



RE-ADVERT CD36/2023

**LEASE AND MAINTAINANCE OF
MUTLIFUNCTIONAL PRINTING MACHINES
AND OTHER RELATED EQUIPMENT**

Contents

1. Invitation 3

2. Minimum Requirements..... 3

3. Scope of work..... 3

4. Technical Specification 4

5. Special Conditions of the contract 11

6. Technical Evaluation..... 12

7. Pricing Schedules 16

8. Contact Details 18

1. Invitation

CENTLEC (SOC) Ltd a Municipal Entity distributing electricity in Mangaung, and other Municipalities invite the service providers for the lease and maintenance of multifunctional printing machines and other related equipment for thirty-six (36) months.

2. Minimum Requirements

- 2.1. Supply unique security personal identification number (PIN) and/or original TAX Clearance Certificate for TAX compliant status.
- 2.2. Supply municipal services (water, sanitation, rates, and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.
 - 2.2.1. In an event that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided.
- 2.3. The bidder must be registered on the National Treasury Centralized Suppliers Database.
- 2.4. A valid letter of good standing from the Compensation Commissioner, Department of Labour.
- 2.5. Provide a valid letter indicating a bidder as multifunctional printers OEM partner/reseller to supply, deliver, install, configure, commission, support and maintain multifunctional printers.

3. Scope of work

CENTLEC invite the service providers for the lease and maintenance of multifunctional printing machines and other related products for thirty-six (36) months. CENTLEC currently have twenty-seven (27) machines, some will be requested as an when needed.

4. Technical Specification

Bidder must supply latest printers based on the market specification to meet CENTLEC requirements.

Table 1: Printing Machines

Device Descriptions	Device configurations
Heavy Duty Printer	70 PPM A3 , Multifunctional printer, scan, Cloud Fax & email, data encryption, antivirus capability, auto detect movement, USB, network, wireless connect, security PIN, three feeder trays, data encryptions.
Medium Duty Printer	55 PPM A3 , Multifunctional printer, scan, Cloud Fax & email, data encryption, antivirus capability, auto detect movement, USB, network, wireless connect, security PIN, three feeder trays, data encryptions
Light Duty Printer	35 PPM A3 , Multifunctional printer, scan, Cloud Fax & email, data encryption, antivirus capability, auto detect movement, USB, network, wireless connect, security PIN, three feeder trays, data encryptions.
Small Office Printer	40 PPM A4 , Multifunctional printer scan, email, print, network.
Plotters	AO + COLOUR AND MONO , Building and land plan printing, auto detect movement, USB, network, wireless connect, high graphics

Table 2 Pinter Functions

Workplace Suite and Cloud	Capabilities in both an on-premises server version (Workplace Suite) and with a cloud based-version (Workplace Cloud) of this solution.
Cloud Identity Provider (IdP) Integration	desktop, laptop, or mobile login credentials logins at AltaLink MFPs with direct connections to Microsoft Azure or other cloud services

<p>Scan</p>	<p>Scan to Cloud Repositories (Dropbox, OneDrive, and Google Drive).</p> <p>Scan to Email SMTP/POP3 using CENTLEC mailing server for Office 365 Azure</p> <p>Scan to Home</p> <p>Scan to Mailbox</p> <p>Scan to Network (using Secure FTP/HTTP/HTTPS)</p> <p>Scan to Network Folder (using Secure FTP/HTTP/HTTPS)</p> <p>Scan to PC/Server Client (SMB or FTP)</p> <p>Scan to USB</p> <p>Scan method Apple AirPrint™, Optional: Workplace Mobile App (iOS/Android)</p> <p>Convenience Features: Scan Preview, Scan to Home, Searchable PDF, Single/Multi-Page PDF/TIFF, Password-protected PDF, Unified Address Book, Optical Character Recognition (OCR), Scan to Folder, 1-Touch Apps, TWAIN Support, Touchless Workflow Accelerators, Imaging Security with AltaLink’s proprietary marking and infrared detection technology</p>
<p>Fax</p>	<p>Walk-up Fax (one-line and two-line options available, includes LAN Fax, Direct Fax, Fax Forward to Email, or SMB Share, Internet Fax, Fax Build Job, Network Server Fax Enablement</p>
<p>Print Security</p>	<p>IPsec, HTTPS, SFTP and Encrypted Email, Antivirus Software Embedded Control Whitelisting, Firmware Verification, Security Manager, LogRhythm SIEM, Splunk SIEM, Network Authentication, SNMPv3, SHA-256 Hash Message Authentication, TLS1.1/1.2/1.3, Security Certificates, 802.1x,</p>

