



**TENDER NO:238S/2022/23**

**THE PROVISION OF ELECTRICAL LIGHTING & POWER GENERATION SYSTEM MAINTENANCE  
AND EVENT SUPPORT SERVICES TO THE CAPE TOWN STADIUM (CTS)**

**CONTRACT PERIOD: 01 July 2023- 30 June 2026**

**V5**

**CLOSING DATE: 14 February 2023**

**CLOSING TIME: 10:00**

**TENDER BOX NUMBER: 139**

**TENDER FEE:** **R 200.00** Non-refundable tender fee payable to Cape Town Stadium (RF) SOC Limited for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document.

<b>TENDERER</b>	
<b>NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual</b>	
<b>TRADING AS</b> (if different from above)	
<b>TOTAL BID PRICE</b> (Incl. VAT) – Page 12	
<b>B-BBEE LEVEL CLAIMED</b>	

<b>ISSUED BY:</b>
Cape Town Stadium (RF) SOC Limited Fritz Sonnenberg Rd, Green Point, Cape Town, 8051

<b>TENDER SERIAL NO.:</b>
<b>SIGNATURES OF CITY OFFICIALS AT TENDER OPENING</b>
<b>1</b>
<b>2</b>
<b>3</b>

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**(1) GENERAL TENDER INFORMATION**

<b>TENDER ADVERTISED</b>	:	<b>09 December 2022</b>
<b>CLARIFICATION MEETING</b>	:	Not Compulsory, But Strongly Recommended.
<b>VENUE FOR SITE VISIT/CLARIFICATION MEETING</b>	:	<b>Thursday 26 January 2023</b> , at the DHL Stadium, Fritz Sonnenberg Road, Cape Town, Entrance Gate 00, Parking Level 01, Foyer A , 1 <sup>st</sup> Floor South Conference Room <b>at 12:00 - 13:30</b> .
<b>TENDER BOX &amp; ADDRESS</b>	:	<b>Tender Box as per front cover</b> at the City of Cape Town, <b>Tender &amp; Quotation Boxes Office</b> , 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.
	:	The Tender Document (which includes the Form of Offer and Acceptance) Completed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the tenderer, the endorsement " <b>TENDER NO.238S/2022/23: THE PROVISION OF ELECTRICAL LIGHTING &amp; POWER GENERATION SYSTEM MAINTENANCE AND EVENT SUPPORT SERVICES TO THE CAPE TOWN STADIUM (CTS)</b> ", the Cape Town Stadium tender box No <b>139</b> and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time.
<b>DHL STADIUM TENDER REPRESENTATIVE (TECHNICAL) :</b>		<b>Allen Pietersen</b>
<b>DHL STADIUM TENDER REPRESENTATIVE (ADMINISTRATIVE):</b>		<b>Blake DOliveira</b>
<b>Email:</b>		<a href="mailto:Blake.DOliveira@capetown.gov.za">Blake.DOliveira@capetown.gov.za</a>

**(2) DETAILS OF TENDERER****1.1 Type of Entity** (Please tick one box)

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

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

<b>Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor</b>	
<b>Trading as</b> (if different from above)	
<b>Company / Close Corporation registration number</b> (if applicable)	
<b>Postal address</b>	Postal Code _____
<b>Physical address</b> (Chosen domicilium citandi et executandi)	Postal Code _____
<b>Contact details of the person duly authorised to represent the tenderer</b>	Name: Mr/Ms _____ (Name & Surname)  Telephone:( ____ ) _____ Fax:( ____ ) _____ Cellular Telephone: _____ E-mail address: _____
<b>Income tax number</b>	
<b>VAT registration number</b>	
<b>SARS Tax Compliance Status PIN</b>	
<b>City of Cape Town Supplier Database Registration Number</b> (See Conditions of Tender)	
<b>National Treasury Central Supplier Database registration number</b> (See Conditions of Tender)	
<b>[•] Registration Number</b>	

### (3) FORM OF OFFER AND ACCEPTANCE

**TENDER NO. 238S/2022/23: The Provision of Electrical Lighting & Power Generation System maintenance and Event Support Services to the Cape Town Stadium (CTS)**

#### PART A (TO BE FILLED IN BY TENDERER):

**2.1 Required Details** (Please provide applicable details in full):

<b>Name of Tendering Entity*</b> (“the tenderer”)	
<b>Trading as</b> (if different from above)	

**AND WHO IS** represented herein by: (full names of signatory) \_\_\_\_\_

duly authorised to act on behalf of the tenderer in his capacity as: (title/ designation) \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Print name(s):  
On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
Date

