_, an authorised signatory of the company

\_\_\_\_\_, acting in the capacity of lead partner,

to sign all documents in connection with the tender offer for Contract \_\_\_\_\_

\_\_\_\_\_ and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

Furthermore we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

Name of firm	Address	Authorising signature, name (in caps) and capacity

---

**D. Certificate for Sole Proprietor**

I, \_\_\_\_\_, hereby confirm that I am the sole owner of the  
business trading as \_\_\_\_\_.

Signed

Date

Name

Position

Sole Proprietor

## **T2.2-06 Letter/s of Good Standing with the Workmen's Compensation Fund**

Attached to this schedule is the Letter/s of Good Standing.

- 1.
- 2.
- 3.
- 4.

Name of Company/Members of Joint Venture:

## **T2.2-07: Valid Tax Clearance Certificate OR TCS PIN**

Please indicate the submission: Yes  No

Signed

Date

Name

Position

Tenderer

## T2.2-08: Proof of registration on the Central Supplier Database

Please indicate the submission:

Yes

No

Signed

Date

Name

Position

Tenderer

## **T2.2-09: Certified copy of signed joint venture agreement**

**(Where applicable)**

Please indicate the submission: Yes  No

Signed

Date

Name

Position

Tenderer .....

## **T2.2-10 : ANNEX G Compulsory Enterprise Questionnaire**

The following particulars hereunder must be furnished.

In the case of a Joint Venture, separate enterprise questionnaires in respect of each partner/member must be completed and submitted.

**Section 1: Name of enterprise:** \_\_\_\_\_

**Section 2: VAT registration number, if any:** \_\_\_\_\_

**Section 3: CIDB registration number, if any:** \_\_\_\_\_

**Section 4: CSD number:** \_\_\_\_\_

**Section 5: Particulars of sole proprietors and partners in partnerships**

Name	Identity number	Personal number	income	tax

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

**Section 6: Particulars of companies and close corporations**

Company registration number \_\_\_\_\_

Close corporation number \_\_\_\_\_

Tax reference number: \_\_\_\_\_

**Section 7: The attached SBD4 must be completed for each tender and be attached as a tender requirement.**

**Section 8: The attached SBD6.1 must be completed for each tender and be attached as a requirement.**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Enterprise  
name

## **SBD 6.1**

### **PREFERENCE POINTS CLAIM FORM**

This preference form must form part of all bids invited. It contains general information and serves as a claim for preference points for Specific Goals contribution. Transnet will award preference points to companies who provide valid proof of evidence as per the table of evidence in paragraph 4.1 below.

#### **1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all bids:
  - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable. Despite the stipulated preference point system, Transnet shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.
- 1.3 Preference points for this bid shall be awarded for:
  - (a) Price;
  - (b) B-BBEE Status Level of Contribution; and
  - (c) Any other specific goal determined in the Transnet preferential procurement policy
- 1.4 The maximum points for this bid are allocated as follows:

<b>DESCRIPTION</b>	<b>POINTS</b>
Price	80
B-BBEE Level of contributor – Level 1	15
B-BBEE Level of contributor – Level 2	10
+51% Black Youth Owned Entities	5
Non-Compliant and/or B-BBEE Level 3-8 contributors	0
Total points for Price and Specific Goals must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of evidence required for any of the specific goals together with the bid will be interpreted to mean that preference points for that specific goal are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the supply/provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“EME”** means an Exempted Micro Enterprise as defined by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **“functionality”** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents
- (h) **“Price”** includes all applicable taxes less all unconditional discounts.
- (i) **“Proof of B-BBEE Status Level of Contributor”**
  - i) the B-BBEE status level certificate issued by an authorised body or person;
  - ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
  - iii) any other requirement prescribed in terms of the B-BBEE Act.
- (j) **“QSE”** means a Qualifying Small Enterprise as defined by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (k) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
- (l) **“Specific goals”** means targeted advancement areas or categories of persons or groups either previously disadvantaged or falling within the scope of the Reconstruction and Development Programme identified by Transnet to be given preference in allocation of procurement contracts in line with section 2(1) of the PPPFA.

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:  
80/20

$$Ps = 80 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

### 4. EVIDENCE REQUIRED FOR CLAIMING SPECIFIC GOALS

4.1 In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, preference points must be awarded to a bidder for providing evidence in accordance with the table below::

Specific Goals	Acceptable Evidence
B-BBEE Status contributor	B-BBEE Certificate / Sworn-Affidavit or DTIC Affidavit / a B-BBEE Certificate (in case of JV, a consolidate scorecard will be accepted) as per DTIC guidelines.
+51% Black Youth Owned Entities	Certified copy of ID Documents of the Owners and B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline

4.2 The table below indicates the required proof of B-BBEE status depending on the category of enterprises:

Enterprise	B-BBEE Certificate & Sworn Affidavit
Large	Certificate issued by SANAS accredited verification agency
QSE	Certificate issued by SANAS accredited verification agency Sworn Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned) [Sworn affidavits must substantially comply with the format that can be obtained on the DTIC's website at <a href="http://www.thedtic.gov.za/economic_empowerment/bee_codes.jsp">www.thedtic.gov.za/economic_empowerment/bee_codes.jsp</a> .]

<b>EME<sup>1</sup></b>	Sworn Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard
------------------------	---

- 4.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 4.4 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 4.7 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTIC. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

## 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 6.1

- 6.1 B-BBEE Status Level of Contribution: . . = .....(maximum of 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

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

<sup>1</sup> In terms of the Implementation Guide: Preferential Procurement Regulations, 2017, Version 2, paragraph 11.11 provides that in the Transport Sector, EMEs can provide a letter from accounting officer or get verified and be issued with a B-BBEE certificate by SANAS accredited professional or agency as the Transport Sector Code has not been aligned to the generic Codes. EMEs in the Transport Sector are not allowed to provide a sworn affidavit as the generic codes are not applicable to them.

### 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%.....
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE.

*(Tick applicable box)*

YES  NO

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

#### 8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole proprietor
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

## 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....

## 8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional Supplier
- Other Suppliers e.g. transporter, etc.

[ *TICK APPLICABLE BOX* ]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If a bidder submitted false information regarding its B-BBEE status level of contributor,, which will affect or has affected the evaluation of a bid, or where a bidder has failed to declare any subcontracting arrangements or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have
  - (a) disqualify the person from the bidding 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) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, Transnet reserves the right to penalise the bidder up to 10 percent of the value of the contract;
  - (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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
  - (f) forward the matter for criminal prosecution.

**WITNESSES**

1. ....

2. ....

.....

**SIGNATURE(S) OF BIDDERS(S)**

DATE: .....

ADDRESS .....

.....

**1. PURPOSE OF THE FORM**

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

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

## 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>2</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

## 3 DECLARATION

I, the undersigned, (name)..... in submitting the

<sup>2</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## **T2.2-11 NON-DISCLOSURE AGREEMENT**

**Note to tenderers: This Non-Disclosure Agreement is to be completed and signed by an authorised signatory:**

**THIS AGREEMENT** is made effective as of ..... day of ..... 20..... by and between:

**TRANSNET SOC LTD**

(Registration No. 1990/000900/30), a company incorporated and existing under the laws of South Africa, having its principal place of business at Transnet Corporate Centre 138 Eloff Street , Braamfontein , Johannesburg 2000

and

.....  
(Registration No. ....),a private company incorporated and existing under the laws of South Africa having its principal place of business at  
.....

**WHEREAS**

Transnet and the Company wish to exchange Information [as defined below] and it is envisaged that each party may from time to time receive Information relating to the other in respect thereof. In consideration of each party making available to the other such Information, the parties jointly agree that any dealings between them shall be subject to the terms and conditions of this Agreement which themselves will be subject to the parameters of the Tender Document.

**IT IS HEREBY AGREED**

**1. INTERPRETATION**

In this Agreement:

- 1.1 **Agents** mean directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any Group member;
- 1.2 **Bid or Bid Document** (hereinafter Tender) means Transnet's Request for Information [RFI] Request for Proposal [RFP] or Request for Quotation [RFQ], as the case may be;
- 1.3 **Confidential Information** means any information or other data relating to one party [the **Disclosing Party**] and/or the business carried on or proposed or intended to be carried on by that party and which is made available for the purposes of the Bid to the other party [the **Receiving Party**] or its Agents by the Disclosing Party or its Agents or recorded in agreed minutes following oral disclosure and any other information otherwise made available by the Disclosing Party or its Agents to the Receiving Party or its Agents, whether before, on or after the date of this Agreement, and whether in writing or otherwise, including any information, analysis or specifications derived from, containing or reflecting such information but excluding information which:



1.3.1 is publicly available at the time of its disclosure or becomes publicly available [other than as a result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this Agreement]; or

1.3.2 was lawfully in the possession of the Receiving Party or its Agents [as can be demonstrated by its written records or other reasonable evidence] free of any restriction as to its use or disclosure prior to its being so disclosed; or

1.3.3 following such disclosure, becomes available to the Receiving Party or its Agents [as can be demonstrated by its written records or other reasonable evidence] from a source other than the Disclosing Party or its Agents, which source is not bound by any duty of confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information;

1.4 **Group** means any subsidiary, any holding company and any subsidiary of any holding company of either party; and

1.5 **Information** means all information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs whether in writing, conveyed orally or by machine-readable medium.

## 2. CONFIDENTIAL INFORMATION

2.1 All Confidential Information given by one party to this Agreement [the **Disclosing Party**] to the other party [the **Receiving Party**] will be treated by the Receiving Party as secret and confidential and will not, without the Disclosing Party's written consent, directly or indirectly communicate or disclose [whether in writing or orally or in any other manner] Confidential Information to any other person other than in accordance with the terms of this Agreement.

2.2 The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Tender or for the subsequent performance of any contract between the parties in relation to the Tender.

2.3 Notwithstanding clause 2.1 above, the Receiving Party may disclose Confidential Information:

2.3.1 to those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 2.2 above, provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of such Agents that would constitute a breach of this Agreement; or

2.3.2 to the extent required by law or the rules of any applicable regulatory authority, subject to clause 2.4 below.

2.4 In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 2.3.2 above, it shall promptly notify the Disclosing Party and cooperate with the Disclosing Party regarding the form, nature, content and purpose of such disclosure or any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.



2.5 In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps [including the institution of legal proceedings] as shall be necessary to remedy [if capable of remedy] the default and/or to prevent further unauthorised copying, disclosure or use.

2.6 All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights over the Confidential Information whatsoever, beyond those contained in this Agreement.

### **3. RECORDS AND RETURN OF INFORMATION**

3.1 The Receiving Party agrees to ensure proper and secure storage of all Information and any copies thereof.

3.2 The Receiving Party shall keep a written record, to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.

3.3 The Company shall, within 7 [seven] days of receipt of a written demand from Transnet:

3.3.1 return all written Confidential Information [including all copies]; and

3.3.2 expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Company or on its behalf.

3.4 The Company shall on request supply a certificate signed by a director as to its full compliance with the requirements of clause 3.3.2 above.

### **4. ANNOUNCEMENTS**

4.1 Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Tender without the prior written consent of the other party.

4.2 Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.

### **5. DURATION**

The obligations of each party and its Agents under this Agreement shall survive the termination of any discussions or negotiations between the parties regarding the Tender and continue thereafter for a period of 5 [five] years.

### **6. PRINCIPAL**

Each party confirms that it is acting as principal and not as nominee, agent or broker for any other person and that it will be responsible for any costs incurred by it or its advisers in considering or pursuing the Tender and in complying with the terms of this Agreement.

## **7. ADEQUACY OF DAMAGES**

Nothing contained in this Agreement shall be construed as prohibiting the Disclosing Party from pursuing any other remedies available to it, either at law or in equity, for any such threatened or actual breach of this Agreement, including specific performance, recovery of damages or otherwise.

## **8. PRIVACY AND DATA PROTECTION**

- 8.1 The Receiving Party undertakes to comply with South Africa's general privacy protection in terms Section 14 of the Bill of Rights in connection with this Tender and shall procure that its personnel shall observe the provisions of such Act [as applicable] or any amendments and re-enactments thereof and any regulations made pursuant thereto.
- 8.2 The Receiving Party warrants that it and its Agents have the appropriate technical and organisational measures in place against unauthorised or unlawful processing of data relating to the Tender and against accidental loss or destruction of, or damage to such data held or processed by them.

## **9. GENERAL**

- 9.1 Neither party may assign the benefit of this Agreement, or any interest hereunder, except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.
- 9.2 No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.
- 9.3 The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.
- 9.4 This Agreement may only be modified by a written agreement duly signed by persons authorised on behalf of each party.
- 9.5 Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.
- 9.6 This Agreement will be governed by and construed in accordance with South African law and the parties irrevocably submit to the exclusive jurisdiction of the South African courts.

Signed

Date

Name

Position

Tenderer

## T2.2-12: RFQ DECLARATION FORM

NAME OF COMPANY: \_\_\_\_\_

We \_\_\_\_\_ do hereby certify that:

1. Transnet has supplied and we have received appropriate tender offers to any/all questions (as applicable) which were submitted by ourselves for tender clarification purposes;
2. we have received all information we deemed necessary for the completion of this Tender;
3. at no stage have we received additional information relating to the subject matter of this tender from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the tender documents;
4. we are satisfied, insofar as our company is concerned, that the processes and procedures adopted by Transnet in issuing this tender and the requirements requested from tenderers in responding to this tender have been conducted in a fair and transparent manner; and
5. furthermore, we acknowledge that a direct relationship exists between a family member and/or an owner / member / director / partner / shareholder (unlisted companies) of our company and an employee or board member of the Transnet Group as indicated below: *[Respondent to indicate if this section is not applicable]*

FULL NAME OF OWNER/MEMBER/DIRECTOR/

PARTNER/SHAREHOLDER:

ADDRESS:

Indicate nature of relationship with Transnet:

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*[Failure to furnish complete and accurate information in this regard may lead to the disqualification of your response and may preclude a Respondent from doing future business with Transnet]*

We declare, to the extent that we are aware or become aware of any relationship between ourselves and Transnet (other than any existing and appropriate business relationship with Transnet) which could unfairly advantage our company in the forthcoming adjudication process, we shall notify Transnet immediately in writing of such circumstances.

6. We accept that any dispute pertaining to this tender will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought. (Refer "Important Notice to respondents" below).
7. We further accept that Transnet reserves the right to reverse a tender award or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.
8. We have acquainted ourselves and agree with the content of T2.2-14 "Service Provider Integrity Pact".