	<p>utilizing ECDSA, Automatic Self-signed Certificate, Cisco Identity Services Engine (ISE) integration, automated threat response through Antivirus.</p> <p>pxGrid integration, Local Authentication (Internal Database), FIPS 140-2. User Access and Internal Firewall, Port/IP/Domain Filtering, Audit Log, Access Control, User Permissions, Configuration Watchdog, TPM, Trusted Boot, Encrypted Storage Drive (AES 256-bit, FIPS 140-2), Job Level Encryption via HTTPS and Drivers, Signed Email, Common Criteria Certification (ISO 15408), Encrypted Secure Print, Imaging Security (copy, print, scan, email) with AltaLink’s proprietary marking and infrared. Detection technology</p>
<p>Encryption Security</p>	<p>Integrity Control, Smart Card Enablement Kit (CAC/PIV/.NET) 3, Integrated RFID Card Reader, Encrypted Hard Disk (AES 256-bit, FIPS 140-2) with multi-pass Image Overwrite 9, Workplace Cloud/Suite Print Management and Content Security.</p> <p>Audit Log</p> <p>Cisco Identity Services Engine (ISE) compatible</p> <p>Configuration Watchdog (Monitors and remediates 75 security settings in the following areas):</p> <ul style="list-style-type: none"> 802.1x Admin Password Reset Audit Log Automatic Software Upgrade Email Alerts FIPS 140-2 Hold All Jobs Immediate Job Overwrite9 Installation Policies McAfee® Embedded Control PII - Login Name

	<p>PostScript Passwords</p> <p>Remote Services Enablement</p> <p>Remote Start (Mopria(R) or AirPrintTM)</p> <p>Remote Start (TWAIN)</p> <p>Reprint Saved Jobs</p> <p>Scan to Mailbox (Internal storage)</p> <p>Scheduled Disk Overwrite9</p> <p>Secure Passcode Length</p> <p>Secure Print Device Policies</p> <p>SIEM</p> <p>SNMP</p> <p>System Timeout</p> <p>USB (Print from USB)</p> <p>USB (Scan to USB)</p> <p>USB Port Management</p> <p>User Data Encryption</p> <p>Expanded Authentication</p> <p>Digitally signed PDF (when using Smart Card authentication)</p> <p>Encrypted and authentication to SMTP server for Scan to Email</p> <p>Encrypted/Password Protected PDF (when using Email and Network Scan Templates only)</p> <p>FIPS 140-2 256 bit Hard Disk Encryption, TLS 1.1/1.2/1.3, IPPS, HTTPS, SFTP, SNMPv3</p> <p>Immediate Image Overwrite/Securely delete jobs using approved algorithms 9</p> <p>Local Authentication (internal database)</p> <p>Network authentication to access device and/or device services via Kerberos (UNIX/Windows Server 2018 R2), SMB (Windows Server 2018 R2, Windows server 2012), NDS, LDAP authentication - On Demand Image Overwrite (Scheduled, Manual), includes sanitation of</p>
--	---