INITIALS OF CTS OFFICIALS		
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## FORM OF OFFER AND ACCEPTANCE (continued)

**TENDER NO. 238S/2022/23: The Provision of Electrical Lighting & Power Generation System maintenance and Event Support Services to the Cape Town Stadium (CTS)**

### PART B (TO BE FILLED IN BY DHL STADIUM (RF) SOC LIMITED)

By signing this *Form of Offer and Acceptance* the DHL Stadium (also referred to as the 'Purchaser'):

1. accepts the offer submitted by **(DETAILS OF SUCCESSFUL TENDERER, ALSO REFERRED TO AS THE "SUPPLIER")** \_\_\_\_\_ ,  
thereby concluding a contract with the supplier for a contract period commencing on [•] and terminating on [•];
2. undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the Contract.

SIGNED AT \_\_\_\_\_ ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_  
(PLACE) (DD) (MM) (YY)

\_\_\_\_\_  
Signature(s) and stamp of  
The CEO of Cape Town Stadium (RF) SOC Ltd

\_\_\_\_\_  
Print name(s):  
(duly authorised in terms of the authorities  
Framework as approved by board of Directors,  
Cape Town Stadium (RF) SOC Ltd.

INITIALS OF CTS OFFICIALS		
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**FORM OF OFFER AND ACCEPTANCE (continued)**  
**(TO BE FILLED IN BY THE CAPE TOWN STADIUM (RF) SOC LTD)**

## Schedule of Deviations

### Notes:

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

1 Subject .....

Details .....

.....

2 Subject .....

Details .....

.....

3 Subject .....

Details .....

.....

4 Subject .....

Details .....

.....

By the duly authorised representatives signing this agreement, the DHL Stadium and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the DHL Stadium during this process of offer and acceptance.

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

INITIALS OF CTS OFFICIALS		
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## (4) PRICE SCHEDULE

### Pricing Instructions:

- 4.1 Prices must be quoted in South African currency and be **exclusive of value-added tax (VAT)**. VAT must be displayed separately on the invoices (if applicable).
- 4.2 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.
- 4.3 All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- 4.4 All prices shall be tendered in accordance with the units specified in this schedule.
- 4.5 Prices must be given according to the units in this Schedule.
- 4.6 Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns.
- 4.7 The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. **An item against which no rate (or rates, in the case of rate categories if provided) is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word "included" or abbreviations thereof) is entered against an item, may be interpreted as no offer having been submitted and may deem the entire offer non-responsive.**
- 4.7.1 Where no rate has been entered, CTS will provide the bidder with an opportunity to confirm where the line item is to be evaluated at a nil rate, i.e. that there is no charge for that item. Bidders will not be allowed to submit a new or revised rate in the above instance and should the bidder not confirm that the item is to be evaluated at a nil rate, then the offer will be deemed non-responsive.
- 4.8 Prices tendered below shall be subject to adjustment in accordance with **Schedule 8**. Firm prices will not be considered and the tender will be declared non-responsive.
- 4.9 The CTS intends to appoint one (1) Service Provider only.
- 4.10 Tenderers are required to price for all items as per the Pricing Schedule, **failing which will deem the tenderer non-responsive.**
- 4.11 The rights fee to be paid on an annual basis on the anniversary date. Year two (2) and three (3) will be subject to adjustment in accordance with **Schedule 8**.
- 4.12 The event fee payable to Cape Town Stadium will stay at 15% per invoice (for events attended) for the duration of the contract.
- 4.13 The CTS intends to appoint one (1) Service Provider only, for a period of up to 3 years (ending 30 June 2026) with the last 12 months of the contract (i.e. 01 July 2025 to 30 June 2026) being implemented at the sole discretion of the Cape Town Stadium.

INITIALS OF CTS OFFICIALS		
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**PRICE SCHEDULE****Schedule A – Rates for maintenance activities****Note:****Estimated quantities are for evaluation purposes only**