For and on behalf of  .....
duly authorised thereto
Name:
Signature:
Date:

#### **IMPORTANT NOTICE TO TENDERERS**

- Transnet has appointed a Procurement Ombudsman to investigate any material complaint in respect of tenders exceeding R5,000,000.00 (five million S.A. Rand) in value. Should a Tenderer have any material concern regarding an tender process which meets this value threshold, a complaint may be lodged with Transnet's Procurement Ombudsman for further investigation.
- It is incumbent on the Tenderer to familiarise himself/herself with the Terms of Reference for the Transnet Procurement Ombudsman, details of which are available for review at Transnet's website [www.transnet.net](http://www.transnet.net).
- An official complaint form may be downloaded from this website and submitted, together with any supporting documentation, within the prescribed period, to [procurement.ombud@transnet.net](mailto:procurement.ombud@transnet.net)
  
- For transactions below the R5,000,000.00 (five million S.A. Rand) threshold, a complaint may be lodged with the Chief Procurement Officer of the relevant Transnet Operating Division.
- All Tenderers should note that a complaint must be made in good faith. If a complaint is made in bad faith, Transnet reserves the right to place such a tenderer on its List of Excluded Bidders.



## **T2.2-13: REQUEST FOR QUOTATION – BREACH OF LAW**

NAME OF COMPANY: \_\_\_\_\_

I / We \_\_\_\_\_ do hereby certify that **I/we have/have not been** found guilty during the preceding 5 (five) years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Tenderer is required to disclose excludes relatively minor offences or misdemeanors, e.g., traffic offences.

*Where found guilty of such a serious breach, please disclose:*

NATURE OF BREACH:

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DATE OF BREACH:

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Furthermore, I/we acknowledge that Transnet SOC Ltd reserves the right to exclude any Tenderer from the tendering process, should that person or company have been found guilty of a serious breach of law, tribunal or regulatory obligation.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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SIGNATURE OF TENDER

## **T2.2-14 Certificate of Acquaintance with Tender Documents**

NAME OF TENDERING ENTITY:

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1. By signing this certificate I/we acknowledge that I/we have made myself/ourselves thoroughly familiar with, and agree with all the conditions governing this RFP. This includes those terms and conditions of the Contract, the Supplier Integrity Pact, Non-Disclosure Agreement etc. contained in any printed form stated to form part of the documents thereof, but not limited to those listed in this clause.
2. I/we furthermore agree that Transnet SOC Ltd shall recognise no claim from me/us for relief based on an allegation that I/we overlooked any tender/contract condition or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.
3. I/we understand that the accompanying Tender will be disqualified if this Certificate is found not to be true and complete in every respect.
4. For the purposes of this Certificate and the accompanying Tender, I/we understand that the word "competitor" shall include any individual or organisation, other than the Tenderer, whether or not affiliated with the Tenderer, 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 Services as the Tenderer and/or is in the same line of business as the Tenderer
5. The Tenderer has arrived at the accompanying Tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive Tendering.
6. In particular, without limiting the generality of paragraph 5 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) geographical area where Services 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 winning the tender.

7. 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 Services to which this tender relates.

8. The terms of the accompanying tender have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.

9. I/We am/are 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 No 89 of 1998 and/or may be reported to the National Prosecuting Authority [NPA] for criminal investigation. In addition, Tenderers that submit suspicious tenders 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 No 12 of 2004 or any other applicable legislation.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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SIGNATURE OF TENDERER

## **T2.2-15 Service Provider Integrity Pact**

**Important Note: All potential tenderers must read this document and certify in the RFP Declaration Form that that have acquainted themselves with and agree with the content.**

**The contract with the successful tenderer will automatically incorporate this Integrity Pact and shall be deemed as part of the final concluded contract.**

### **INTEGRITY PACT**

Between

#### **TRANSNET SOC LTD**

Registration Number: 1990/000900/30

("Transnet")

and

The Contractor (hereinafter referred to as the "Tenderer/Service Providers/Contractor")



## PREAMBLE

Transnet values full compliance with all relevant laws and regulations, ethical standards and the principles of economical use of resources, fairness and transparency in its relations with its Tenderers/Service Providers/Contractors.

In order to achieve these goals, Transnet and the Tenderer/Service Provider/Contractor hereby enter into this agreement hereinafter referred to as the "Integrity Pact" which will form part of the Tenderer's/Service Provider's/Contractor's application for registration with Transnet as a vendor.

The general purpose of this Integrity Pact is to agree on avoiding all forms of dishonesty, fraud and corruption by following a system that is fair, transparent and free from any undue influence prior to, during and subsequent to the currency of any procurement and/or reverse logistics event and any further contract to be entered into between the Parties, relating to such event.

All Tenderers/Service Providers/Contractor's will be required to sign and comply with undertakings contained in this Integrity Pact, should they want to be registered as a Transnet vendor.

## 1 OBJECTIVES

- 1.1 Transnet and the Tenderer/Service Provider/Contractor agree to enter into this Integrity Pact, to avoid all forms of dishonesty, fraud and corruption including practices that are anti-competitive in nature, negotiations made in bad faith and under-pricing by following a system that is fair, transparent and free from any influence/unprejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:
  - a) Enable Transnet to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
  - b) Enable Tenderers/Service Providers/Contractors to abstain from bribing or participating in any corrupt practice in order to secure the contract.

## 2 COMMITMENTS OF TRANSNET

Transnet commits to take all measures necessary to prevent dishonesty, fraud and corruption and to observe the following principles:

- 2.1 Transnet hereby undertakes that no employee of Transnet connected directly or indirectly with the sourcing event and ensuing contract, will demand, take a promise for or accept directly or through intermediaries any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the Tenderer, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the tendering process, Tender evaluation, contracting or implementation process related to any contract.
- 2.2 Transnet will, during the registration and tendering process treat all Tenderers/ Service Providers/Contractor with equity, transparency and fairness. Transnet will in particular, before and during the registration process, provide to all Tenderers/ Service Providers/Contractors the same information and will not provide to any Tenderers/Service Providers/Contractors confidential/additional information through



which the Tenderers/Service Providers/Contractors could obtain an advantage in relation to any tendering process.

- 2.3 Transnet further confirms that its employees will not favour any prospective Tenderers/Service Providers/Contractors in any form that could afford an undue advantage to a particular Tenderer during the tendering stage, and will further treat all Tenderers/Service Providers/Contractors participating in the tendering process in a fair manner.
- 2.4 Transnet will exclude from the tender process such employees who have any personal interest in the Tenderers/Service Providers/Contractors participating in the tendering process.

### **3 OBLIGATIONS OF THE TENDERER / SERVICE PROVIDER**

- 3.1 Transnet has a '**Zero Gifts**' Policy. No employee is allowed to accept gifts, favours or benefits.
  - a) Transnet officials and employees **shall not** solicit, give or accept, or from agreeing to solicit, give, accept or receive directly or indirectly, any gift, gratuity, favour, entertainment, loan, or anything of monetary value, from any person or juridical entities in the course of official duties or in connection with any operation being managed by, or any transaction which may be affected by the functions of their office.
  - b) Transnet officials and employees **shall not** solicit or accept gifts of any kind, from vendors, suppliers, customers, potential employees, potential vendors, and suppliers, or any other individual or organisation irrespective of the value.
  - c) Under **no circumstances** should gifts, business courtesies or hospitality packages be accepted from or given to prospective suppliers participating in a tender process at the respective employee's Operating Division, regardless of retail value.
  - d) Gratuities, bribes or kickbacks of any kind must never be solicited, accepted or offered, either directly or indirectly. This includes money, loans, equity, special privileges, personal favours, benefit or services. Such favours will be considered to constitute corruption.
- 3.2 The Tenderer/Service Provider/Contractor commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its Tender or during any ensuing contract stage in order to secure the contract or in furtherance to secure it and in particular the Tenderer/Service Provider/Contractor commits to the following:
  - a) The Tenderer/Service Provider/Contractor will not, directly or through any other person or firm, offer, promise or give to Transnet or to any of Transnet's employees involved in the tendering process or to any third person any material or other benefit or payment, in order to obtain in exchange an advantage during the tendering process; and
  - b) The Tenderer/Service Provider/Contractor will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement



to any employee of Transnet, connected directly or indirectly with the tendering process, or to any person, organisation or third party related to the contract in exchange for any advantage in the tendering, evaluation, contracting and implementation of the contract.

- 3.3 The Tenderer/Service Provider/Contractor will not collude with other parties interested in the contract to preclude a competitive Tender price, impair the transparency, fairness and progress of the tendering process, Tender evaluation, contracting and implementation of the contract. The Tenderer / Service Provider further commits itself to delivering against all agreed upon conditions as stipulated within the contract.
- 3.4 The Tenderer/Service Provider/Contractor will not enter into any illegal or dishonest agreement or understanding, whether formal or informal with other Tenderers/Service Providers/Contractors. This applies in particular to certifications, submissions or non-submission of documents or actions that are restrictive or to introduce cartels into the tendering process.
- 3.5 The Tenderer/Service Provider/Contractor will not commit any criminal offence under the relevant anti-corruption laws of South Africa or any other country. Furthermore, the Tenderer/Service Provider/Contractor will not use for illegitimate purposes or for restrictive purposes or personal gain, or pass on to others, any information provided by Transnet as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- 3.6 A Tenderer/Service Provider/Contractor of foreign origin shall disclose the name and address of its agents or representatives in South Africa, if any, involved directly or indirectly in the registration or tendering process. Similarly, the Tenderer / Service Provider / Contractor of South African nationality shall furnish the name and address of the foreign principals, if any, involved directly or indirectly in the registration or tendering process.
- 3.7 The Tenderer/Service Provider/Contractor will not misrepresent facts or furnish false or forged documents or information in order to influence the tendering process to the advantage of the Tenderer/Service Provider/Contractor or detriment of Transnet or other competitors.
- 3.8 Transnet may require the Tenderer/Service Provider/Contractor to furnish Transnet with a copy of its code of conduct. Such code of conduct must address the compliance programme for the implementation of the code of conduct and reject the use of bribes and other dishonest and unethical conduct.
- 3.9 The Tenderer/Service Provider/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 3.10 The Tenderer/Service Provider/Contractor confirms that they will uphold the ten principles of the United Nations Global Compact (UNGCG) in the fields of Human Rights, Labour, Anti-Corruption and the Environment when undertaking business with Transnet as follows:



a) Human Rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

b) Labour

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

c) Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

d) Anti-Corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

#### **4 INDEPENDENT TENDERING**

4.1 For the purposes of that Certificate in relation to any submitted Tender, the Tenderer declares to fully understand that the word "competitor" shall include any individual or organisation, other than the Tenderer, whether or not affiliated with the Tenderer, 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 Tenderer and/or is in the same line of business as the Tenderer.

4.2 The Tenderer has arrived at his submitted Tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive tendering.



4.3 In particular, without limiting the generality of paragraph 5 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- a) prices;
- b) geographical area where Goods or Services 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 RFP; or
- f) tendering with the intention of not winning the Tender.

4.4 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 Goods or Services to which his/her tender relates.

4.5 The terms of the Tender as submitted have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official Tender opening or of the awarding of the contract.

4.6 Tenderers are 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 No 89 of 1998 and/or may be reported to the National Prosecuting Authority [**NPA**] for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding 10 [ten] years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

4.7 Should the Tenderer find any terms or conditions stipulated in any of the relevant documents quoted in the Tender unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Tender. Any such submission shall be subject to review by Transnet's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be.

## 5 DISQUALIFICATION FROM TENDERING PROCESS

5.1 If the Tenderer/Service Provider/Contractor has committed a transgression through a violation of section 3 of this Integrity Pact or in any other form such as to put its reliability or credibility as a Tenderer/Service Provider/Contractor into question, Transnet may reject the Tenderer's / Service Provider's / Contractor's application from the registration or tendering process and remove the Tenderer/Service Provider/Contractor from its database, if already registered.

5.2 If the Tenderer/Service Provider/Contractor has committed a transgression through a violation of section 3, or any material violation, such as to put its reliability or credibility into question. Transnet may after following due procedures and at its own discretion also



exclude the Tenderer/Service Provider /Contractor from future tendering processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, which will include amongst others the number of transgressions, the position of the transgressors within the company hierarchy of the Tenderer/Service Provider/Contractor and the amount of the damage. The exclusion will be imposed for up to a maximum of 10 (ten) years. However, Transnet reserves the right to impose a longer period of exclusion, depending on the gravity of the misconduct.

- 5.3 If the Tenderer/Service Provider/Contractor can prove that it has restored the damage caused by it and has installed a suitable corruption prevention system, or taken other remedial measures as the circumstances of the case may require, Transnet may at its own discretion revoke the exclusion or suspend the imposed penalty.

## 6 TRANSNET'S LIST OF EXCLUDED TENDERERS (BLACKLIST)

- 6.1 The process of restriction is used to exclude a company/person from conducting future business with Transnet and other organs of state for a specified period. No Tender shall be awarded to a Tenderer whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. Transnet reserves the right to withdraw an award, or cancel a contract concluded with a Tenderer should it be established, at any time, that a tenderer has been restricted with National Treasury by another government institution.
- 6.2 All the stipulations on Transnet's restriction process as laid down in Transnet's Supply Chain Policy and Procurement Procedures Manual (CPM included) are included herein by way of reference. Below follows a condensed summary of this restriction procedure.
- 6.3 On completion of the restriction procedure, Transnet will submit the restricted entity's details (including the identity number of the individuals and registration number of the entity) to National Treasury for placement on National Treasury's Database of Restricted Suppliers for the specified period of exclusion. National Treasury will make the final decision on whether to restrict an entity from doing business with any organ of state for a period not exceeding 10 years and place the entity concerned on the Database of Restricted Suppliers published on its official website.
- 6.4 The decision to restrict is based on one of the grounds for restriction. The standard of proof to commence the restriction process is whether a "*prima facie*" (i.e. on the face of it) case has been established.
- 6.5 Depending on the seriousness of the misconduct and the strategic importance of the Goods/Services, in addition to restricting a company/person from future business, Transnet may decide to terminate some or all existing contracts with the company/person as well.
- 6.6 A Service Provider or Contractor to Transnet may not subcontract any portion of the contract to a blacklisted company.



6.7 Grounds for blacklisting include: If any person/Enterprise which has submitted a Tender, concluded a contract, or, in the capacity of agent or subcontractor, has been associated with such Tender or contract:

- a) Has, in bad faith, withdrawn such Tender after the advertised closing date and time for the receipt of Tenders;
- b) has, after being notified of the acceptance of his Tender, failed or refused to sign a contract when called upon to do so in terms of any condition forming part of the Tender documents;
- c) has carried out any contract resulting from such Tender in an unsatisfactory manner or has breached any condition of the contract;
- d) has offered, promised or given a bribe in relation to the obtaining or execution of the contract;
- e) has acted in a fraudulent or improper manner or in bad faith towards Transnet or any Government Department or towards any public body, Enterprise or person;
- f) has made any incorrect statement in a certificate or other communication with regard to the Local Content of his Goods or his B-BBEE status and is unable to prove to the satisfaction of Transnet that:
  - (i) he made the statement in good faith honestly believing it to be correct; and
  - (ii) before making such statement he took all reasonable steps to satisfy himself of its correctness;
- g) caused Transnet damage, or to incur costs in order to meet the contractor's requirements and which could not be recovered from the contractor;
- h) has litigated against Transnet in bad faith.

6.8 Grounds for blacklisting include a company/person recorded as being a company or person prohibited from doing business with the public sector on National Treasury's database of Restricted Service Providers or Register of Tender Defaulters.