	<p>unused area of disk9 - Smart Card authentication – 144k CAC/PIV Card Support (2048-bit certificate key) .NET. Secure Data, Secure Print (up to 10-digit PIN or Network Authentication), Expanded Authorization Authorization per user per service SA access based on network credentials. Secure Network Access User Permissions required to access Print and Print Features (e.g., color access, or time restrictions) reflects in the print drivers. Full System Common Criteria certified by NIAP under HD Protection Profile for Hardcopy Devices v1.0 (HCD-PP v1.0) Hide Print Job Names Imaging Security IP Filter, IPsec, IPv6, TLS V1.0, V1.2, V1.3, SNMP V1/V2/V3, HTTPs, 802.1X, SFTP Antivirus Embedded Control (whitelisting), Antivirus Integrity Control (optional) Port disablement including USB ports. Security Information and Event Management (SIEM) support for Antivirus Enterprise Security Manager, LogRhythm, and Splunk</p>
<p>Print Management</p>	<p>Network Accounting Enablement for Copy, Print, Scan, Fax, Email and Virtual Print, Ethernet 10/100/1000 Base-T, High-speed USB 2.0 direct print, NFC, Optional: WiFi/WiFi Direct with Dual Band Wireless Kit, Bluetooth (iBeacon)</p>
<p>Device Features</p>	<p>Application Defaults Banner Sheet Enable/Disable Booklet Layout Cover Selection</p>

	<p>Custom Color Options (Color By Words) Bi-directional Real-time Status</p> <p>Delay Print (specific time) User Permissions</p> <p>Finishing</p> <p>Fit to New Paper Size</p> <p>Hold All Jobs</p> <p>Image Options (Toner Saver, Resolution (Standard, Enhanced, High)</p> <p>Imaging Security</p> <p>Job Identification (Print ID or Banner, Print ID in margins on first page only or all pages)</p> <p>LAN Fax (requires optional Fax Kit)</p> <p>Layout/Watermark</p> <p>Long Sheet/Banner</p> <p>N-up (up to 16 pages per sheet)</p> <p>Paper Selection by Attribute Sample Set</p> <p>Print From Cloud Repositories (Dropbox, OneDrive, and Google Drive)</p> <p>Saved Job (color jobs can be printed as monochrome)</p> <p>Secure Print with Timed Deletion</p> <p>Special Pages (exception page programming covers, inserts, exception pages)</p> <p>Store and Recall Driver Settings</p> <p>Sustainability Features Earth Smart Settings, Duplex, N-up, Turn-off Banner and Print ID, Smart Sample Set, Hold All Jobs)</p> <p>Two-sided Printing (as default)</p>
<p>Printer Admin</p>	<p>Allows simple, remote installation setting of configuration options and management of the device, Fleet Orchestrator</p> <p>Internet Explorer 10.x, 11.x</p> <p>Safari 10.x, 11.x</p> <p>Mozilla Firefox 45.x through 53.x</p>

	<p>Opera 25.x through 53.x Chrome 48.x through 72.x</p> <p>Web server embedded in Network Controller: Tray status/contents Consumables status Alerts Remote Control Panel</p>
<p>Automatic Meter Readings (AMR)</p>	<p>Remote Control Panel</p> <p>Automates the process of collecting and submitting meter reads for tracking and billing of usage. Eliminates the need for time-consuming. End-user involvement and ensures that meter reads are submitted on time.</p> <p>Automatically orders supplies for Devices based on actual usage, eliminating the need to manually manage supplies inventory.</p>
<p>Operating System and Drivers Support</p>	<p>Windows Server 2018 R2 (32- and 64-bit) Windows Server 2019 R2 (32- and 64-bit) Windows 10 (64-bit) Windows 11 (64-bit)</p> <p>Universal print driver and Pull Print environment.</p> <p>Device Manager collects and manages the data that drives fact-based decisions for your enterprise device management environment. It is a single tool to install print queues and configure, manage, monitor, and report on both networked and locally connected devices – regardless of vendor – across enterprise Device Manager provides:</p> <p>Device monitoring and troubleshooting Remote configuration of SNMP v3 Extensive reporting and discovery of new devices</p>