Item	Description	Unit of Measurement	Estimated Quantities (A)	Rate per Unit (B)	Monthly Rate excl. VAT (AxB=C)
<b>1</b>	<b>Contract</b>				
1.1	Contracts Administration	Monthly	1	R .....	R.....
<b>2</b>	<b>Lighting</b>				
2.1	Fluorescent Type Luminaires	Each	12912	R .....	R.....
2.2	Incandescent Luminaires	Each	2500	R .....	R.....
2.3	LED Type Lamps	Each	9723	R .....	R.....
2.4	Floodlight luminaires Metal Halide	Each	380	R .....	R.....
2.5	Streetlights	Each	45	R .....	R.....
2.6	Roof 2kW floodlights	Each	360	R .....	R.....
<b>3</b>	<b>MV Switchgear and Battery Tripping Unit</b>				
3.1	Sub Station #1	Each	7	R .....	R.....
3.2	Sub Station #2	Each	7	R .....	R.....
3.3	Sub Station #3	Each	7	R .....	R.....
3.4	MIS (Main Intake Sub Station)	Each	17	R .....	R.....
3.5	BTU (Battery Tripping Unit)	Each	4	R .....	R.....
3.6	Masterpact LV ACB's	Each	44	R .....	R.....
<b>4</b>	<b>Electrical Distribution Boards</b>				
4.1	MBD per Sub Station	Each	5	R .....	R.....
4.2	SMDB's	Each	28	R .....	R.....
4.3	Quadrant SDB's	Each	68	R .....	R.....
4.4	Outer Ring Kiosk SDB's	Each	9	R .....	R.....
4.5	Concession Kiosk SDB's	Each	12	R .....	R.....
4.6	Moat SDB's	Each	14	R .....	R.....
4.7	Electronic Room SDB's	Each	42	R .....	R.....
4.8	Lighting Control LCDB's	Each	64	R .....	R.....

**INITIALS OF CTS OFFICIALS****1****2****3**

Item	Description	Unit of Measurement	Estimated Quantities (A)	Rate per Unit (B)	Monthly Rate excl. VAT (AxB=C)
4.9	Quadrant Roof Lighting SDB's	Each	2	R .....	R.....
4.10	Event Floodlight SDB's	Each	4	R .....	R.....
4.11	Event Floodlight Control SDB's	Each	20	R .....	R.....
4.12	Façade DB's	Each	4	R .....	R.....
4.13	Podium SDB's	Each	7	R .....	R.....
4.14	Remote DB's	Each	8	R .....	R.....
4.15	Press DB's	Each	2	R .....	R.....
4.16	Commentary Booth	Each	1	R .....	R.....
4.17	Kitchen DB's	Each	10	R .....	R.....
4.18	Outside Broadcast Area DB	Each	1	R .....	R.....
4.19	Kiosk & Catering Equipment DB's	Each	4	R .....	R.....
4.20	LED Digital Signage - DB	Each	1	R .....	R.....
4.21	LED Scoreboard DB	Each	2	R .....	R.....
4.22	Mobile DB's (Event)	Each	9	R .....	R.....
4.23	Change-over DB	Each	1	R .....	R.....
4.24	Waste Room DB's	Each	2	R .....	R.....
4.25	Jacuzzi Rooms DB's	Each	2	R .....	R.....
4.26	ESS Exhaust Fan Control DB	Each	1	R .....	R.....
4.27	RUPS/EPS Exhaust Fan Control DB	Each	1	R .....	R.....

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Item	Description	Unit of Measurement	Estimated Quantities (A)	Rate per Unit (B)	Monthly Rate excl. VAT (AxB=C)
<b>5</b>	<b>Transformers</b>				
5.1	11.66 Kv /400, 1.2 MVA,Dyn7, ANAF, Dry-type Transformer with MV Bottom Entry Cable and LV Top Entry Bus Bar Termination Box	Each	12	R .....	R.....
5.2	11.66 KV/3MVA, Yyn0, oil filled Step-Up Transformer	Each	2	R .....	R.....
<b>6</b>	<b>Emergency Power Generators</b>				
6.1	Diesel Powered Rotary UPS (RUPS), capable of delivering a continuous output of 1000kVA, 400V, 50Hz	Each	1	R .....	R.....
6.2	Diesel Powered Generator (EPS), capable of delivering a continuous output of 1000kVA, 400V, 50Hz	Each	1	R .....	R.....
6.3	Diesel Powered Generator capable of delivering an unlimited , continuous rated Prime Power output of 2000kVA,400V, 50Hz with the capability of delivering a 10% overload for 1 hour in 12 hours of operation	Each	2	R .....	R.....
6.4	23 000 litre Underground Diesel Tank	Each	1	R .....	R.....
<b>7</b>	<b>Bus Bar System</b>				
7.1	Full Neutral Siemens Type LDA6425 for 3000A,400V,50Hz,125kA Busbar	Each	3	R .....	R.....
7.2	Full Neutral Siemens Type LXA0851 for 3000A,400V,50Hz,42kA Busbar	Each	1	R .....	R.....
7.3	Full Neutral Siemens Type LXC0951 for 5000A,400V,50Hz,42kA Busbar	Each	1	R .....	R.....
<b>8</b>	<b>Neutral Earthing Resistors</b>				
8.1	800A Neutral Earthing Resistor (NER), to be connected to the MV Neutral points of the 400V/11.66kV Step-up Transformers	Each	2	R .....	R.....