6.9 Companies associated with the person/s guilty of misconduct (i.e. entities owned, controlled or managed by such persons), any companies subsequently formed by the person(s) guilty of the misconduct and/or an existing company where such person(s) acquires a controlling stake may be considered for blacklisting. The decision to extend the blacklist to associated companies will be at the sole discretion of Transnet.

## 7 PREVIOUS TRANSGRESSIONS

7.1 The Tenderer/Service Provider/Contractor hereby declares that no previous transgressions resulting in a serious breach of any law, including but not limited to, corruption, fraud, theft, extortion and contraventions of the Competition Act 89 of 1998, which occurred in the last 5 (five) years with any other public sector undertaking,



government department or private sector company that could justify its exclusion from its registration on the Tenderer's/Service Provider's/Contractor's database or any tendering process.

7.2 If it is found to be that the Tenderer/Service Provider/Contractor made an incorrect statement on this subject, the Tenderer/Service Provider/Contractor can be rejected from the registration process or removed from the Tenderer/ Service Provider/Contractor database, if already registered, for such reason (refer to the Breach of Law Returnable Form contained in the document.)

## 8 SANCTIONS FOR VIOLATIONS

8.1 Transnet shall also take all or any one of the following actions, wherever required to:

- a) Immediately exclude the Tenderer/Service Provider/Contractor from the tendering process or call off the pre-contract negotiations without giving any compensation the Tenderer/Service Provider/Contractor. However, the proceedings with the other Tenderer/ Service Provider/Contractor may continue;
- b) Immediately cancel the contract, if already awarded or signed, without giving any compensation to the Tenderer/Service Provider/Contractor;
- c) Recover all sums already paid by Transnet;
- d) Encash the advance bank guarantee and performance bond or warranty bond, if furnished by the Tenderer/Service Provider/Contractor, in order to recover the payments, already made by Transnet, along with interest;
- e) Cancel all or any other contracts with the Tenderer/Service Provider/Contractor; and
- f) Exclude the Tenderer/ Service Provider/Contractor from entering into any Tender with Transnet in future.

## 9 CONFLICTS OF INTEREST

9.1 A conflict of interest includes, *inter alia*, a situation in which:

- a) A Transnet employee has a personal financial interest in a tendering / supplying entity; and
- b) A Transnet employee has private interests or personal considerations or has an affiliation or a relationship which affects, or may affect, or may be perceived to affect his / her judgment in action in the best interest of Transnet, or could affect the employee's motivations for acting in a particular manner, or which could result in, or be perceived as favouritism or nepotism.

9.2 A Transnet employee uses his / her position, or privileges or information obtained while acting in the capacity as an employee for:

- a) Private gain or advancement; or
- b) The expectation of private gain, or advancement, or any other advantage accruing to the employee must be declared in a prescribed form.

Thus, conflicts of interest of any Tender committee member or any person involved in the sourcing process must be declared in a prescribed form.



9.3 If a Tenderer/Service Provider/Contractor has or becomes aware of a conflict of interest i.e. a family, business and / or social relationship between its owner(s)/ member(s)/director(s)/partner(s)/shareholder(s) and a Transnet employee/ member of Transnet's Board of Directors in respect of a Tender which will be considered for the Tender process, the Tenderer/Service Provider/ Contractor:

- a) must disclose the interest and its general nature, in the Request for Proposal ("RFX") declaration form; or
- b) must notify Transnet immediately in writing once the circumstances has arisen.

9.4 The Tenderer/Service Provider/Contractor shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any committee member or any person involved in the sourcing process, where this is done, Transnet shall be entitled forthwith to rescind the contract and all other contracts with the Tenderer/Service Provider/Contractor.

## 10 DISPUTE RESOLUTION

10.1 Transnet recognises that trust and good faith are pivotal to its relationship with its Tenderer / Service Provider / Contractor. When a dispute arises between Transnet and its Tenderer / Service Provider / Contractor, the parties should use their best endeavours to resolve the dispute in an amicable manner, whenever possible. Litigation in bad faith negates the principles of trust and good faith on which commercial relationships are based. Accordingly, following a blacklisting process as mentioned in paragraph 6 above, Transnet will not do business with a company that litigates against it in bad faith or is involved in any action that reflects bad faith on its part. Litigation in bad faith includes, but is not limited to the following instances:

- a) **Vexatious proceedings:** these are frivolous proceedings which have been instituted without proper grounds;
- b) **Perjury:** where a Tenderer / Service Provider / Contractor make a false statement either in giving evidence or on an affidavit;
- c) **Scurrilous allegations:** where a Tenderer / Service Provider / Contractor makes allegations regarding a senior Transnet employee which are without proper foundation, scandalous, abusive or defamatory; and
- d) **Abuse of court process:** when a Tenderer / Service Provider / Contractor abuses the court process in order to gain a competitive advantage during a Tender process.

## 11 GENERAL

11.1 This Integrity Pact is governed by and interpreted in accordance with the laws of the Republic of South Africa.

11.2 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the law relating to any civil or criminal proceedings.

11.3 The validity of this Integrity Pact shall cover all the tendering processes and will be valid for an indefinite period unless cancelled by either Party.



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11.4 Should one or several provisions of this Integrity Pact turn out to be invalid the remainder of this Integrity Pact remains valid.

11.5 Should a Tenderer/Service Provider/Contractor be confronted with dishonest, fraudulent or corruptive behaviour of one or more Transnet employees, Transnet expects its Tenderer/Service Provider/Contractor to report this behaviour directly to a senior Transnet official/employee or alternatively by using Transnet's "Tip-Off Anonymous" hotline number 0800 003 056, whereby your confidentiality is guaranteed.

The Parties hereby declare that each of them has read and understood the clauses of this Integrity Pact and shall abide by it. To the best of the Parties' knowledge and belief, the information provided in this Integrity Pact is true and correct.

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I ..... duly authorised by the tendering entity, hereby certify that the tendering entity are **fully acquainted** with the contents of the Integrity Pact and further **agree to abide by it** in full.

Signature .....

Date .....

## **T2.2-16 : Supplier Code of Conduct**

Transnet SOC Limited aims to achieve the best value for money when buying or selling goods and obtaining services. This however must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any supplier dealing with Transnet must understand and support. These are:

- The Transnet Procurement Policy – A guide for Tenderers.
- Section 217 of the Constitution - the five pillars of Public PSCM (Procurement and Supply Chain Management): fair, equitable, transparent, competitive and cost effective;
- The Public Finance Management Act (PFMA);
- The Broad Based Black Economic Empowerment Act (BBBEE)
- The Prevention and Combating of Corrupt Activities Act (PRECCA); and
- The Construction Industry Development Board Act (CIDB Act).

This code of conduct has been included in this contract to formally appraise Transnet Suppliers of Transnet's expectations regarding behaviour and conduct of its Suppliers.

### ***Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices***

Transnet is in the process of transforming itself into a self-sustaining State Owned Enterprise, actively competing in the logistics industry. Our aim is to become a world class, profitable, logistics organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours that will enable this transformation.

#### ***1. Transnet SOC Limited will not participate in corrupt practices. Therefore, it expects its suppliers to act in a similar manner.***

- Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with, and payments to, our suppliers.
- Employees must not accept or request money or anything of value, directly or indirectly, from suppliers.
- Employees may not receive anything that is calculated to:
  - Illegally influence their judgement or conduct or to ensure the desired outcome of a sourcing activity;
  - Win or retain business or to influence any act or decision of any person involved in sourcing decisions; or
  - Gain an improper advantage.

- There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our Suppliers to use our "Tip-offs Anonymous" Hot line to report these acts. (0800 003 056).

**2. *Transnet SOC Limited is firmly committed to the ideas of free and competitive enterprise.***

- Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust practices.
- Transnet does not engage with non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting).

**3. *Transnet's relationship with suppliers requires us to clearly define requirements, to exchange information and share mutual benefits.***

- Generally, suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities. These include, but are not limited to:
  - Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
  - Collusion;
  - Failure to disclose accurate information required during the sourcing activity (ownership, financial situation, BBBEE status, etc.);
  - Corrupt activities listed above; and
  - Harassment, intimidation or other aggressive actions towards Transnet employees.
- Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence is conducted and the supplier is expected to participate in an honest and straight forward manner.
- Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

### **Conflicts of Interest**

A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet SOC Limited.

- Doing business with family members.
- Having a financial interest in another company in our industry

Where possible, contracts will be negotiated to include the above in the terms of such contracts. To the extent such terms are not included in contractual obligations and any of the above code is breached, then Transnet reserves its right to review doing business with these suppliers.

I, \_\_\_\_\_ of \_\_\_\_\_

*(insert name of Director or as per Authority  
Resolution from Board of Directors)* \_\_\_\_\_ *(insert name of Company)*

hereby acknowledge having read, understood and agree to the terms and conditions set out in the "Transnet Supplier Code of Conduct."

Signed this on day \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Signature

## **T2.2-17 Agreement in terms of Protection of Personal Information Act, 4 of 2013 ("POPIA")**

### **1. PREAMBLE AND INTRODUCTION**

- 1.1. The rights and obligation of the Parties in terms of the Protection of Personal Information Act, 4 of 2013 ("POPIA") are included as forming part of the terms and conditions of this contract.

### **2. PROTECTION OF PERSONAL INFORMATION**

- 2.1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No. of 2013 "(POPIA)":  
consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
- 2.2. The Operator will process all information by the Transnet in terms of the requirements contemplated in Section 4(1) of the POPIA:  
Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
- 2.3. The Parties acknowledge and agree that, in relation to personal information of Transnet and the information of a third party that will be processed pursuant to this Agreement , the Operator is (..... name of Tenderer/Contractor) hereinafter Operator and the Data subject is "Transnet". Operator will process personal information only with the knowledge and authorisation of Transnet and will treat personal information and the information of a third party which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
- 2.4. Transnet reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this Agreement and the Operator is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Transnet.
- 2.5. In terms of this Agreement, the Operator acknowledges that it will obtain and have access to personal information of Transnet and the information of a third party and agrees that it shall only process the information disclosed by Transnet in terms of this Agreement and only for the purposes as detailed in this Agreement and in accordance with any applicable law.
- 2.6. Should there be a need for the Operator to process the personal information and the information of a third party in a way that is not agreed to in this Agreement, the Operator must request consent from Transnet to the processing of its personal information or and the information of a third party in a manner other than that it was collected for, which consent cannot be unreasonably withheld.

2.7. Furthermore, the Operator will not otherwise modify, amend or alter any personal information and the information of a third party submitted by Transnet or disclose or permit the disclosure of any personal information and the information of a third party to any third party without prior written consent from Transnet.

2.8. The Operator shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to the services offered to Transnet in terms of this Agreement (physically, through a computer or any other form of electronic communication).

2.9. The Operator shall notify Transnet in writing of any unauthorised access to personal information and the information of a third party, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Operator must inform Transnet of the breach as soon as it has occurred to allow Transnet to take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and the information of a third party and to restore the integrity of the affected personal information as quickly as is possible.

2.10. Transnet may, in writing, request the Operator to confirm and/or make available any personal information and the information of a third party in its possession in relation to Transnet and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA.

2.11. Transnet may further request that the Operator correct, delete, destroy, withdraw consent or object to the processing of any personal information and the information of a third party relating to the Transnet or a third party in the Operator's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations .

2.12. In signing this addendum that is in terms of the POPIA, the Operator hereby agrees that it has adequate measures in place to provide protection of the personal information and the information of a third party given to it by Transnet in line with the 8 conditions of the POPIA and that it will provide to Transnet satisfactory evidence of these measures whenever called upon to do so by Transnet.

**The Operator is required to provide confirmation that all measures in terms of the POPIA are in place when processing personal information and the information of a third party received from Transnet:**

<b>YES</b>	
------------	--

<b>NO</b>	
-----------	--

2.13. Further, the Operator acknowledges that it will be held liable by Transnet should it fail to process personal information in line with the requirements of the POPIA. The Operator will be subject to any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that Transnet submitted to it.

2.14. Should a Tenderer have any complaints or objections to processing of its personal information, by Transnet, the Tenderer can submit a complaint to the Information Regulator on <https://www.justice.gov.za/inforeg/>, click on contact us, click on complaints.IR@justice.gov.za

### **3. SOLE AGREEMENT**

3.1. The Agreement, constitute the sole agreement between the parties relating to the subject matter referred to in paragraph 1.1 of this and no amendment/variation/change shall be of any force and effect unless reduced to writing and signed by or on behalf of both parties.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

(Operator)

Authorised signatory for and on behalf of .....

who warrants that he/she is duly authorised to sign this Agreement.

#### **AS WITNESSES:**

1. Name: \_\_\_\_\_

Signature: \_\_\_\_\_

2. Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## C1.1: Form of Offer & Acceptance

### Offer

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

### CONSTRUCTION OF FEMALE ABLUTION FACILITIES AT MANHATTAN BUILDING LOCATED AT THE PORT OF EAST LONDON

The tenderer, identified in the Offer signature block, has

either	examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.
or	examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the *Contractor* under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the *conditions of contract* identified in the Contract Data.

The offered total of the Prices exclusive of VAT is	<b>R</b>
Value Added Tax @ 15% is	<b>R</b>
The offered total of the Prices inclusive of VAT is	<b>R</b>
(in words)	

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *Contractor* in the *conditions of contract* identified in the Contract Data.

Signature(s)

Name(s)

Capacity

**For the tenderer:**

*(Insert name and address of organisation)*

Name & signature of witness

Date

Tenderer's CIDB registration number:

## Acceptance

By signing this part of this Form of Offer and Acceptance, the *Employer* identified below accepts the tenderer's Offer. In consideration thereof, the *Employer* shall pay the *Contractor* the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the *Employer* and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1	Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
Part C2	Pricing Data
Part C3	Scope of Work: Works Information
Part C4	Site Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

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

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the *conditions of contract* identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

Unless the tenderer (now *Contractor*) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Signature(s)

Name(s)

Capacity

**for the  
Employer**

Transnet SOC Ltd

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## Schedule of Deviations

### Note:

1. To be completed by the Employer prior to award of contract. This part of the Offer & Acceptance would not be required if the contract has been developed by negotiation between the Parties and is not the result of a process of competitive tendering.
2. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
3. A tenderer's covering letter must not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid be the subject of agreement reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here and the final draft of the contract documents shall be revised to incorporate the effect of it.

No.	Subject	Details
1		
2		
3		
4		
5		

By the duly authorised representatives signing this Schedule of Deviations below, the Employer and the tenderer agree to and accept this Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the Offer agreed by the tenderer and the Employer during this process of Offer and Acceptance.