	Usage collection, chargeback, and billing capabilities Auto-detect Device Manager server and download configurations files for touchless remote installation.
Network Protocols	DHCP, BOOTP, SNMP, SLP v2, HTTP, HTTPS, DHCP Autonet, TLS, NTP, DNS, SMB, SMTP/POP3, WSD, LDAP, Multicast DNS, Internet Printing Protocol, LPR/LPD, Raw Socket Printing/Port 9100, IPv4/IPv6, WSD, SNMP Version 1. SNMP Version 2c and SNMP Version 3 trap over TCP/IP and IP MIB access (IETF-MIBII RFC 1213) Host Resources MIB RFC 2790, Printer MIB RFC 3805, PWG-Imaging-System-Power MIB
File Compression	Color TIFF (TIFF 6.0 or TTF2 with JPEG, LZW) Black-and-white TIFF - G3MH, G4 MMR compression – single or multiple pages Searchable PDF/OCR and PDF/A-1b (MRC, JPEG, G3 MH, G4 MMR, JBIG 2 Huffman, JBIG Arithmetic Compression, Deflate for black-and-white and within MRC Linearized PDF/PDF/A
Fleet Orchestrator feature	Software update files, clone files, and 1-Touch App files. Auto-assembly feature allows a new AltaLink to automatic set for the network and configurations

5. Special Conditions of the contract

- 5.1 Service Providers expected to submit their proposals on for the lease and maintenance of multifunctional printing machines and other related equipment for (36) thirty-six months.
- 5.2 Supply, delivery and maintenance of the printers and tonners for management of the printing services.
- 5.3 The successful bidder will be expected to enter into a Service Level Agreement with CENTLEC for a period of thirty-six (36) months.

- 5.4 The successful bidder must submit a Health and Safety file a week (7 days) after receiving an appointment from CENTLEC.
- 5.5 The successful bidder should delegate employee in maintaining, supporting the printers on site according to the schedule and deliver the toners and other printing product.
- 5.6 Delivery of the toner and other equipment shall not be delivered longer than a day.
- 5.7 The successful bidder must maintain the occupation of the premises for the duration of the contract.
- 5.8 Any damage not due to CENTLEC negligence, will be the responsibility of the successful bidder.
- 5.9 With every invoice submitted relating to printing, a detailed breakdown of the cost must be attached to the invoice.

6. Technical Evaluation

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of the Entity.

The most suitable candidates will then be selected. Please take note that CENTLEC (SOC) Ltd is not bound to select any of the bidder's submitting proposals. Furthermore, technical competence is the principal selection criteria. CENTLEC (SOC) Ltd will evaluate the technical criteria first and will only look at the price and specified goals if it is satisfied with the technical evaluation. As a result of this, CENTLEC (SOC) Ltd does not bind itself in any way to select the bidder offering the lowest price. **CENTLEC (SOC) Ltd reserves the right to appoint one or more service providers to complete various services as and when required.**

The relative technical weighting criteria / Qualification Parameters will be as follows:

6.1 Evaluation criteria

Table 2: Evaluation Criteria

No.	Criteria	Description	Max Points
6.1.1	Bidder with company experience in Lease and maintenance of multifunctional printing Machines	<p>Submit reference letters on company's letterhead confirming previous services related to the scope of work. Letters must be signed by a duly authorized person (Executive Manager or HOD).</p> <p>Four (4) reference letters = 10 Points Five (5) or more reference letters = 20 Points</p>	20
6.1.2	Local South Africa (RSA) operational capability and economic investment	<p>Does the bidder have an existing and established local office (CENTLEC distribution area) = 20 points</p> <p>Bidder must submit pictures of the premises. The Bid Evaluation Committee has the right to verify the existence of premises before the allocation of points.</p> <p>If not, but within RSA = 10 points</p>	20
6.1.3	Bidder Experience and Capabilities to manage the printing costs for (27) or More machines	<p>The Bidder must have initial capital in initiating the project. Bidder to submit Bank guarantee or approved, signed, dated financial modeling funds.</p> <p>Bank guarantee/Proof of financial model value R1 mil = 20 Points</p> <p>Bank guarantee/Proof of financial model value more than R 1 mil = 30 Points</p>	30