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Item	Description	Unit of Measurement	Estimated Quantities (A)	Rate per Unit (B)	Monthly Rate excl. VAT (AxB=C)
<b>9</b>	<b>UPS Systems</b>				
9.1	3kVA Static UPS	Each	4	R .....	R.....
9.2	10kVA Static UPS	Each	2	R .....	R.....
9.3	20kVA Static UPS	Each	3	R .....	R.....
9.4	60kVA Static UPS	Each	3	R .....	R.....
<b>10</b>	<b>Lighting Control System</b>				
10.1	Intellibus Network based, centrally controlled management system	Each	1	R .....	R.....
<b>11</b>	<b>SCADA &amp; Telemetry System</b>				
11.1	Centralised system that controls & monitors the bulk power substations	Each	1	R .....	R.....
<b>12</b>	<b>Pitch Grow Lights</b>				
12.1	SGL Concepts Mobile Units	Each	2	R .....	R.....
<b>13</b>	<b>Roof Access &amp; Control System</b>				
13.1	Mechanical access ladders & electronic control via a PLC panel	Each	2	R .....	R.....
<b>14</b>	<b>Compliance with Occupational Health and Safety Regulations/Act</b>				
14.1	GCE (Government Certified Engineer)	Each	10	R .....	R.....
<b>TOTAL OF [A] (monthly excl. VAT)</b>					R.....

**Note:**

- Estimated quantities are for evaluation purposes only.
- All rates to exclude VAT (Value Added Tax)
- All rates (B) & totals (C) to be completed or the submission may be classed as non-responsive

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**Schedule B – Labour Rates**

Events, ad hoc requests and emergency services labour rates.

(A) Week Day Normal Time: 08h00 to 17h00 (Monday to Friday)

(B) Week Day Overtime: 17h01 to 07h59 (Monday to Friday & Saturday All Day)

(C) Sunday & Public Holiday Overtime: All Day

Item	Description	Unit of Measurement	(A) Week day normal time (excl. VAT)	(B) Weekday overtime, incl. Saturday (excl. VAT)	(C) Sunday & Public Holiday overtime (excl. VAT)
2.1.1	LV (Low Voltage ) Electrician	Per Hour	R.....	R.....	R.....
2.2.1	LV (Low Voltage) Artisan/Single Phase Tester	Per Hour	R.....	R.....	R.....
2.3.1	LV (Low Voltage) Semi- Skilled Assistant	Per Hour	R.....	R.....	R.....
2.4.1	LV (Low Voltage) Artisan/Single Phase Tester	Per Hour	R.....	R.....	R.....
2.5.1	GCE (Government Certified Engineer)	Per Hour	R.....	R.....	R.....
2.6.1	MV (Medium Voltage) Switching Technician	Per Hour	R.....	R.....	R.....

Item	Description	Unit of Measurement	(A) Week day normal time (excl. VAT)	(B) Weekday overtime, incl. Saturday (excl. VAT)	(C) Sunday & Public Holiday overtime (excl. VAT)
2.1.2	LV (Low Voltage ) Electrician	Per Hour	R.....	R.....	R.....
2.2.2	LV (Low Voltage) Artisan/Single Phase Tester	Per Hour	R.....	R.....	R.....
2.3.2	LV (Low Voltage) Semi- Skilled Assistant	Per Hour	R.....	R.....	R.....
2.4.2	LV (Low Voltage) Artisan/Single Phase Tester	Per Hour	R.....	R.....	R.....
2.5.2	GCE (Government Certified Engineer)	Per Hour	R.....	R.....	R.....
2.6.2	MV (Medium Voltage) Switching Technician	Per Hour	R.....	R.....	R.....

**INITIALS OF CTS OFFICIALS**

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Item	Description	Unit of Measurement	(A) Week day normal time (excl. VAT)	(B) Weekday overtime, incl. Saturday (excl. VAT)	(C) Sunday & Public Holiday overtime (excl. VAT)
2.1.3	LV (Low Voltage ) Electrician	Per Hour	R.....	R.....	R.....
2.2.3	LV (Low Voltage) Artisan/Single Phase Tester	Per Hour	R.....	R.....	R.....
2.3.3	LV (Low Voltage) Semi- Skilled Assistant	Per Hour	R.....	R.....	R.....
2.4.3	LV (Low Voltage) Artisan/Single Phase Tester	Per Hour	R.....	R.....	R.....
2.5.3	GCE (Government Certified Engineer)	Per Hour	R.....	R.....	R.....
2.6.3	MV (Medium Voltage) Switching Technician	Per Hour	R.....	R.....	R.....