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

### For the tenderer:

### For the Employer

Signature		
Name		
Capacity		
On behalf of	<i>(Insert name and address of organisation)</i>	Transnet SOC Ltd
Name & signature of witness		
Date		

## C1.2 Contract Data

### Part one - Data provided by the *Employer*

Clause	Statement	Data
1	<b>General</b>	<p>The <i>conditions of contract</i> are the core clauses and the clauses for main Option</p> <p><b>A: Priced contract with activity schedule</b></p>
	dispute resolution Option	<b>W1: Dispute resolution procedure</b>
	and secondary Options	<b>X2: Changes in the law</b> <b>X4: Parent company guarantee</b> <b>X7: Delay damages</b> <b>X16: Retention</b> <b>X18: Limitation of liability</b>
		<b>Z: Additional conditions of contract</b>
10.1	The <i>Employer</i> is:	<b>Transnet SOC Ltd</b> <b>(Registration No. 1990/000900/30)</b>

Address

Registered address:

**Transnet Corporate Centre  
Waterfall Business Estate  
9 Country Estate Drive  
Midrand  
1662**

Having elected its Contractual Address for the purposes of this contract as:

**Transnet SOC LTD**

**TNPA – Port of East London – Admin Building  
1 Hely Hutchison Road,  
Quigney,  
East London**

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10.1 The *Project Manager* is: (Name) **Cebolenkosi Mzotho**

Address **TNPA – Port of East London, East London**

Tel **043 700 2910 1316**

e-mail **[Cebolenkosi.Mzotho@Transnet.net](mailto:Cebolenkosi.Mzotho@Transnet.net)**

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10.1 The *Supervisor* is: (Name) **Zanele**

Address **TNPA – Port of East London, East London**

Tel No. **043 700 2403**

e-mail **[Zanele.Ntantalala@transnet.net](mailto:Zanele.Ntantalala@transnet.net)**

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11.2(13) The *works* are **Construction of Female Ablutions Facilities**

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11.2(14) The following matters will be included in the Risk Register **Nil**

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11.2(15) The *boundaries of the site* are **As stated in Part C4.1."Description of the Site and it surroundings"**

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11.2(16) The Site Information is in **Part C4**

---

11.2(19) The Works Information is in **Part C3**

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12.2 The *law of the contract* is the law of **the Republic of South Africa subject to the jurisdiction of the Courts of South Africa.**

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13.1 The *language of this contract* is **English**

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13.3 The *period for reply* is **2 weeks**

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**2 The Contractor's main responsibilities** **No additional data is required for this section of the conditions of contract.**

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### 3 Time

11.2(3) The *completion date* for the whole **30 March 2023** of the *works* is

11.2(9) The *key dates* and the *conditions* **Condition to be met** *key date* to be met are:

		<b>None</b>	<b>None</b>
30.1	The <i>access dates</i> are	<b>Part of the Site</b>	<b>Date</b>
		<b>Drawing</b>	
			<b>Site</b>
31.1	The <i>Contractor</i> is to submit a first programme for acceptance within	<b>2 weeks of the Contract Date.</b>	
31.2	The <i>starting date</i> is	<b>18 October 2021</b>	
32.2	The <i>Contractor</i> submits revised programmes at intervals no longer than	<b>2 weeks.</b>	

### 4 Testing and Defects

42.2 The *defects date* is **26 (twenty-six) weeks after Completion of the whole of the works.**

43.2 The *defect correction period* is **2 weeks**

### 5 Payment

50.1 The *assessment interval* is **25<sup>th</sup> (twenty fifth) day of each successive month.** monthly on the

51.1 The *currency of this contract* is **South African Rand.** the

51.2 The period within which payments are made is **Payment will be effected on or before the last day of the month following the month during which a valid Tax Invoice and Statement were received.**

51.4 The *interest rate* is **the prime lending rate of Standard Bank of South Africa.**

### 6 Compensation events

60.1(13) The *weather measurements* to be recorded for each calendar month **the cumulative rainfall (mm)** are,



**the number of days with rainfall more than 10 mm**

**the number of days with minimum air temperature less than 0 degrees Celsius**

**the number of days with snow lying at 08:00 hours South African Time**

**and these measurements:**

The place where weather is to be **East London** recorded (on the Site ) is:

The *weather data* are the records of past *weather measurements* for each calendar month which **East London** were recorded at:

and which are available from: **South African Weather Service 012 367 6023** or [info3@weathersa.co.za](mailto:info3@weathersa.co.za).

<b>7</b>	<b>Title</b>	<b>No additional data is required for this section of the <i>conditions of contract</i>.</b>
<b>8</b>	<b>Risks and insurance</b>	
80.1	These are additional <i>Employer's</i> <b>None</b> risks	
84.1	The <i>Employer</i> provides these insurances from the Insurance Table	
	1 Insurance against:	<b>Loss of or damage to the <i>works</i>, Plant and Materials is as stated in the Insurance policy for Contract Works/ Public Liability.</b>
	Cover / indemnity:	<b>to the extent as stated in the insurance policy for Contract Works / Public Liability</b>
	The deductibles are:	<b>as stated in the insurance policy for Contract Works / Public Liability</b>



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2 Insurance against:	<b>Loss of or damage to property (except the works, Plant and Materials &amp; Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) arising out of or in connection with the performance of the Contract as stated in the insurance policy for Contract Works / Public Liability</b>
Cover / indemnity	<b>Is to the extent as stated in the insurance policy for Contract Works / Public Liability</b>
The deductibles are	<b>as stated in the insurance policy for Contract Works / Public Liability</b>
3 Insurance against:	<b>Loss of or damage to Equipment (Temporary Works only) as stated in the insurance policy for contract Works and Public Liability</b>
Cover / indemnity	<b>Is to the extent as stated in the insurance policy for Contract Works / Public Liability</b>
The deductibles are:	<b>As stated in the insurance policy for Contract Works / Public Liability</b>
4 Insurance against:	<b>Contract Works SASRIA insurance subject to the terms, exceptions and conditions of the SASRIA coupon</b>
Cover / indemnity	<b>Cover / indemnity is to the extent provided by the SASRIA coupon</b>
The deductibles are	<b>The deductibles are, in respect of each and every theft claim, 0,1% of the contract value subject to a minimum of R2,500 and a maximum of R25,000.</b>
Note:	<b>The deductibles for the insurance as stated above are listed in the document titled "Certificate of Insurance: Transnet (SOC) Limited Principal Controlled Insurance."</b>

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84.1 The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the *Contractor* arising out of and in the course of their employment in connection with this contract for any one event is

The *Contractor* provides these additional Insurances

**The *Contractor* must comply at a minimum with the provisions of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 as amended.**

**1 Where the contract requires that the design of any part of the *works* shall be provided by the *Contractor* the *Contractor* shall satisfy the *Employer* that professional indemnity insurance cover in connection therewith has been affected**

**2 Where the contract involves manufacture, and/or fabrication of Plant & Materials, components or other goods to be incorporated into the *works* at premises other than the site, the *Contractor* shall satisfy the *Employer* that such plant & materials, components or other goods for incorporation in the *works* are adequately insured during manufacture and/or fabrication and transportation to the site.**

**3 Should the *Employer* have an insurable interest in such items during manufacture, and/or fabrication, such interest shall be noted by endorsement to the *Contractor's* policies of insurance as well as those of any sub-contractor**

**4 Motor Vehicle Liability Insurance comprising (as a minimum) "Balance of Third Party" Risks including Passenger and Unauthorised Passenger Liability indemnity with a minimum indemnity limit of R 5 000 000.**

**7 The insurance coverage referred to in 1, 2, 3, 4, above shall be obtained from an insurer(s) in terms of an insurance policy approved by the *Employer*. The *Contractor* shall arrange with the insurer to submit to the *Project Manager* the original and the duplicate original of the policy or policies of insurance and the receipts for payment of current premiums, together with a certificate from the insurer or insurance broker concerned, confirming that the policy or policies provide the full coverage as required. The original policy will be returned to the *Contractor*.**

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84.2	The minimum limit of indemnity for insurance in respect of loss of or damage to property (except the works, Plant, Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the <i>Contractor</i> ) caused by activity in connection with this contract for any one event is	<b>Whatever the <i>Contractor</i> requires in addition to the amount of insurance taken out by the <i>Employer</i> for the same risk.</b>
84.2	The insurance against loss of or damage to the works, Plant and Materials as stated in the insurance policy for contract works and public liability selected from:	<b>Principal Controlled Insurance policy for Contract</b>
<b>9</b>	<b>Termination</b>	<b>There is no additional Contract Data required for this section of the <i>conditions of contract</i>.</b>
<b>10</b>	<b>Data for main Option clause</b>	
<b>A</b>	<b>Priced contract with Activity Schedule</b>	<b>No additional data is required for this Option.</b>
<b>11</b>	<b>Data for Option W1</b>	



W1.1	The <i>Adjudicator</i> is	<b>Both parties will agree as and when a dispute arises. If the parties cannot reach an agreement on the <i>Adjudicator</i>, the Chairman of the Association of Arbitrators will appoint an <i>Adjudicator</i>.</b>
W1.2(3)	The <i>Adjudicator nominating body</i> is:	<b>The Chairman of the Association of Arbitrators (Southern Africa)</b>  If no <i>Adjudicator nominating body</i> is entered, it is: <b>the Association of Arbitrators (Southern Africa)</b>
W1.4(2)	The <i>tribunal</i> is:	<b>Arbitration</b>
W1.4(5)	The <i>arbitration procedure</i> is	<b>The Rules for the Conduct of Arbitrations of the Association of Arbitrators (Southern Africa)</b>
	The place where arbitration is to be held is	<b>East London, South Africa</b>
	The person or organisation who will choose an arbitrator	
	- if the Parties cannot agree a choice or	<b>The Chairman of the Association of Arbitrators (Southern Africa)</b>
	- if the arbitration procedure does not state who selects an arbitrator, is	
<b>12</b>	<b>Data for secondary Option clauses</b>	
<b>X2</b>	<b>Changes in the law</b>	<b>No additional data is required for this Option</b>
<b>X4</b>	<b>Parent company guarantee</b>	<b>No additional data is required for this Option</b>
<b>X7</b>	<b>Delay damages</b>	
X7.1	Delay damages for Completion of the whole of the <i>works</i> are	<b>R 500.00 per day</b>
<b>X16</b>	<b>Retention</b>	
X16.1	The retention free amount is	<b>Nil</b>
	The retention percentage is	<b>5% on all payments certified.</b>
<b>X18</b>	<b>Limitation of liability</b>	



X18.1 The *Contractor's* liability to the **Nil**  
*Employer* for indirect or **The deductible of the relevant insurance**  
 consequential loss is limited to: **policy**

X18.2 For any one event, the  
*Contractor's* liability to the  
*Employer* for loss of or damage  
 to the *Employer's* property is **The cost of correcting the Defect**  
 limited to:

X18.3 The *Contractor's* liability for  
 Defects due to his design which  
 are not listed on the Defects **The Total of the Prices**  
 Certificate is limited to:

X18.4 The *Contractor's* total liability to  
 the *Employer* for all matters  
 arising under or in connection  
 with this contract, other than  
 excluded matters, is limited to: **5 years after Completion of the whole of the**  
**works**

X18.5 The *end of liability date* is

**Z Additional conditions of  
 contract are:**

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**Z5 Additional clauses relating to  
Joint Venture**

**Z5.1**

**Insert the additional core clause 27.5**

**27.5. In the instance that the *Contractor* is a joint venture, the *Contractor* shall provide the *Employer* with a certified copy of its signed joint venture agreement, and in the instance that the joint venture is an 'Incorporated Joint Venture,' the Memorandum of Incorporation, within 4 (four) weeks of the Contract Date.**

**The Joint Venture agreement shall contain but not be limited to the following:**

- **A brief description of the Contract and the Deliverables;**
- **The name, physical address, communications addresses and domicilium citandi et executandi of each of the constituents and of the Joint Venture;**
- **The constituent's interests;**
- **A schedule of the insurance policies, sureties, indemnities and guarantees which must be taken out by the Joint Venture and by the individual constituents;**
- **Details of an internal dispute resolution procedure;**
- **Written confirmation by all of the constituents:**
  - i. **of their joint and several liabilities to the *Employer* to Provide the Works;**
  - ii. **identification of the lead partner in the joint venture confirming the authority of the lead partner to bind the joint venture through the *Contractor's* representative;**
  - iii. **Identification of the roles and responsibilities of the**

**constituents to provide the Works.**

- **Financial requirements for the Joint Venture:**

- iv. the working capital requirements for the Joint Venture and the extent to which and manner whereby this will be provided and/or guaranteed by the constituents from time to time;
- v. the names of the auditors and others, if any, who will provide auditing and accounting services to the Joint Venture.

**Z5.2**

**Insert additional core clause 27.6**

**27.6. The *Contractor* shall not alter its composition or legal status of the Joint Venture without the prior approval of the *Employer*.**

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**Z6 Additional obligations in respect of Termination**

**Z6.1**

**The following will be included under core clause 91.1:**

**In the second main bullet, after the word 'partnership' add 'joint venture whether incorporate or otherwise (including any constituent of the joint venture)' and**

**Under the second main bullet, insert the following additional bullets after the last sub-bullet:**

- **commenced business rescue proceedings (R22)**
- **repudiated this Contract (R23)**



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<b>Z6.2</b>	<b>Termination Table</b>	<p><b>The following will be included under core clause 90.2 Termination Table as follows:</b></p> <p><b>Amend "A reason other than R1 – R21" to "A reason other than R1 – R23"</b></p>
<b>Z6.3</b>		<p><b>Amend "R1 – R15 or R18" to "R1 – R15, R18, R22 or R23."</b></p>
<b>Z7</b>	<b>Right Reserved by the Employer to Conduct Vetting through SSA</b>	
<b>Z7.1</b>		<p><b>The <i>Employer</i> reserves the right to conduct vetting through State Security Agency (SSA) for security clearances of any <i>Contractor</i> who has access to National Key Points for the following without limitations:</b></p> <ol style="list-style-type: none"><li><b>1. Confidential – this clearance is based on any information which may be used by malicious, opposing or hostile elements to harm the objectives and functions of an organ of state.</b></li><li><b>2. Secret – clearance is based on any information which may be used by malicious, opposing or hostile elements to disrupt the objectives and functions of an organ of state.</b></li><li><b>3. Top Secret – this clearance is based on information which may be used by malicious, opposing or hostile elements to neutralise the objectives and functions of an organ of state.</b></li></ol>
<b>Z8</b>	<b>Additional Clause Relating to Collusion in the Construction Industry</b>	
<b>Z8.1</b>		<p><b>The contract award is made without prejudice to any rights the <i>Employer</i> may have to take appropriate action later with regard to any declared tender rigging including blacklisting.</b></p>

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**Z9 Protection of Personal Information Act**

**Z9.1**

**The *Employer* and the *Contractor* are required to process information obtained for the duration of the Agreement in a manner that is aligned to the Protection of Personal Information Act.**

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## C1.2 Contract Data

### Part two - Data provided by the *Contractor*

The tendering *Contractor* is advised to read both the NEC3 Engineering and Construction Contract - June 2005 (with amendments June 2006 and April 2013) and the relevant parts of its Guidance Notes (ECC3-GN) in order to understand the implications of this Data which the tenderer is required to complete. An example of the completed Data is provided on pages 156 to 158 of the ECC3 Guidance Notes.

Completion of the data in full, according to Options chosen, is essential to create a complete contract.