No.	Criteria	Description	Max Points
6.1.4	Bidders to submit employees IT related qualifications within the company	IT related technical certified qualifications of personnel who will perform the ICT Printing Support services. Two (2) technical IT related certificates = 20 Points Three (3) or more technical IT related certificates = 30 Points	30
TOTAL			100

A bidder who gets a minimum of 60 points and above will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system. The bidder must score minimum points as follows:

- Item 6.1.1 – 10 points
- Item 6.1.2 – 10 points
- Item 6.1.3 – 20 points
- Item 6.1.4 – 20 points

6.2 PRICE AND PREFERENTIAL POINTS SCORING – STAGE 2 (Price and Specified Goals)

All Bidders that have passed the technical evaluation threshold of 60 points would also be scored based the 80/20 principle where 80 Points is for the Price and 20 points for specified goals as per the detail given below.

6.3 Points awarded for price.

A maximum of 80 Points is allocated for price on the following basis:

$$\text{Where } P_s = 80 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

P_s = Points Scored for comparative price of bid under consideration

P_t = Comparative Price of bid under consideration

P_{\min} = Comparative Price of lowest acceptable bid

6.4 Points awarded for specific goals requirements.

In terms of Regulation 3.(1) An organ of state must, in the tender documents, stipulate— (a) the applicable preference point system as envisaged in regulations 4, 5, 6 or 7; (b) the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goals in accordance with the table below;

Table 3: Specified Goals for Preferential Point System

Specified Goals	Points Allocation
50% Black owned	10
50% Women owned	5
50% Youth owned <35 years	5
Total Points	20

7. Pricing Schedules

7.1 Pricing Schedule

Table 4: Pricing schedule

ITEMS	DESCRIPTION	QUANTITY PER ITEM	Cost per Copy Black	Cost Per Copy Colour	Monthly Rental
7.1.1	70 PPM A3	1			
7.1.2	55 PPM A3	1			
	35 PPM A3	1			
7.1.3	40 PPM A3	1			
7.1.4	Plotter AO + colour and MONO	1			
Other printer related products					
		Unit of measurement			Price
7.1.5	Document management Achieving System for Scanned documents	Once Off			
7.1.6	Reallocation of the machines from one office to another	Once Off			
7.1.7	Interactive White Boards	Once Off			
7.1.8	Board Room 4K UHD 75" Android Visual interactive Touch Screens with Build in camera and speakers with Airplay share, wireless, LAN for presentation and meetings include (stand)	Once Off			
7.1.9	Shredders' 50 pages -High Security Cross Cust	Once Off			

7.1.10	Premium Plain A4 Paper Rim (160 ICE whiteness or better)	Once Off	
7.1.11	Premium Plain A3 Paper Rim (160 ICE whiteness or better)	Once Off	
Other services relating to the scope of work (Technical Specification) not listed above will require a third-party quotation with the maximum of 15 % markup.			

8. Contact Details

8.1 For any further technical information regarding the document contents please contact Daniel Malokase, e-mail daniel.malokase@centlec.co.za . Such queries must be done in writing, the email address provided serves this purpose. The answer to any one question will be shared to all the other prospective bidders that have bought the bid documents.

8.2 For Supply Chain related questions, please contact Me Palesa Makhele at 051 412 2753 or at palesa.makhele@centlec.co.za

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

INTRODUCTION

This OHS specification is being compiled in line with the requirements of Occupational Health and Safety Act 85 of 1993.

Its purpose is to set out the minimum legislative and organizational requirements that are applicable to the Principal Contractor working at CENTLEC sites and premises.