### **Schedule C – Rates not covered in maintenance agreement**

Item no.	Description	Percentage Mark Up (%)
3.1	<b>RATES FOR MATERIAL ITEMS NOT COVERED BY THE MAINTENANCE AGREEMENT</b>	
	Profit Margin / Mark-up (%)	%
3.2	<b>RATES FOR SPECIALIZED EQUIPMENT RENTAL NOT COVERED BY THE MAINTENANCE AGREEMENT</b>	
	Profit Margin / Mark-up (%)	%
3.3	<b>RATES FOR PROVISION OF SPECIALIZED SERVICES NOT COVERED BY THE MAINTENANCE AGREEMENT</b>	
	Profit Margin / Mark-up (%)	%

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**Section D – Revenue Based Offer**

Item	Description	Unit	Contribution Tendered Rate (amount <u>excluding VAT</u> ) payable to the Cape Town Stadium
1	Rights Fee (*)	Annually	R 245 000
2	Event Fee (**)	per event	15% based on invoice

(\*) **Right to refer your company as a "preferred supplier to the CTS" in their designated field of expertise. Right to negotiate additional branding inventory including signage, LED and screen space.**

(\*\*) **15% all invoices generated off event invoices directly secured from the CTS – Labour Only.**

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**(5) SPECIFICATION(S)****5.1 Overview**

- 5.1.2 The purpose of this tender is to solicit bids for the provision of applicable Power & Lighting maintenance services within the Cape Town Stadium.

The planned routine preventive maintenance services of the plant and equipment, and the routine replacement of consumables and wear-and-tear items covered in a maintenance agreement

- 5.1.3 Unplanned emergency activities, including the replacement of defective parts in the event of breakdown. The Contractor is expected to hold or have prompt access to critical parts to ensure that unforeseen disruptions are minimized
- 5.1.4 The procurement of materials as may become necessary outside of the routine preventive maintenance plan
- 5.1.5 Reporting on the performance and maintenance status on a regular (monthly) basis
- 5.1.6 A single service provider will be contracted for a period of up to thirty-six months. The capital equipment exists and all parts or replacement equipment purchased through this contract will remain the Cape Town Stadium's property at the end of the contract period.
- 5.1.7 During the duration of the contract and if the need arises, maintenance activities could arise due to additional equipment (relevant to the expertise pertaining to this contract) being added to the facilities portfolio. Any pricing for the additional work within this contract has to be based on the labour, material or specialised services detailed rate cards for items not covered by this maintenance agreement – as per Pricing Schedules.

**5.2 Scope of Specifications**

- 5.2.1 This specification provides for the maintenance of Power & Lighting equipment, event preparation and execution and applicable associated tasks within the Cape Town Stadium precinct.
- 5.2.2 The onus shall be on the tenderer to ensure that the services offered are fully compatible with the existing Stadium plant, equipment and associated configuration. Tenderers will be required to demonstrate this compatibility.
- 5.2.3 No minimum order quantities are guaranteed. The exact quantities are not known and accordingly tenderers have been asked to indicate unit prices.
- 5.2.4 Tenders will be evaluated on targeted procurement, technical and functional compliance and total prices.
- 5.2.5 The Stadium wishes to enter into a contract with one tenderer only and therefore tenders will only be regarded responsive if the pricing schedule is completed for all items.
- 5.2.6 Only tenderers with sufficient capacity in terms of technical staff and competency will be regarded as responsive.
- 5.2.7 Tenderers shall provide in their covering letter a list of all optional services available and the unit prices. These prices shall be valid for the contract period.
- 5.2.8 The onus shall be on the Tenderer to ensure that the material and equipment delivered, function in accordance with the requirements to this specification.
- 5.2.9 The Contractor shall provide verifiable proof of accreditation or certification or any other relevant documentation as demonstration of technical compliance and experience in maintaining all the



described equipment in this specification. Specific reference to manufacturer (and if possible, type and model) is required.

If the Contractor is not an accredited agent of the supplier of the equipment, the Contractor is to describe their sub-contractors who will perform this work.

- 5.2.10 It is highly recommended that an onsite maintenance team is deployed as a standard service offering. As per the scope of works the team, consisting of at least two (2) qualified/competent electricians and at least one (1) semi-skilled electrical assistant, would be responsible for 1<sup>st</sup> tier call-outs and repairs, adherence to the preventative maintenance schedule, identification and resolution of corrective works, event attendance and initial response to reported emergency situations. Office facilities and suitable storage facilities for materials, critical spares and tools will be made available. The team's primary base will be Cape Town Stadium.