Clause	Statement	Data
10.1	The <i>Contractor</i> is (Name):	
	Address	
	Tel No.	
	Fax No.	
11.2(8)	The <i>direct fee percentage</i> is	‰
	The <i>subcontracted fee percentage</i> is	‰
11.2(18)	The <i>working areas</i> are the Site and	
24.1	The <i>Contractor's</i> key persons are:	
	1 Name:	
	Job:	
	Responsibilities:	
	Qualifications:	
	Experience:	
	2 Name:	
	Job	
	Responsibilities:	
	Qualifications:	
	Experience:	



		<b>CV's (and further key persons data including CVs) are appended to Tender Schedule entitled .</b>		
11.2(14)	The following matters will be included in the Risk Register			
31.1	The programme identified in the Contract Data is			
<b>A</b>	<b>Priced contract with activity schedule</b>			
11.2(20)	The <i>activity schedule</i> is in			
11.2(30)	The tendered total of the Prices is	<b>(in figures)</b>  <b>(in words), excluding VAT</b>		
	<b>Data for Schedules of Cost Components</b>	<i>Note "SCC" means Schedule of Cost Components starting on page 60 of ECC, and "SSCC" means Shorter Schedule of Cost Components starting on page 63 of ECC.</i>		
<b>A</b>	<b>Priced contract with activity schedule</b>	<b>Data for the Shorter Schedule of Cost Components</b>		
41 in SSCC	The percentage for people overheads is:	<b>%</b>		
21 in SSCC	The published list of Equipment is the last edition of the list published by			
	The percentage for adjustment for Equipment in the published list is	<b>% (state plus or minus)</b>		
22 in SSCC	The rates of other Equipment are:	<b>Equipment</b>	<b>Size or capacity</b>	<b>Rate</b>



61	in	The hourly rates for Defined Cost of design outside the Working Areas are	<b>Category of employee</b>	<b>Hourly rate</b>
62	in	The percentage for design overheads is	<b>%</b>	
63	in	The categories of design employees whose travelling expenses to and from the Working Areas are included in Defined Cost are:		

	The percentage for adjustment for Equipment in the published list is	<b>% (state plus or minus)</b>		
22	in	The rates of other Equipment are:	<b>Equipment</b>	<b>Size or capacity</b>
61	in	The hourly rates for Defined Cost of design outside the Working Areas are	<b>Category of employee</b>	<b>Hourly rate</b>
62	in	The percentage for design overheads is	<b>%</b>	



63 in SSCC	The categories of design employees whose travelling expenses to and from the Working Areas are included in Defined Cost are:	

## PART 2: PRICING DATA

Document reference	Title	No of pages
C2.1	Pricing instructions: Option A	2
C2.2	Activity Schedule	5

## C2.1 Pricing Instructions: Option A

### 1. The *conditions of contract*

#### 1.1. How the contract prices work and assesses it for progress payments

Clause 11 in NEC3 Engineering and Construction Contract, June 2005, (with amendments June 2006 and April 2013) (ECC) Option A states:

**Identified and defined terms** 11.2 (20) The Activity Schedule is the *activity schedule* unless later changed in accordance with this contract.

(22) Defined Cost is the cost of the components in the Shorter Schedule of Cost Components whether work is subcontracted or not excluding the cost of preparing quotations for compensation events.

(27) The Price for Work Done to Date is the total of the Prices for

- each group of completed activities and
- each completed activity which is not in a group

A completed activity is one which is without Defects which would either delay or be covered by immediately following work.

(30) The Prices are the lump sums for each of the activities on the Activity Schedule unless later changed in accordance with this contract.

### 1.2. Measurement and Payment

1.2.1 The Activity Schedule provides the basis of all valuations of the Price for Work Done to Date, payments in multiple currencies, price adjustments for inflation and general progress monitoring.

1.2.2 The amount due at each assessment date is based on **completed activities and/or milestones** as indicated on the Activity Schedule.

1.2.3 The Activity Schedule work breakdown structure provided by the *Contractor* is based on the Activity Schedule provided by the *Employer*. The activities listed by the *Employer* are the minimum activities acceptable and identify the specific activities which are required to achieve Completion. The activity schedule work breakdown structure is compiled to the satisfaction of the *Project Manager* with any additions and/or amendments deemed necessary.

1.2.4 The *Contractor's* detailed Activity Schedule summates back to the Activity Schedule provided by the *Employer* and is in sufficient detail to monitor completion of activities related to the Accepted Programme in order that payment of completed activities may be assessed.

1.2.5 The short descriptions in the Activity Schedule are for identification purposes only. All work described in the Works Information is deemed included in the activities.

- 1.2.6 The Activity Schedule is integrated with the Prices, Accepted Programme and where required the forecast rate of payment schedule.
- 1.2.7 Activities in multiple currencies are separately identified on both the Activity Schedule and the Accepted Programme for each currency.
- 1.2.8 The tendered total of the prices as stated in the Contract Data is obtained from the Activity Schedule summary. The tendered total of the prices includes for all direct and indirect costs, overheads, profits, risks, liabilities and obligations relative to the Contract.

## C2.2 Activity Schedule

The Tenderer details his Activity Schedule below or makes reference to his Activity Schedule and attaches it to this schedule.

The details given below serve as guidelines only and the Tenderer may split or combine the activities to suit his particular methods.

	CONSTRUCTION OF FEMALE ABLUTIONS AT THE MANHATTAN BUILDING.				
<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount (Excl. VAT)</b>
	<b>Scope of Work</b>				
	The contractor will be expected to convert the existing male changerooms to accommodate males and females.				
	SUMMARY				
<b>1</b>	<b>PRELIMINARY &amp; GENERAL</b>				
<b>2</b>	<b>CIVIL WORKS</b>				
<b>1</b>	<b>SECTION 1: PRELIMINARIES AND GENERAL</b>				
<b>1.1</b>	<b>Fixed Costs</b>	L/Sum	1.00		
<b>1.2</b>	<b>Time Related Costs</b>	L/Sum	1.00		
<b>2</b>	<b>SECTION 2: CIVIL WORKS</b>				
<b>2.1</b>	<b>Removing of doors and door frames</b>				
	Taking out and removing doors and door frames Including plastering and making ready to install.				
2.1.1	Remove existing wooden double door and door frame.	No.	2.00		
2.1.2	Remove existing single wooden door and door frame.	No.	3.00		
<b>2.2</b>	<b>Removing of tiles</b>				
	Hacking off and removing tile floor and wall finishes including removing mortar bed or plaster backing and preparing concrete or brick surfaces for new tile finishes.				

2.2.1	Floor Tiles	m <sup>2</sup>	138.75		
2.2.2	Wall Tiles	m <sup>2</sup>	276.29		
<b>2.3</b>	<b>Breaking down brick walls.</b>				
	Breaking down brick walls including plastering and making right for painting/tiling.				
2.3.1	Break down existing brick wall to make way for new toilet.	m <sup>2</sup>	5.74		
2.3.2	Remove rubble from site to point of disposal.	m <sup>3</sup>	1.32		
<b>2.4</b>	<b>Construction of new walls.</b>				
	Construction of new walls including plastering and making ready for paint/tiling.				
2.4.1	Extend existing curved brick wall height to under ceiling level by means of dry walling.	m <sup>2</sup>	6.47		
2.4.2	Paint same colour as curved wall.	m <sup>2</sup>	17.50		
2.4.3	Construct a new division wall to divide the new male change room and female change room using dry walling in the dry space.	m <sup>2</sup>	16.86		
2.4.4	Paint same colour as curved wall.	m <sup>2</sup>	33.71		
2.4.5	Construct a new division wall to divide the new male change room and female change room using brick and mortar in the wet space.	m <sup>2</sup>	2.27		
<b>2.5</b>	<b>Painting of all interior walls</b>				
	Take out and remove sanitary fittings, etc including blanking off and disconnecting piping from fittings and making good floor and wall finishes.				
2.5.1	Paint all interior walls same colour as existing	m <sup>2</sup>	558.00		
<b>2.6</b>	<b>Removal of sanitary items</b>				

	Take out and remove sanitary fittings, etc including blanking off and disconnecting piping from fittings and making good floor and wall finishes.				
2.6.1	Existing Wash Hand Basins and taps	No.	11.00		
2.6.2	Existing Urinals	No.	5.00		
2.6.3	Existing WC pan system	No.	8.00		
2.6.4	Existing shower compartments and toilet compartments	No.	22.00		
2.6.5	Existing Steel towel rail	No.	1.00		
2.6.6	Existing toilet paper holders	No.	8.00		
2.6.7	Existing lockers	No.	23.00		
2.6.8	Existing soap dispensers	No.	5.00		
2.6.9	Existing Mirrors	No.	11.00		
<b>2.7</b>	<b>Tiling</b>				
	Wall Tiling				
2.7.1	600x600 Brillo Ivory Floor to Ceiling	m <sup>2</sup>	118.60		
	Dessert mix mosaic strip	m	50.00		
	Floor Tiling				
2.7.2	600 x 600 London Grey Glossy tile	m <sup>2</sup>	138.75		
	Mosaic shower floor tile				
2.7.3	Dessert mix mosaic shower floor tile	m <sup>2</sup>	4.80		
2.7.4	Supply and install aluminium edge strips to all corners and edges to neaten up tiling finishes, where necessary	Prov. Sum	1		
2.7.5	Supply and install dividing strip edge between different floor finishes	Prov. Sum	1		
<b>2.8</b>	<b>Carpentry and Joinery</b>				
	Supply and installation of new doors and door frames				
2.8.1	Supply and install new wooden double door and door frame.	No.	2.00		
2.8.2	Supply and install new single wooden door and door frame.	No.	3.00		

2.8.3	Paint the existing wall paint same colour as curved wall	m <sup>2</sup>	4.92		
<b>2.9</b>	<b>Plumbing and Drainage</b>				
	Plumbing Installation				
2.9.1	Allowance for plumbing installation including all necessary pipes & fittings required	Prov. Sum	1		
2.9.2	Class 1 copper supply pipes, where necessary	Prov. Sum	1		
<b>2.10.</b>	<b>Sundry Items</b>				
	<b>Supply and install sundry items and sanitary fittings, etc Including blanking off and disconnecting piping from fittings and making good floor and wall finishes.</b>				
2.10.1	Door Signage for "Toilet for people with disabilities"	No.	2.00		
2.10.2	New built-in lockable storage lockers	No.	20.00		
2.10.3	Wall mounted aluminium frame and frosted glass shower cubicles with pivot doors	No.	6.00		
2.10.4	Galvanised steel and wood change-room bench (2000x1500mm)	No.	2.00		
2.10.5	Toilet partitioning panels, as per specification.	No.	7.00		
2.10.6	New mirrors above basin (2000x500x5mm)	No.	2.00		
2.10.7	New mirrors above basin for PWDs (350x900mm)	No.	2.00		
2.10.8	Full length mirrors (500x1500x5mm)	No.	2.00		
2.10.9	Wall hung basins for PWDs with single medical pillar tap with long lever (503-213 Cobra single medical pillar tap)	No.	2.00		
2.10.10	New hand basins (plumb line amaro vanity basin 1th white with o/flow 53cm)	No.	6.00		
2.10.11	Basin mixers (isca chloe ex7003ch sink mixer 1th)	No.	6.00		
2.10.12	WC system (Vaal Ingenue Closed Coupled Suite 772660)	No.	5.00		
2.10.13	WC system for PWDs with flushing lever, as per specification	No.	2.00		
2.10.14	Stainless steel electrical hand dryers (027694 s/steel 2.3kWahd1003 230v) (Transnet electrical department will install)	No.	4.00		
2.10.15	Provide chasing for electric hand dryers	No.	4.00		

2.10.16	Rustenburg granite top (2000x1000mm) with splash back 75mm	No.	2.00		
2.10.17	Serra Lockable stainless steel toilet papers holders	No.	7.00		
2.10.18	Soap dispensers (027014 Franke soap dispenser rodx619)	No.	5.00		
2.10.19	Supply and install additional hot water geyser. (Same as existing geyser), including relocating existing geyser to outside.	No.	1.00		
<b>Total Price Excluding VAT</b>					
<b>VAT 15% If Applicable</b>					
<b>Total Price Including VAT</b>					

## PART C3: SCOPE OF WORK

Document reference	Title	No of page
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<b>Total number of pages</b>		<b>23</b>

## **C3.1 EMPLOYER'S WORKS INFORMATION**

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# SECTION 1

## 1 Description of the *works*

### 1.1 Executive Overview

Construction of the port of East London began in 1872. Throughout the late 1800s, more construction ensued, including the construction of port infrastructure such as quay walls, jetties, and buildings. Much of this infrastructure is still standing today, including buildings from the late 1800s and early 1900s. As time progressed, more buildings were added to the port environment. These include the Manhattan building located by the port's graving dock. This building houses the drydock operations staff.

In the past years, general drydock workers were only of the male gender. This was due to the stereotyped gender roles and norms of the past. Women were not accustomed to manual labour, and mechanical duties. As time went on, more and more females were seen venturing into manual work. The old buildings still however reflect features from the olden days. These included facilities such as ablutions and toilets. The Manhattan building only consists of ablution facilities for males. The female workers are currently forced to share these facilities with males.

The works that the Contractor is to perform involve constructing a wall that will separate the proposed male and female ablutions, and construction of the actual ablution facilities including providing all required sanitary ware and plumbing as set out in this document (Pricing Schedule), Works Information, the specifications under Part C4 (Site Information), and drawings referenced in this Works Information.

### 1.2 Overview of Scope of *Works*

#### 1.2.1 Site setup and general consideration

##### 1.2.1.1 Site Establishment

The *contractor* is expected to inspect the Working Area and assess the sequence of the execution of activities for the *Works*.

The *Contractor* is permitted to establish his Working Area at the Manhattan building, where the execution of *Works* will be done.

##### 1.2.1.2 Barricading signage, protection of services and existing equipment

The *Contractor* shall erect barricading signage to a height of 1000mm above existing ground level outside the Manhattan building, the barricading material shall be approved by the *Project Manager*.

The *Contractor* shall erect the appropriate dust suppression system to control dust throughout the execution of works, including noise and vibration control system/s.

The *Contractor* shall ensure that the Working Area, including existing services and equipment, is adequately protected from damage. Any damages caused will be of the *Contractor's* account.

### **1.2.2 Removal of existing assets**

The *Works* include the removing of doors and door frames, tiles, sanitary items, breaking down brick walls, The *Project Manager* shall decide and instruct the *Contractor* on which assets shall be re-used and which will be disposed of at an approved dumping site, and which shall be transported to a TNPA site for asset scrapping following TNPA scrapping processes.

#### **1.2.2.1 Manhattan building**

Once the existing conditions of the Working Area has been assessed by the *Contractor*, the following items are to be removed:

- Existing tiles.
- Doors and door frames.
- Existing sanitary items
- Breaking down of brick walls.

#### **1.2.2.2 Preparation of *Working Area***

Once the above-mentioned removals have taken place, the Contractor is to prepare the site for the supply and installation of the required Works.

### **1.2.3 Supply and Installation**

Supply and installation of new doors and door frames, plumbing, wall and floor tiling, sanitary fittings.