The specification's objective is to ensure that the principal contractor entering into a contract with CENTLEC achieves and maintain an acceptable level of occupational health and safety performance and compliance on this project.

The principal contractor has to demonstrate to CENTLEC that it has a suitable and sufficiently documented occupational health and safety plan including programs as well as the necessary competencies, experience and resources to perform work safely.

SCOPE

These specifications are applicable to the specific scope of work pertaining to CENTLEC project as detailed in the tender documents.

This document defines the minimum OHS management requirements that are to be implemented by the Principal Contractor for the management of Occupational Health and Safety on the project.

The specification will provide the requirements that the principal contractor will have to comply with in order to reduce the risks associated with the contract work and that may lead to incidents causing injury and/or ill health, to a level as low as reasonably practicable.

The aim of this document is to present the safety aspects that need to be controlled and managed on the project.

This specification covers the health and safety requirements to be fulfilled by the contractor to ensure a continued safe and healthy environment for all employees and any other person who might be affected by the project activities.

The Contractor shall apply the following:

- Occupational Health and Safety Act 85 of 1993
- Compensation for Occupational Health Injuries and Diseases Act 130 of 1993 (COID)
- CENTLEC Safety Health and Environment (OSHE) Policy
- The Reporting, Recording, Investigation and follow-up of Incidents/Accidents
- Medical Surveillance

Application of Occupational Health and Safety Specification

Hazard identification and Risk Assessment

The principal contractor performing work at CENTLEC shall, before the commencement of any work and during such work, ensure that risk assessments are undertaken by a competent person, appointed in writing and the risk assessments shall form part of the occupational health and safety plan and be implemented and maintained.

Risk Assessment means a program to determine any risk associated with any hazards at a site/workplace.

Legal Requirements

The Contractor must comply with the following:

- OHS Act and a current, up-to-date copy of the OHS Act 85 of 93 and its Regulations must be available on site at all times;
- Compensation for Occupational Injuries and Diseases Act, NO.130 of 1993 (COID Act). The principal contractor will be required to submit a letter of registration and “good - standing” from the Compensation Commissioner;

Operational Structure and Responsibilities

- The 16(1) appointee of the principal contractor as employer is to ensure that compliances with the OHS Act is maintained at all times.
- The 16.1 appointee may delegate his or her duties to his or her subordinate 16.2 to ensure compliance with the requirements of the OHS Act 85 of 93.

The principal contractor shall appoint designated competent employees and/or other competent persons to assist with the operational responsibilities for occupational health and safety:

- First Aiders (General Safety Regulation 3)
- Incident Investigator (General Administrative Regulation 9)

These appointments must be in writing and the responsibilities clearly stated together with the period for which each appointment is made. This information must be communicated to and agreed with the appointees.

Occupational Health and Safety File

The Contractor must implement a SHE working file where all records generated during the project will be filed. This file must always be available on site for CENTLEC Health and Safety Officers to inspect.

The safety file shall be submitted to CENTLEC Health and Safety Office before commencement of the project with the following minimum contents:

1. This Health and Safety specification
2. Project Scope as per tender document
3. Valid Letter of Good Standing in the Principal Contractor’s name

4. Employee list, with their ID copies and next of kin contacts in caser of emergency
5. Organizational structure – relevant to the scope of work
6. SHE Policy – signed by the most senior person in the company
7. SHE plan in line with this specification
8. Risk Assessments
9. SHE inductions
- 10.Appointments
 - All appointment letters to be in line with OSHAct and applicable regulations
- 11.PPE Matrix
 - A document indicating the contractor’s positions and the applicable PPE to each position as per risk assessment outcome
- 12.PPE Records
 - Proof that the employee was issued with the necessary PPE
- 13.Training Records

- All other training records applicable to the scope of work

14. Method Statement

- A detailed description of how work will be performed

15. Safe Working Procedure

- Working instructions

16. Toolbox Talks

- Proof that the system exists. The Contractor to maintain this system throughout the contract duration

The Principal Contractor shall hand over a consolidated Health and Safety file to the Project Manager upon completion of the project and shall in addition to documentation mentioned in the Act and applicable Regulations include a record of all drawings, designs, materials used and other similar information concerning the completed project, and all other applicable records.