### 5.3 Applicable Standards

- 5.3.1 The latest approved revisions of the following documents apply.

- 5.3.2 All relative documentation will comply with the latest amendment of the following standards, codes and statutory requirements, stipulations, regulations and provisions and all workmanship shall be carried out in accordance with the relevant safety procedures:

- Environmental Conservation Act No. 73 of 1989
- The Occupational Health and Safety Act, Act No 85 of 1993
- The SABS Code of Practice for the Wiring of Premises, SANS 10142-1
- Municipal by-laws and Local Governing Body
- Local Fire-Brigade Regulations
- National Building Regulations SANS 10400
- All applicable SANS specifications, or BS specifications where no SANS specifications exist
- Manufacturer's operational and maintenance specifications
- The as-built record and maintenance manuals

### 5.4 Technical and Functional Requirements

#### 5.4.1 Introduction

This document represents the whole specification for routine maintenance and incident response requirements of the Power & Lighting equipment for the Cape Town Stadium.

#### 5.4.2 Terminology

- The Client - refers to Cape Town Stadium Management or the City of Cape Town
- The City or COCT – refers to Cape Town Stadium Management or the City of Cape Town
- The Employer - refers to Cape Town Stadium Management or the City of Cape Town
- The Engineer - refers to Cape Town Stadium Management or the City of Cape Town
- The Contractor - refers to Tenderer and/or appointed SLA specialist contractor

#### 5.4.3 Overview of Equipment

The City intends appointing a service provider on a contract basis to maintain the facilities and provide suitable attendance at certain events. Thus, keeping the equipment operational and safe for general use by staff and members of the public, who might visit the Cape Town Stadium.

During the duration of the contract and if the required maintenance activities could arise due to additional equipment (relevant to the expertise pertaining to this contract) precinct, being added to the facilities portfolio. Any pricing for the additional work within this contract has to be based on the labour, material or specialised services detailed rate cards for items not covered by this maintenance agreement. This is provided in the Pricing Schedule, Labour Rates and Items not covered by maintenance agreement.

If trade names are specified in any descriptions, the term "is equal or equivalent or approved" is deemed included in such a description. If any equivalents are to be used, prior approval is required submission of pricing. The CTS reserves the right to request detailed specification.

#### 5.4.4 Medium Voltage Switchgear and Battery Tripping Units

There are seventeen (17) MV switches in the Main Intake Substation (MIS) Switch room; inclusive of one per City Incomer and one spare. In the respective Sub Stations (SS1, SS2 & SS3) there are seven (7) each. These are ABB UniGear type ZS1 Medium Voltage, arc proof, air insulated, metal-clad switchgear. Maintenance serves to preserve trouble-free operation and achieve the longest possible working life of the switchgear. There are four (4) Battery Tripping Units, one of in each MV switch room (MIS, SS1, SS2 & SS3) respectively. It comprises the following closely related activities;

**Inspection:** Determination of the actual condition.

**Servicing:** Measures to preserve the specified condition.

**Repair:** Measures to restore the specified condition.

An AtyS M 6s change over switch has been installed to monitor the incoming supplies from SS1 and SS3 where it is capable to automatically switch if a failure is detected on the primary supply. The purpose of the installation is to retain an uninterrupted power supply for the main Data Centre on L01.

Once the power is restored, the changeover switch automatically reverts to the primary supply.

It is important to note when carrying out all maintenance work, the statutory regulations in respect of the installation must be strictly complied with. Maintenance work may only be performed in a careful manner by trained personnel familiar with the characteristics of the individual switchgear, in accordance with all relevant safety regulations to IEC and of other technical authorities, and with other overriding instructions.

The inspection and servicing intervals for some of the equipment/components (e.g. parts subject to wear and tear) are determined by fixed criteria such as switching frequency, length of service and number of short-circuit breaking operations. For other parts, on the other hand, the length of the intervals may depend, for example, on the different modes of operation in individual cases, the degree of loading, and also environmental influences (including pollution and aggressive air).

#### 5.4.5 Dry Type Transformers MITS/97

There are twelve (12) 1.2 MVA dry type transformers, three in each substation. These encapsulated dry-type transformers offer the following advantages;

- a. Good resistance to short-circuit.
- b. Low flammability.
- c. Self-extinguishing.
- d. Unaffected by humidity.
- e. Great therm
- f. al inertia.
- g. Minimum partial discharges.
- h. Compact design.
- i. Lower installation costs.
- j. Low maintenance.

Frequency of checks

Annually: transformers in normal environments.