#### **1.2.3.1 Sanitary Fittings**

- Door Signage for "Toilet for people with disabilities"
- New built-in lockable storage lockers
- Wall mounted aluminium frame and frosted glass shower cubicles with pivot doors.
- Galvanized steel and wood change-room bench (2000x1500mm)
- Toilet partitioning panels, As per Specification
- New mirrors above basin (2000x500x5mm)
- New mirrors above basin for PWDs (350x900mm)
- Full length mirrors (500x1500x5mm)
- Wall hung basins for PWDs with single medical pillar tap with long lever (503-213 Cobra single medical pillar tap)
- New hand basins (plumb line amaro vanity basin 1th white with o/flow 53cm)
- Basin mixers (isca chloe ex7003ch sink mixer 1th)
- WC system (Vaal Ingenue Closed Coupled Suite 772660)
- WC system for PWDs with flushing lever, As per specification
- Supply and install stainless steel electrical hand dryers (027694 s/steel 2.3kWahd1003 230v)
- Provide chasing for electric hand dryer's
- Rustenburg granite top (2000x1000mm) with splash back 75mm
- Serra Lockable stainless steel toilet papers holders
- Soap dispensers (027014 franke soap dispenser rodx619)
- Supply and install additional hot water geyser. (Same as existing geyser), including relocating existing geyser to outside.

#### **1.2.4 Making good of the site**

The *Contractor* shall be responsible for ensuring that the Site is made well or brought back to original form when the *Works* are complete. All debris from the *Works* must be removed and dumped away at approved dumping site. The final *Works* will be compared to the original condition of the Working Area as per Section 3.1.7 of this *Works Information*.

### **1.3 Employer's Objectives**

The Port of East London has female employees working at the graving dock and ship repair department. These employees are forced to share toilets and ablution facilities with their male colleagues. This violates the privacy concerns that the women have. It also brings about a level of discomfort whenever the females must use these facilities. Freedom and space issues have also been violated within these situations. There are also traditional concerns that these unisex toilets go against.

This acts against a safe and favorable work environment for the female employees and must be resolved, so they can be satisfied with their work environment. The employer's objective is to provide clean, safe and gender-separated ablution facilities for the drydock staff to ensure they are within a work-efficient and comfortable work environment.

### **1.4 Interpretation and Terminology**

The following abbreviations are used in this Works Information:

<b>Abbreviation</b>	<b>Meaning given to the abbreviation</b>
BBBEE	Broad Based Black Economic Empowerment
CEMP	Construction Environmental Management Plan
CD	Compact Disc
CDR	Contractor Documentation Register
CDS	Contractor Documentation Schedule
CRL	Contractor Review Label
CSHEO	Contractor's Safety, Health, and Environmental Officer
CM	Construction Manager
DTI	Department of Trade and Industry
DWG	Drawings
EO	Environmental Officer
HAW	Hazard Assessment Workshop
HAZOP	Hazard and Operability Study
HSSP	Health and Safety Surveillance Plan
INC	Independent Nominated Consultant
IP	Industrial Participation
IR	Industrial Relations
IPP	Industrial Participation Policy
IPO	Industrial Participation Obligation
IPS	Industrial Participation Secretariat
IRCC	Industrial Relations Co-ordinating Committee
JSA	Job Safety Analysis
CIRP	Contractor's Industrial Relations Practitioner
Native	Original electronic file format of documentation

Abbreviation	Meaning given to the abbreviation
PES	Project Environmental Specifications
PHA	Preliminary Hazard Assessment
PIRM	Project Industrial Relations Manager
PIRPMP	Project Industrial Relations Policy and Management Plan
PLA	Project Labour Agreements
PSIRM	Project Site Industrial Relations Manager
PSPM	Project Safety Program Manager
PSSM	Project Site Safety Manager
ProgEM	Programme Environmental Manager
ProjEM	Project Environmental Manager
QA	Quality Assurance
R&D	Research and Development
SANS	South African National Standards
SASRIA	South African Special Risks Insurance Association
SES	Standard Environmental Specification
SHE	Safety, Health, and Environment
SHEC	Safety, Health, and Environment Co-ordinator
SIP	Site Induction Programme
SMP	Safety Management Plan
SSRC	Site Safety Review Committee

## 2 Engineering and the *Contractor's* design

### 2.1 Employer's design

2.1.1 The *Employer's* design for the *works* is indicated and limited to the scope of work highlighted on **Section 1.2** of this document, which should be read and executed in accordance with the Engineering drawings provided by the *Employer*.

2.1.2 The works shall be executed according to the relevant South African National Standard (SANS) codes.

2.1.3 Where relevant, the *Employer* grants the *Contractor* a licence to use the copyright in design data presented to the Contractor for the purpose of the works (and the Contractor's obligation under paragraph 2.2 of the Employer's Works Information) ONLY.

### 2.2 Parts of the works which the Contractor is to design

The *Contractor* is to design the following parts of the *works*:

- Temporary works; and
- All other items required for the *works*

The *Contractor* is responsible in his design for the overall integration of the design and installation of the *works* with the design of the *Employer* as stated under 2.1 *Employer's* design above.

Unless expressly stated to form part of the design responsibility of the *Employer* as stated under 2.1 *Employer's* design above and whether specifically stated to form part of the design responsibility of the *Contractor* under this paragraph 2.2, all residual design

responsibility and overall responsibility for the installation and total design solution for the works rests with the *Contractor*.

### **2.3 Procedure for submission and acceptance of Contractor's design**

The *Contractor* undertakes design safety reviews for all the design carried out with *Project Manager* and/or Others.

The *Contractor* shall submit to the *Project Manager* samples and test results (where applicable) of all materials (paint, wall tiles, sanitary ware etc) to be used in the Works and which are to be supplied by the Contractor. The Contractor shall request approval for the use of the material from the *Project Manager* before incorporation into the Works. If accepted, the samples so submitted will be kept by the Project Manager as standards for the duration of the Contract. No material inferior in quality, workmanship or appearance to the accepted samples shall be used.

### **2.4 Review and Acceptance of Contractor Documentation**

The *Contractor* submits documentation as the 'Works Information' requires to the *Project Manager* for review and acceptance.

In undertaking the 'Works' (including all incidental services required), the Supplier shall conform and adhere to the requirements of the *Employer's Works* Information document.

### **2.5 Other requirements of the Contractor's design**

Changes made to the *Employer's* design and installation specification to be reviewed and approved by the *Project Manager*.

### **2.6 Use of Contractor's design**

The *Contractor* grants the *Employer* a license to use the copyright in all design data presented to the *Employer* in relation to the *works* for any purpose in connection with the construction, re-construction, refurbishment, repair, maintenance, and extension of the *works* with such license being capable of transfer to any third party without the consent of the *Contractor*.

The *Contractor* vests in the *Employer* full title guarantee in the intellectual property and copyright in the design data created in relation to the *works*.

### **2.7 Design of Equipment**

The *Contractor* ensures that his Equipment is safe and that it complies fully with the applicable statutory requirements including the relevant provisions of the Construction Regulations.

### **2.8 Equipment required to be included in the works**

Any equipment deemed necessary for the completion of the works.

### **2.9 As-built drawings, operating manuals, and maintenance schedules**

Not Applicable.

### 3 Construction

#### 3.1 Temporary works, Site services & construction constraints

##### 3.1.1 ***Employer's Site entry and security control, permits, and Site regulations***

The *Contractor* will be required to register as a *Contractor's* with the *Employer's* security department located within the port premises. The *Contractor* will be required to submit a list of names and ID copies for all employees/staff including subcontractors requiring access to the Site. Upon receiving this list, the *Employer's* security department will issue access permits to the *Contractor* which will be valid for the duration of contract. The *Contractor* will be required to always have these access permit on hand to gain access at each security check point.

The *Contractor* will be required to always have site access card available to gain access to the Site. All entry and exit point in the port are manned by security personnel and movement in and out of the port controlled by access-controlled gates. The *Contractor* and any subcontractor will be required produce site access cards to gain entry to the port boundaries.

The *Contractor's* and his/her subcontractors will be granted access which will be limited only to the Site where the works will be carried out. Access to other areas where port operation is active will require approval from the *Project Manager*. The *Contractor* will be required to notify the *Project Manager* within 24 hours prior.

The *Contractor* shall make provision in his price to allow for a security guard on the site during the night. The *Employer* shall not be held liable for any loss, theft, and damage at the site.

The *Employer* has zero tolerance on any safety related incidents. The *Contractor's* staff shall not be allowed to access the Site if any of his staff has tested positive for alcohol consumption or drug use. This is a daily routine done by the *Employer* to all port users including *Contractors*, subcontractors, suppliers, etc.

##### 3.1.2 ***Restrictions to access on Site, roads, walkways, and barricades***

The *Contractor* shall access the site using the Port's Drydock entrance. The completion of works shall be confined to the ground floor only. The *Contractor's* staff members, including subcontractors do not move about nor enter any other nearby offices and buildings not included in the scope of this project.

The *Contractor* shall ensure that staff members do not move about in areas where they are not permitted to be.

The *Contractor's* staff members including subcontractor shall refrain from moving along private roads and service roads, without the necessary authorizations and permits.

All *Contractor's* staff and labour working within Port's boundary complies with *Employer's* operational safety requirements and are equipped with all necessary personnel protective equipment (PPE).

The *Contractor* shall also provide adequate safe transport to and from Site.

##### 3.1.3 ***People restrictions on Site; hours of work, conduct and records:***

The *Contractor* complies with the following hours of work and work week for his people (including Subcontractors) employed on the Site: Mondays to Fridays from 07h30 to 16h30.

The working hours shall be in accordance with the requirements of South African labour legislation/laws and industry agreements. Relevant documentation and information shall be supplied to the *Project Manager* prior to commencement of the works and/or as and when deemed required by the *Employer*.

Access to the site outside of these hours should be arranged with the *Project Manager* at least 24 hours prior to the required extended access. Access to the site may be restricted due to normal operations within the site and the time should be allowed for some disruption during the delivery of the services.

The *Contractor* keeps daily records of his people engaged on the Site and Working Areas (including Subcontractors) with access to such daily records available for inspection by the *Project Manager* at all reasonable times.

#### **3.1.4 Health and safety facilities on Site**

The *Contractor* complies with the requirements stated under paragraph 2.3 of C3.1 *Employer's Works Information*.

The *Contractor* shall be required to comply with the Occupational Health and Safety Act, 1993: Construction Regulations, 2014 (the regulations) as promulgated in Government Gazette No 37305 and Regulation Gazette No 10113 of 7 February 2014. Non-compliance with these regulations, in any way whatsoever, will be adequate reason for suspending the Works.

The *Contractor* shall in terms of Regulation 7(1)(a) provide a comprehensive health and safety plan detailing his proposed compliance with the regulations. The Health and Safety Management Plan must provide a systematic method of managing hazards and implementing control measures. The Health and Safety Plan to be accompanied by a Letter of Good Standing.

The *Contractor* must prepare and submit the SHE file to the *Project Manager* for acceptance. The SHE file will be submitted to the *Employer's* Health and Safety Practitioner for review and approval prior acceptance by the *Project Manager* and starting with the *works*.

The *Contractor* shall always be responsible for full compliance with the approved plan as well as the Construction Regulations and no extension of time will be considered for delays due to non-compliance with the abovementioned plan or regulations.

The *Contractor* ensures that its subcontractors comply with the requirements of the *Contractor's* Health and Safety Management Plan (CHSMP).

#### **3.1.5 Environmental controls, fauna & flora, dealing with objects of historical interest**

The Contractor shall perform the required Works within the Working Area having due regard for the office environment, ensuring that all dust is suppressed during the completion of the Works.

The *Contractor* complies with the Construction Environmental Management Plan (CEMP), *Employer's* Standard Environmental Specification (SES) in the construction of the *works* in matters dealing with environmental controls, fauna & flora dealing with objects of historical interest.

Contractor shall in terms of Waste Management Act submit a waste management plan to the client. During construction work the contractor shall ensure that waste is properly stored. Contractor to ensure that all the waste generated during construction works is taken out of the Port and properly disposed in a manner that complies with National Environmental Management: Waste Act 2008 (Act 59 of 2008).

### **3.1.6 Title to Materials from demolition**

The *Contractor* has title to all Materials arising from demolition in the performance of the works with exception of valuable materials arising in which the *Employer* might take the benefit of sale/disposal etc. with title to such Materials (as referenced above) remaining with the *Employer*.

The *Project Manager* shall instruct the *Contractor* how to label, mark, set aside and/or dispose of such Materials for the benefit of the *Employer* in accordance with ECC Clause 73.1.

### **3.1.7 Publicity and progress photographs**

The *Contractor* provides progress photographs each week showing progress archived in a PDF or Word format which is presented at each progress meeting as progress report.

The *Contractor* does not advertise the contract or the project to any third party, nor communicate directly with the media (in any jurisdiction) whatsoever without the express written notification and consent of the *Project Manager*.

### **3.1.8 Contractor's Equipment**

The *Contractor* keeps daily records of his Equipment used on Site and the Working Areas (distinguishing between owned and hired Equipment) with access to such daily records available for inspection by the *Project Manager* at all reasonable times.

The *Contractor* shall supply all necessary materials, labour, tools, plant, PPE, demarcating signage as per the latest construction regulation and transport required for the proper completion of the works.

The *Contractor* shall submit a comprehensive list of Equipment, intended for use on this contract. The use of all such Equipment is subject to approval by the *Project Manager*, though such approval does not relieve the *Contractor* of any of their responsibilities under the contract.

All Equipment used by the *Contractor* on site shall be properly maintained and operated. All vehicles on public roads shall be roadworthy, with the necessary licenses and safety requirements. A checklist/register shall be implemented which lists the operators qualifications and medical records.

### **3.1.9 Equipment provided by the *Employer***

No equipment will be provided by the *Employer*.

### **3.1.10 Site services and facilities:**

Given that all *Works* will take place indoors, the *Employer* will provide a power connection point and a water connection point. The *Contractor* shall provide everything else necessary for Providing the *Works*.

Wherever the *Employer* provides facilities (including, *inter alia*, temporary power, water, waste disposal, telecommunications, etc.) for the *Contractor's* use within the Working Areas and the *Contractor* adapts such facilities for use, then the *Contractor* makes good and provides full reinstatement to the work area (including all apparatus of the *Employer* and Others in, on or under the land) and surrounding areas to its original standard upon dismantling of such facilities and hand-back to the *Employer*.

### **3.1.11 Facilities provided by the *Contractor***

The *Contractor* ensures that the site establishment area is constrained within the working area, at the Manhattan Building. All costs for preparation of the site establishment area are for the *Contractor's* account.

The *Contractor* submits details of the layout of his site establishment to the *Project Manager* for approval.

The *Project Manager* shall advise the *Contractor* which public restrooms to make use of. The *Contractor* to take due regard for the upkeep of these public spaces, ensuring it is left in a clean and sanitary condition after use.

Upon completion, and within one month of the date of acceptance of the works, the *Contractor* completely removes from the Site and Working Areas all his Equipment and leaves the Site and Working Areas in a tidy condition to the satisfaction of the *Project Manager*.