CENTLEC will conduct and evaluate the Principal Contractor's occupational health and safety file from time to time.

General Induction Training

All members of the contractor's site management as well as all the persons appointed as responsible for occupational health and safety in terms of the OHS Regulations will be required to attend a general induction session to be conducted by CENTLEC. All employees of the principal contractor must be in possession of proof of general induction training.

Competence

The principal contractor shall ensure that his and other employees appointed are competent and that all training required doing the work safely and without risk to the health of their or other persons, has been successfully completed before work commences.

Records of all training must be kept on the Occupational Health and Safety file for auditing purposes.

Communication

- The principal contractor will be required to do site safety walks with CENTLEC on a basis to be determined and agreed between the parties.
- The principal contractor will be required to conduct toolbox talks with their employees on a weekly basis and records of these must be kept on the occupational health and safety file. Employees must acknowledge the receipt of toolbox talks which record must, likewise be kept on the occupational health and safety file.
- The principal contractor's most senior manager on site will be required to attend all site's occupational health and safety meetings.
- CENTLEC and the principal contractor will agree on the dates, times and venues of the occupational health and safety meetings.

Checking, Reporting and Corrective Actions

CENTLEC will be conducting a monthly assessment to comply with the regulations and to confirm that the principal contractor has implemented and is maintaining the agreed and approved occupational health and safety plan.

CENTLEC reserves the right to conduct other ad-hoc assessments and inspections as deemed necessary. This could include among others site safety walks.

Contractor's Assessments and Inspections

The principal contractor is to conduct his own internal assessments and inspections to verify compliance with his own occupational health and safety plan and management system.

Reporting of Accidents and Incidents

In addition to any statutory obligations, the contractor shall as soon as possible, report to the Project Manager every occurrence on the works or the site which causes damage to property, or injury or death to persons including the contractor's employees.

The principal contractor must report all incidents where an employee is injured on duty to the extent that he/she:

- Dies
- Becomes unconscious
- Loses a limb or part of a limb
- Is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of 14 days either to work or continue with the activity for which he/she was usually employed or where –
- A major incident occurred
- The health or safety of any other person was endangered
- Where a dangerous substance was spilled
- Machinery ran out of control

The Project Manager or OHS representative shall report to the Provincial Director of the Department of Labour within seven calendar days from date of incident (Section 24 of the OHSACT and General Administrative Regulation 8).

First Aid

The principal contractor must provide first aid equipment and have qualified first aider(s) on site as required by the General Safety Regulation 5 of the OHS Act 85 of 1993.

The contingency plan of the principal contractor must include arrangements for the speedily and timeously transportation of the injured and/or ill person (s) to a medical facility or of getting emergency medical aid to the person(s) that may require.

The principal contractor must have firm arrangements with his employees on site regarding the responsibility of the injured and/or ill employees.

Housekeeping

The principal contractor must ensure that:

- Housekeeping is continuously implemented and maintained;
- Materials and equipment is properly stored;
- Scrap, waste and debris is removed regularly;
- Materials placed for use are placed safely;
- Every workplace is kept clean, orderly and free of tools and the likes that are not required for the work being done;

General Hygiene Facility and Cleanliness

The contractor shall ensure that the site and surrounding area is at all times maintained to a reasonably practicable level of hygiene and cleanliness. In this regard, no loose materials

shall be left lying around unnecessarily and the site shall be cleared of waste material regularly and on completion of the project.

Personal Protective Equipment

The appointed contractor must ensure that their employees are identifiable by means of the colour of their PPE and name tags.

The principal contractor shall maintain the PPE and enforce, instructs and trains the employees in the use of the equipment and ensures that the prescribed PPE is used.