Quarterly: transformers in environments that are contaminated with dust or industrial fumes and exposed to vibrations.

All the precautions defined by current legislation must be taken.

Even though this is a low-maintenance transformer, it does not imply the exemption from fulfilling the requirements established by current laws concerning transformers.

#### 5.4.6 Bus Bar Systems

Full Neutral Siemens Type LDA6425 for 3000A, 400V, 50Hz, 125kA Busbar (SS1, SS2 & SS3)

Full Neutral Siemens Type LXA0851 for 3000A, 400V, 50Hz, 42kA Busbar (MIS)

Full Neutral Siemens Type LXC0951 for 5000A, 400V, 50Hz, 42kA Busbar (ESS)

#### **5.4.7 Neutral Earthing Resistors**

800A Neutral Earthing Resistor (NER), to be connected to the MV Neutral points of the 400V/11.66kV Step-up Transformers

#### **5.4.8 ESS Step-Up Transformers 3000 kVA**

There are two (2) 400/11660 Step-up transformers that form part of the essential supply. The 400V supply from the 2MVA generators is terminated on the MDB in the generator room. These switches in turn feed the 400V/11.6kV step up transformers. They terminate at the Essential Supply MV switches in the MIS Sub Station.

#### **5.4.9 2MVA 400V/11kV 50Hz Essential Diesel Generators (2 off)**

The 11 KV Main Intake Substation has 2 City of Cape Town municipal supplies feeding a suite of 6 feeder circuit breakers. The three zones are connected by means of two bus-couplers one of which is permanently closed. Each zone has an incoming supply from the standby generators that are housed in MIS. The standby generating plant consists of 2 x Barloworld/Caterpillar 2000 kVA/400V/50Hz diesel generators installed in a plant room. These generators are synchronized onto a load bus bar and feed 2 x 3000 kVA step-up transformers. These transformers in turn feed the MIS distribution network under the following three match modes or conditions;

- a. MM1 mains failure,
- b. MM2 island mode and
- c. MM3 co-generation operation.

A control panel is installed in the MV substation which controls all the operational functions of the MV switchgear and standby generators. The Main 11kV switchboard provides for the distribution of City of Cape Town power to the various loads via Incomer 1 and 2 and the 2 generators provide standby power to the 11kV network via generator incomers 1 and 2.

#### **5.4.10 Automatic Operation**

The main purpose of installing these generating sets is to provide standby power to the various loads in the event of a mains failure. The COCT incomers are monitored by Deep Sea Controllers in the MIS Sub Station. On the loss of COCT power, they will give a signal to the Deep Sea Controllers used to control the operation of the generators in the ESS Room, starting the generators automatically, synchronizing and connecting to the essential load. On restoration of at least 1 City of Cape Town mains supply, the Deep Sea Controllers in the MIS Sub Station will monitor the mains and then synchronize back to the relevant mains supply, transfer the load, providing a no-break transfer back to the mains source.

The ducted exhaust system comprises of control gear and an exhaust fan motor. Quarterly checks and annual maintenance on the electrical and mechanical components are to be included in the costing.

#### **5.4.11 Manual Operation**

Providing all selector buttons on the switchboard for generator 1 and 2 are set to the manual position, full manual control of every function in the plant can be executed from their respective control panels.

#### **5.4.12 1 MVA Rotary UPS (1 off) and 1 MVA Critical Generator EPS (1 off)**

The Rotary UPS & Critical Generator is dedicated to the Flood Lights alone. The controller for the unit control system is a stored-program controller of Hitzinger, type POWERCON.

The Hitzinger-POWERCON has been designed as a compact control system by using the latest microprocessor technology with integrated measuring system and LCD-Display.

The I/O modules are connected to the CPU via CAN-bus. In the POWERCON all parameters such as voltage, frequency, motor speed, oil pressure, etc., are monitored. All elements required for operation and monitoring are located on the POWERCON front. For optimum status monitoring a mimic connection diagram is provided on the switchgear front. Signalling is carried out with LEDs.

The self-contained exhaust system, including control DB and fan motor, needs to be included in the maintenance activities.

The ducted exhaust system comprises of control gear and an exhaust fan motor. Quarterly checks and annual maintenance on the electrical and mechanical components are to be included in the costing.

#### 5.4.13 Lighting

The Cape Town Stadium uses a network based centrally controlled, lighting management system that can be automated to facilitate requirements per venue used. The external or façade lighting has been designed to predominantly incorporate the use of LED technology, which is intended to last longer and promote energy efficiency. As the Stadium is designated as a multipurpose venue, the inner bowl lighting can be utilised to set the scene as per the event organiser's requirements. The general lighting allows the event organisers to offer a wide variety of themes and backdrops for events of all kinds.