No excess or discarded materials or equipment may be buried or dumped within the port boundary.

The *Employer* does not provide any security for the Site and Working Areas. The *Contractor* provides same and indemnifies and holds indemnified the *Project Manager* and *Employer* against any claims and actions that may arise out of Site and Working Area security.

No housing is available for the *Contractor's* employees. The *Contractor* makes his own arrangements to house his employees and transports them to Site in a closed vehicle specifically designed for passenger transport (bus or similar) accepted by the *Project Manager*.

Wherever the *Contractor* provides facilities (either his own or for the *Project Manager* and/or *Supervisor*) and all items of Equipment, involving, *inter alia*, offices, accommodation, laboratories, Materials storage, compound areas etc., within the Working Areas, then the *Contractor* makes good and provides full reinstatement to the working area to its original standard, upon dismantling of such facilities and items of Equipment.

Unless expressly stated as a responsibility of the *Employer* as stated under section 3.1.11 Site services and facilities, all residual requirements for the provision of facilities and all items of Equipment necessary for the *Contractor* to Provide the *Works* remains the responsibility of the *Contractor*.

### **3.1.12 Survey control and setting out of the works**

Not applicable.

### **3.1.13 Excavations and associated water control**

Not applicable.

### **3.1.14 Underground services, other existing services, cable, and pipe trenches and covers**

The *Project Manager* informs the *Contractor* of various known existing underground services as a guide only. The position of these services is approximate, and it is possible that other services exist which are not reflected, and which may affect the *Works*.

Should the *Contractor* encounter unknown existing underground services, existing services cables, pipe trenches, the *Contractor* must inform the *Project Manager* immediately and secure the excavation to prevent any potential health and safety hazards to his personnel.

### **3.1.15 Control of noise, dust, water, and waste**

The *Contractor* submits, on his proposed methods of construction, measures taken to avoid and/or reduce any nuisance arising from dust, noise, and vibration for acceptance by the *Project Manager*.

### **3.1.16 Giving notice of work to be covered up**

The *Contractor* notifies the *Supervisor* of the any elements of the *works* which are to be covered up.

## **3.2 Completion, testing, commissioning, and correction of Defects**

### **3.2.1 The work to be done by the Completion Date**

On or before the Completion Date the *Contractor* shall have done everything required to Provide the *Works* including the work listed below which is to be done before the Completion Date and in any case before the dates stated. The *Project Manager* cannot certify Completion until all the work listed below has been done and is also free of Defects, which would have, in his opinion, prevented the *Employer* from using the *works* and Others from doing their work.

### **3.2.2 Access given by the *Employer* for correction of Defects**

The *Contractor* complies with the following constraints and procedures of the *Employer* where the *Project Manager* arranges access for the *Contractor* after Completion:

- The *Contractor* will be granted access for correcting Defects upon prior arrangement with the *Project Manager*.
- On the discretion of the *Project Manager* and/or *Employer*, the *Contractor* may be required to undertake certain procedures before such access can be granted which includes,
  - meeting *Employer*'s safety requirements including method statement and risk assessment
  - undergoing *Employer*'s inductions in order to obtain access permits
  - obtaining access permits at the *Employer*'s permits office

## 4 Plant and Materials Standards and Workmanship

### 4.1 Investigation, Survey and Site Clearance

The *Contractor* shall erect barricades or other demarcating signage on the second floor to demarcate the site area. The Contractor is responsible for establishing the Working Area and ensuring order during the execution of works. The barricading material shall be approved by the *Project Manager*.

### 4.2 Civil Engineering and Structural Works

All works to be done as per the following Standards

- SANS 10400 Series.
- All relevant building standards

### 4.3 Electrical & mechanical engineering works

All works to be done as per the following Standards

- SANS 10142 Series.
- All relevant electrical and mechanical standards

### 4.4 Process control and IT works

Not applicable.

## 5 List of Drawings

### 5.1 Drawings issued by the *Employer*

This is the list of drawings issued by the *Employer* at or before the Contract Date and which apply to this contract.

Note: Some drawings may contain both Works Information and Site Information.

Drawing number	Revision	Title
BH-100-O-1075	00	Manhattan Ship Chandlers New Female Ablution Facilities

## SECTION 2

### 6 Management and start up

#### 6.1 Management meetings

It is the *Employer's* intention that the Parties and their agents use the techniques of partnering to manage the contract by holding meetings designed to pro-actively and jointly manage the administration of the contract with the objective of minimizing, the adverse effects of risks and surprises for both Parties.

Regular meetings of a general nature may be convened and chaired by the *Project Manager* as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Kick-off meeting	Once-off before the start of the contract	Ground Floor Boardroom, Port Control Building	<i>Project Manager</i> (and appropriate delegations), <i>Supervisor</i> (and appropriate delegations), <i>Contractor</i> (and appropriate key persons)
Risk Register and Compensation Events	Fortnightly or as risks are identified.	Ground Floor Boardroom, Port Control Building	<i>Project Manager</i> (and appropriate delegations), <i>Supervisor</i> (and appropriate delegations), <i>Contractor</i> (and appropriate key persons)
Contract Progress Review	Fortnightly	Ground Floor Boardroom, Port Control Building	<i>Project Manager</i> (and appropriate delegations), <i>Supervisor</i> (and appropriate delegations), <i>Contractor</i> (and appropriate key persons)
SHE meetings	Weekly or as risks are identified.	Ground Floor Boardroom, Port Control Building	<i>Contractor</i> , <i>Contractor's</i> SHE Officer, <i>Supervisor</i> , <i>Project Manager</i> , Project Environmental Manager

Meetings of a specialist nature may be convened as specified elsewhere in this Works Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the *works*. Records of these meetings are to be submitted to the *Project Manager* by the person convening the meeting within three (3) days of the meeting.

All meetings are to be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register are not to be used for the purpose of confirming actions or instructions under the contract as these are to be

done separately by the person identified in the *conditions of contract* to carry out such actions or instructions.

The *Contractor* to attend management meetings at the *Project Manager's* request. At these meetings the *Contractor* presents all relevant data including safety, health and environmental issues, progress reports, quality plans, subcontractors management report (as may be required).

## **6.2 Documentation Control**

All project/contractual communications will be in the form of properly compiled letters or forms attached to e-mails and not as a message in the e-mail itself.

The *Contractor* keeps all records of all correspondence under this contract.

The *Contractor* is to ensure that the latest versions of the required application software and a suitable 'IT' Infrastructure are in place to support the electronic transmission of documentation.

## **6.3 Safety Risk Management**

The *Contractor* complies with the following health and safety requirements including but not limited to Site Cardinal Rules, Site General Rules, H&S disciplinary procedure, H&S performance reporting, workplace Observations and audits, Employment process, Mobilisation, Project Site Induction, Hazard Management on Site, Risk Assessments, Daily Safe Task Instructions, Occupational Health and Hygiene, Safe Systems of Work, Incident Management, Site Management (as a minimum).

The *Contractor* ensures that its Subcontractors comply with the requirements of the Safety Management Plan (SMP).

The lines of communication of the various personnel acting on behalf of the *Project Manager* who communicate directly with the *Contractor* and his key persons with respect to the SMP are contained within this *Employer's Works Information*.

The roles and responsibilities of the various personnel acting on behalf of the *Project Manager* with respect to the Safety Management Plan and health and safety issues are as stated in the paragraphs following:

The Health and Safety Practitioner is responsible for ensuring that the *Contractor* complies with the Safety Management Plan. All findings made by the Health and Safety Practitioner to be reported to the Project, who will issue an instruction to the Contractor.

## **6.4 Environmental constraints and management**

The *Contractor* complies with the following Construction Environmental Management Plan (CEMP):

The *Contractor* performs the *works* and all construction activities within the Site and Working Areas having due regard to the environment and to environmental management practices.

The SES describes the minimal acceptable standard for environmental management for a range of environmental aspects commonly encountered on construction projects and sets environmental objectives and targets, which the *Contractor* observes and complies.

The overarching obligations of the *Contractor* under the CEMP before construction activities commence on the Site and/or Working Areas is to provide an environmental method statement for a particular construction operation at the Site and/or Working Area by the *Contractor* and where requested by the *Project Manager* to comply with the following:

Where relevant, method statements, as detailed in the Standard Environmental Specification, shall be provided by the *Contractor*. These include, but are not limited to, the following where applicable:

- Establishment of Working Area
- Hazardous and non-hazardous solid waste management
- Dust control
- Noise and vibration control
- Rodent and pest control
- Environmental awareness training
- Site division
- Emergency procedures for environmental incidents
- *Contractor's* SHE Officer
- Closure of Working Area.

The *Contractor* shall ensure that his management, supervisors, and the general workforce, as well as all suppliers and visitors to Site have attended the Induction Programme prior to commencing any *work* on Site. If new personnel commence work on the Site during construction, the *Contractor* shall ensure that these personnel undergo the Induction Programme and are made aware of the environmental specifications on Site.

The *Contractor* must appoint a SHE Officer to monitor indoor environmental issues e.g., litter, spills, tripping hazards, illegal activities, dust etc. These appointments, along with details of the individuals being appointed and job descriptions, must be sent to the *Project Manager* for his approval.

During the construction period, the *Contractor* complies with the following:

A copy of the Standard Environmental Specification, shall be available on Site, and the *Contractor* shall ensure that all the personnel on Site (including Subcontractors and their staff) as well as suppliers are familiar with and understand the specifications contained in the SES.

Method statements that are required during construction must be submitted to the *Project Manager* for approval before the commencement of the contract. Emergency construction activity method statements may also be required. The activities requiring method statements cannot commence if they have not been approved by the *Project Manager*.

Where applicable, the *Contractor* shall provide job-specific training on an *ad hoc* basis when workers are engaged in activities, which require method statements.

The *Contractor* shall ensure that any Materials delivery drivers are informed of all procedures and restrictions (e.g. which access roads to use, no go areas, speed limits, noise, etc.) required by the CEMP before they arrive at Site and off load any Materials.

The *Contractor* shall be responsible for reinstating all areas to the satisfaction of the *Project Manager* as detailed in the SES.

The *Contractor* shall clear and clean the Site and Working Areas and ensure that everything not forming part of the *works* is removed from the Site and Working Areas and that all rehabilitation has taken place in accordance with the SES.

The *Contractor* makes copies of the CEMP and SES available at the offices of the *Contractor* on Site. The *Contractor* ensures that all personnel on Site (including Subcontractors) are familiar with and understand the requirements of the CEMP.

#### **6.4.1 The *Contractor* complies with the following Standard Environmental Specification (SES):**

The *Contractor* shall identify the kinds of environmental impacts that will occur as a result of his activities and then prepare separate method statements describing how each of those impacts will be prevented or managed so that the standards set out in this document are achieved. These method statements will be prepared in accordance with the requirements set out in the CEMP. As a minimum, the contractor should address aspects such as dust, noise, and vibration control.

### **6.5 Quality assurance requirements**

The *Contractor* shall have, maintain, and demonstrate its use to the *Project Manager* (and/or the *Supervisor* to satisfy the requirements of paragraphs 3.2.1 as appropriate) the documented Quality Management System to be used in the performance of the *works*. The *Contractor's* Quality Management System shall conform to International Standard ISO 9001 (or an equivalent standard acceptable to the *Project Manager*).

The *Contractor* submits his Quality Management System documents to the *Project Manager* as part of his programme under ECC Clause 31.2 to include details of:

- Quality Plan for the contract;
- Quality Policy
- Index of Procedures to be used; and
- A schedule of internal and external audits during the contract

The *Contractor* develops and maintains a comprehensive register of documents that will be generated throughout the contract including all quality related documents as part of its Quality Plan.

The *Project Manager* indicates those documents required to be submitted for either information, review or acceptance and the *Contractor* indicates such requirements within his register of documents. The register shall indicate the dates of issue of the documents with the *Project Manager* responding to documents submitted by the *Contractor* for review or acceptance within the *period for reply* prior to such documents being used by the *Contractor*.

The Quality Plan means the *Contractor's* statement, which outlines strategy, methodology, resources allocation, QA and Quality Control co-ordination activities to ensure that the *works* meet the standards stated in the *Works Information*.

### **6.6 Programming constraints**

The *Contractor* shows the proposed approach for executing the works, highlighting the timeline planned for each deliverable as per the Scope of Work with the following as a minimum:

- Reflect all milestone deliverables and events and must be aligned to the Scope of Work;
- Show all the resources, and dependencies and must have execution logic.
- Critical path must be clearly indicated.
- Must not have any constraints or activities that span more than 1 week.

The *Contractor* shows on each programme he submits to the *Project Manager*, the requirements of the CEMP, SES and SMP as described under paragraph 2.4 of the Works Information, together with the associated environmental method statements.

The *Contractor* shows on each programme he submits to the *Project Manager*, the requirements of Health and safety issues, procurement issues, construction operations.

The *Contractor* complies with the *Employer's* programme as stated in the Contract Data when he submits his first programme.

The *Contractor* presents his first programme and all subsequently revised programmes (see ECC Clauses 31.2 and 32.1) in hard copy format and in soft copy format.

The *Contractor* uses Microsoft Project or Primavera version P6 for his programme submissions or a similar programme software package equivalent to Primavera version P6 subject to the prior written notification and acceptance by the *Project Manager*.

The *Contractor* shows on his Accepted Programme and all subsequently revised programmes schedules showing the critical path or paths and all necessary logic diagrams demonstrating sequence of operations.

The *Employer* (including the agents of the *Employer*) operates on Site during the week on Mondays to Fridays from 08h00 to 16h30.

## 6.7 **Contractor's management, supervision, and key people**

### 6.7.1 **Contractor's Project Lead/Supervisor**

The *Contractor* employs a CM as a key person under ECC Clause 24.1

The Supervisor/Project Lead report to the *Project Manager* and ensure a successful and safe completion of all the works to be carried out by the *Contractor* as required in this Works Information.

The tasks include but are not limited to:

- Ensuring that the health and safety policy that clearly stated the *Contractor's* values and objectives for the effective management of health and safety on the project is in place and is communicated to all *Contractor's* and subcontractor's staff.
- Ensuring that all works carried out under his supervision is done so in accordance with the requirements of all the applicable legislation, rules, standards specifications, plans and procedures.
- Ensuring that the programme is monitored by tracking critical activities and changes to the critical path impacting the project.
- Keep an eye on program milestones and interdependencies
- Provide information on items impacting the project schedule
- Responsible for spotting the critical path, as well as proffering alternatives to regain slippage to the schedule

- Strategize ways to negotiate and decrease value of claims, including office overhead, labour, and equipment costs

### **6.7.2 *Contractor's Safety, Health, and Environmental Officer (CSHEO)***

The *Contractor* employs a CSHEO as a key person under ECC Clause 24.1

The CSHEO reports to the SHE Practitioner acting on behalf of the *Project Manager*. The CSHEO ensures that the *works* (to include any part thereof) are subject to a prior environmental method statement(s) approved by the Health and Safety Practitioner (HSP) and/or Environmental Manager (EM) acting on behalf of the *Project Manager* and ensures that the CEMP is implemented by the *Contractor* in a timely and proper manner. The *Contractor's* SHE Officer provides the *Project Manager* with all environmental method statements.

The CSHEO tasks include but are not limited to:

- Daily, weekly, and monthly inspections of the Site and Working Areas
- Monitor compliance with the CEMP (to include the SES) and the environmental method statements submitted to the *Project Manager*
- Reporting of an environmental incident to the *Project Manager*
- Attendance at all SHE meetings, toolbox talks and induction programmes
- Litter control and ensuring the *Contractor* clears litter from the Site and Working Areas; and
- Ensuring that environmental signage and barriers are correctly placed

The CSHEO submits daily, weekly and monthly checklists to the Health and Safety Practitioner acting on behalf of the *Project Manager*.

### **6.7.3 *Contractor's Organogram***

The *Contractor* provides an Organogram of all his key resources allocated to the project. This information to be presented as an organogram, indicating the resource names and role of the resource in the project.

## **6.8 Training workshops and technology transfer**

Not applicable.

## **6.9 Insurance provided by the *Employer***

Insurance provided by the *Employer* is contained in the Contract Data – Part 1.

## **6.10 Contract change management**

No additional requirements apply to ECC Clause 60 series.

## **6.11 Provision of bonds and guarantees**

The form in which a bond or guarantee required by the conditions of contract (if any) is to be provided by the *Contractor* is given in Part 1 Agreements and Contract Data, document C1.3, Sureties.

The *Contractor* provides a bond or guarantee as required by the conditions of contract concurrently with the execution by the Parties of the form of agreement for the ECC contract.

## **6.12 Records of Defined Cost, payments & assessments of compensation events kept by *Contractor***

The *Contractor* keeps the following records available for the *Project Manager* to inspect:

- Records of equipment used, and people employed outside of the Working Areas (if applicable).
- Invoices, payment certificates and records of the corresponding work done.

## **6.13 The *Contractor's* Invoices**

When the *Project Manager* certifies payment (see ECC Clause 51.1) following an assessment date, the *Contractor* complies with the *Employer's* procedure for invoice submission.

The invoice must correspond to the *Project Manager's* assessment of the amount due to the *Contractor* as stated in the payment certificate.

The invoice states the following:

- Invoice addressed to Transnet SOC Ltd;
- Transnet SOC Limited's VAT No: 4720103177;
- Invoice number;
- The *Contractor's* VAT Number; and
- The Contract number.
- The invoice contains the supporting detail.

The invoice is presented either by hand delivery or electronic-mail (Email) submission.

### **Invoices submitted by hand are presented to:**

Transnet National Ports Authority  
Port of East London  
Port Control Building  
Ganteaume Crescent  
Quigney  
East London  
5201

For the attention of Cebolenkosi Mzotho – Project Manager.

The invoice is presented as an original.

### **Invoices submitted by email correspondence are presented to:**

Email: [cebolenkosi.mzotho@transnet.net](mailto:cebolenkosi.mzotho@transnet.net)

For the attention of Cebolenkosi Mzotho – Project Manager.

The invoice is presented as an original.

## 6.14 People

The *Contractor* complies with the following:

### CONTRACTOR LIABILITY

The *Contractor* warrants that it will be liable to Transnet for any loss or damage caused by strikes, riots, lockouts or any labour disputes by and/or confined to the *Contractor's* employees, which loss will include any indirect or consequential damages;

The *Contractor* warrants that no negotiations or feedback meetings by the *Contractor's* employees shall take place on Transnet premises, whether owned or rented by Transnet.

The *Contractor* shall give notice to Transnet of any industrial action by the *Contractor's* employees immediately upon becoming aware of any actual or contemplated action that is or may be carried out on Transnet's premises, whether owned or rented, and shall notify Transnet of all matters associated with such action that may potentially affect Transnet.

The *Contractor* is responsible for educating its employees on relevant provisions of the Labour Relations Act which deal with industrial action processes, and the risks of non-compliance.

The *Contractor* is required to develop a Contingency Strike Handling Plan, which plan the *Contractor* is obliged to update as and when required. The *Contractor* must provide Transnet with this plan and all updates to the Plan. The *Contractor* is responsible to communicate with its employees on site details of the plan.

### INDUSTRIAL ACTION BY CONTRACTOR EMPLOYEES

In the event of any industrial action by the *Contractor's* employees, the *Contractor* is required to provide competent contingency resources permitted in law to carry out any of the duties that are or could potentially be interrupted by industrial action in delivering the Service.

The *Contractor* warrants that it will compensate Transnet for any costs Transnet incurs in providing additional security to deal with any industrial action by the *Contractor's* employees.

In the event of any industrial action by the *Contractor's* employees, the *Contractor* is obliged:

- To prepare and deliver to Transnet, within two (2) hours of the commencement of industrial action an Industrial Action Report. If the industrial action persists the *Contractor* is required to deliver the report at 08h30 each day.
- The Industrial Action Report must provide at least the following information:
  - Industrial incident report,
  - Attendance register,
  - Productivity / progress to schedule reports,
  - Operational contingency plan,
  - Site security report,
  - Industrial action intelligence gathered.

- The final Industrial Action Report is to be delivered 24 hours after finalisation of the industrial action.
- The management of the Contractor is required to hold a daily industrial action teleconference with personnel identified by Transnet to discuss the industrial action, settlement of the industrial action, security issues and the impact on delivery under the contract.

The resolution of any disputes or industrial action by the *Contractor's* employees is the sole responsibility of the *Contractor*.

Access to Transnet premises by the *Contractor* and its employees is only provided for purposes of the *Contractor* delivering its services to Transnet. Should the *Contractor* and its employees not, for any reason, be capable of delivering its services Transnet is entitled to restrict or deny access onto its premises and unless otherwise authorized; such person will be deemed to be trespassing.

The *Contractor* complies with the requirements of the IRCC involving the engineering construction *Contractors* engaged (including all future *Contractors*) by the *Employer*.

## **6.15 Equipment and Materials**

### **6.15.1 Quality**

The *Contractor* provides Equipment and Materials for inclusion in the *works* in accordance with Section 4.2 of this *Works* Information, unless stated elsewhere in the *Works* Information provided by the *Employer*. All Equipment and Materials are new, unless the use of old or refurbished goods and/or Materials are expressly permitted as stated elsewhere in this *Works* Information or as may be subsequently instructed by the *Project Manager*.

The *Contractor* replaces any Equipment and Materials subject to breakages (whether in the Working Areas or not) or any Equipment and Materials not conforming to standards or specifications stated and notifies the *Project Manager* and the *Supervisor* on each occasion where replacement is required.

### **6.15.2 Plant & Materials provided "free issue" by the *Employer***

Not applicable as no Plant & Materials will be provided by the *Employer*.

NH - PROJECT MANAGER SIGNATURE	DATE	NH - CHIEF ENGINEERING TECHNICIAN SIGNATURE	DATE
NH - SHE PRACTITIONER SIGNATURE	DATE	NH - PROPERTY MANAGER SIGNATURE	DATE

### NOTES:

1. All dimensions to be checked on site before commencing any works.
2. All installation are to be done as in accordance with the manufacturers specification.
3. Contractor to ensure that new toilets discharge waste into separate 110mm sewer pipes from existing basins and shower pipes.

FOR APPROVAL

00	ISSUED FOR APPROVAL	DATE
No.	DESCRIPTION / REVISIONS	



## PORT OF EAST LONDON

### GROUND FLOOR ALTERATIONS

### MANHATTAN SHIP CHANDLERS NEW FEMALE ABILUTION FACILITIES

DATE 2017-09-22

SCALE AS SHOWN

DESIGNED BY RM

CHECKED BY SN

DRAWN BY RM

CHECKED BY SN

PAPER SIZE A3

TRANSNET DRW. NO. B1H-100-O-1075

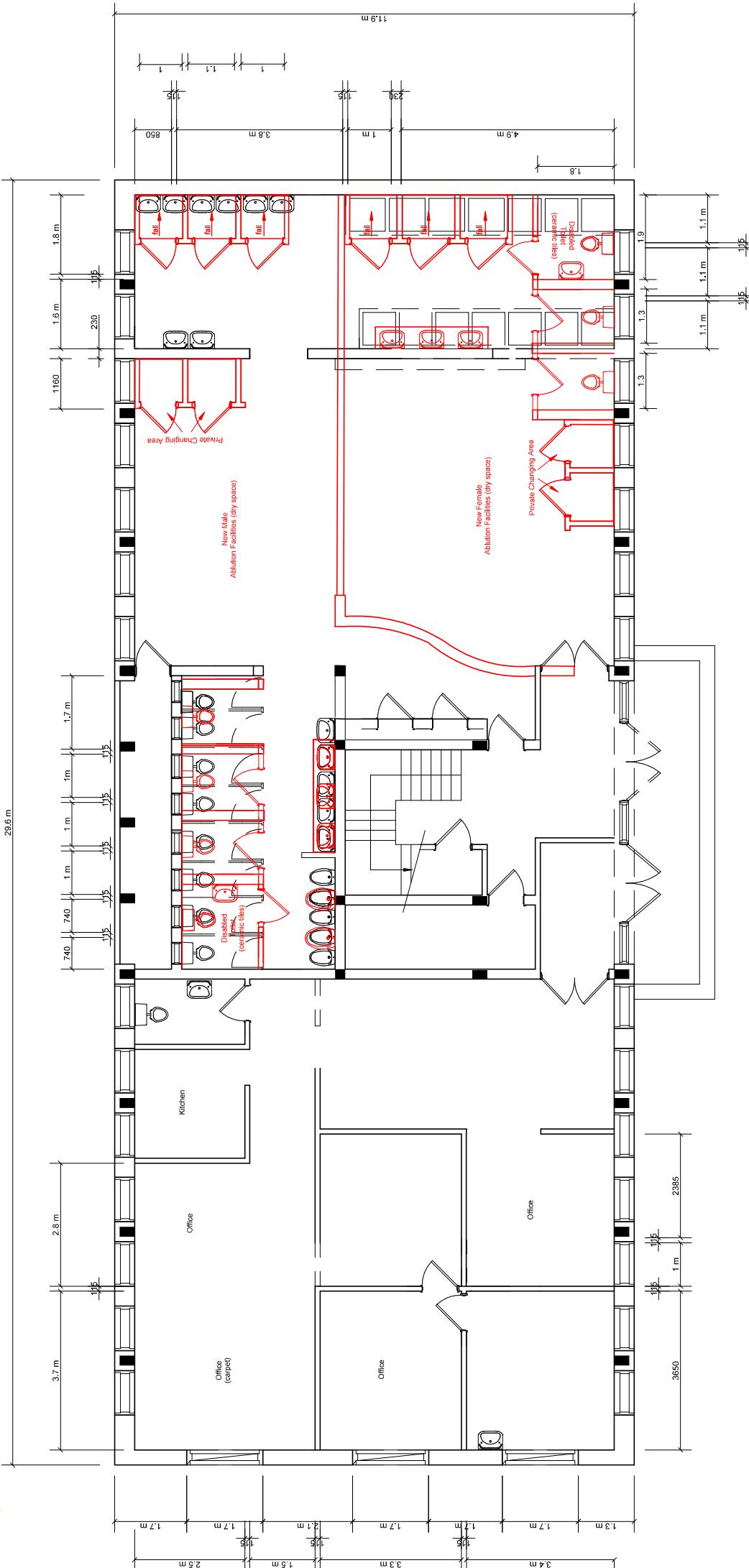
SHEET REV. 1 of 1

DESIGN & DRAWING SIGN OFF

XXXXXXXXXXXX

XXXXXXXXXXXX

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### LEGEND

- NEW STRUCTURES
- EXISTING STRUCTURES
- = STRUCTURES TO BE REMOVED



## C4: Site Information

### C4.1: Information about the site at time of tender which may affect the work in this contract

#### 1. SITE CAMP

The Contractor will be responsible for the establishment of the site camp (at the location marked the figure below) and arrangements for accommodation. The establishment must be in accordance with Transnet's Environmental and Safety requirements. No accommodation is allowed in the site camp and or within Port of East London.



**Figure 1:** Manhattan building site

#### 2. ACCESS LIMITATIONS

The Site where the *Contractor* will be providing the works, is situated on the East Bank Precinct, at the Dry Dock facility, in the Port of East London.

The Site can only be access from the Port Rex gate on Pontoon Road, followed by the Port's Drydock gate. The same gates will be used to exit the site.

The *Contractor* will be required to obtain a work permit from the *Employer's* Security Department, which will be valid for the duration of the contract. The work permit will be issued to the *Contractor* free of charge. The *Contractor* must have this permit with him/her every time him/her enters or exits the *Employer's* premises.

The *Contractor* will be allowed to access the site within the *Employer's* working hours, from Monday to Friday, from 08h00 to 16h30. A formal request must be submitted to the *Employer* should the *Contractor* wish to work outside the stipulated working times.

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The *Employer* has a zero-tolerance policy on the use of alcohol or drugs on the port premises. Breathalysers are located at every access point, which will be used to test the *Contractor* every time he/she enters the *Employer*'s premises. If anyone is found intoxicated, they will be denied access to the port.

### **3. GROUND CONDITIONS IN AREAS AFFECTED BY WORK IN THIS CONTRACT**

The *Contractor* will be able to make his/her own observations of the site during the tender briefing session and throughout the open tender period.

The *Contractor* must also take into consideration that the Port environment is a fully operational one, especially the dry dock precinct and must ensure their work causes no disruptions to surrounding port operations.

### **4. HIDDEN AND OTHER SERVICES WITHIN THE SITE**

The existing services layouts and drawings will be made available to the *Contractor*. Should there be any hidden and other services within the site which the *Employer* was not aware of at the time of the tender, the *Contractor* must notify the *Employer*, and an instruction on how to deal with them will be issued by the *Employer* for the *Contractor* to implement.

### **5. DETAILS OF EXISTING OPERATIONS WHICH THE CONTRACTOR IS REQUIRED TO WORK IN CLOSE PROXIMITY TO**

The Manhattan building is located at the port's Princess Elizabeth Graving dock/drydock. This is where ship/vessel maintenance and repairs are undertaken and so it is a busy and highly operational area. Should the *Contractor* foresee any conflict between their works and the port operations, the *Contractor* is to notify the *Employer* beforehand to plan and mitigate /avoid disruptions.

The actual Manhattan building accommodates the drydock staff and so there shall be Transnet Nation Ports Authority (TNPA) employees occupying and making use of the building during the works. The Contractor is to make allowance for this, to ensure that all is in harmony. The *Employer* will also make sure that the staff do not interfere with the *Contractor* and does not in any way hinder the *Contractor*'s ability to perform their duties to the best of their abilities.

The *Contractor* should ensure the works are sequenced in such a manner that does not interfere with total operations, and expected delays should be integrated into the proposed project schedule by the *Contractor*. Operational risks during construction (i.e., maintaining existing port operations) should be mitigated, and minimized completely.

## **6. PROPOSED WORKS DRAWING**