All emergency lighting needs to be checked for efficient operation as per the OHS Act requirements. This inspection and associated checklist needs to be presented to the client on a three (3) monthly basis.

As per the contract, the cleaning of the fixture and replacement of any defective parts, form part of the conditions.

A few examples of the respective types of fittings, include, but not limited to:

- Fluorescent Type Luminaires = ± 12 900 off
- Incandescent luminaires = ± 2 500 off
- LED Type Lamps (*incl. emergency lights*) = ± 9 700 off
- Floodlight luminaires Metal Halide = ± 380 off
- Street Lights = ± 45 off
- Roof 2kW floodlights = 360 off

The floodlights are designed and installed as per international broadcast specifications. The lighting levels have been redesigned for an expanded pitch area of 124m by 80m to allow for flexible positioning of the FIFA standard pitch size of 105m by 68m. This also allows other sports such as rugby to be accommodated. The vertical luminance levels towards all cameras (both fixed high level and pitch cameras) in excess of 2000 lux. The horizontal light level is in excess of 3000 lux. With media coverage in mind, glare elimination, optimal colour rendering and shadow reduction has been considered. There are 360 of 2kW lamps that are separately controlled and are not only supplied from the City's electrical grid, but has a diesel powered 1 MVA RUPS (Rotary Uninterrupted Power Supply) with its own 1MVA back-up EPS (Emergency Power Supply). Thus, the design parameters virtually restrict the complete loss of floodlights during the staging of an event.

#### 5.4.14 Distribution Boards

Cape Town Stadium: There are at least 326 distribution boards comprising of, but not limited to (reference the pricing schedule for further detail):

- 5 x Main DB's – One in each substation.
- 28 SMDB's
- 68 Quadrant SDB's
- 9 Outer Ring Kiosk SDB's
- 12 Concession Kiosk SDB's
- 15 Moat SDB's
- 42 Electronic Room SDB's

- 64 Lighting Control LCDB's
- 2 Quadrant Roof Lighting SDB's
- 4 Event Floodlight SDB's
- 20 Event Floodlight Control SDB's
- 4 Façade DB's
- 7 Podium SDB's
- 8 Remote DB's
- 2 Press DB's
- 10 Kitchen DB's
- 1 OBC DB
- 4 Kiosk & Catering Equipment DB's
- 3 LED Digital Signage DB
- 9 Mobile DB's for events
- 1 Changeover DB
- 2 Waste Room DB's
- 2 Jacuzzi DB's
- 1 ESS Fan Control DB
- 1 RUPS Fan Control DB

The associated wiring and circuits need to be inspected and maintained according to OHSA Regulations and industry best practice.

It is crucial to allow for Masterpact LV circuit breaker maintenance as per the O & M requirements, OHSA Regulations and industry best practice;

- SS1 – 8 of
- SS2 – 7 of
- SS3 – 8 of
- MIS – 8 of
- RUPS – 5 of
- ESS – 8 of

Note: Maintenance to these breakers are to occur every odd year (June 2025, 2027, etc.....) and needs to be clearly indicated in the maintenance plan. Therefore, allow for only one (1) occurrence within the 3 year contract cycle.

#### **5.4.15 Bulk Fuel Tank**

There is one (1) 23 000 litre underground diesel bulk tank manufactured by Forgeweld. This is situated in the (OBA) Outside Broadcast Area. Weekly inspections are required. Dip stick readings are taken manually pre and post events and as part of the weekly inspections. The fuel control switchboard is situated in the ESS plant room, but there are also fuel level indicators on the SCADA and HMI that provide visibility to the operator. All compliance inspections are to be included in the submission.

#### **5.4.16 SGL Concepts Manual Mobile Grow Lights**

There are two (2) units with 60 light bulbs each. The standard maintenance procedures will be covered within the Provision of Pitch Maintenance Tender, but the electrical portion needs to be executed by a suitably qualified individual. The yearly preventive maintenance check must include the inspection and replacement of defective bulbs and reflectors, standard distribution board maintenance activities and checking cables and connections. The bulbs have an approximate lifespan of 10 000 lighting hours. The specialised lamps required, are Philips Master Green Power TD EL 1000W 400V. Specific care needs to be taken into account when replacing the lamps.

This maintenance work has to commence prior to the winter months when the grow lights will be in use. Detailed instructions on lamp and reflector replacements are available on request.

Weekly checks on the connections are to be documented on a checklist. These weekly checks only need to take place during the period when the Growlights are in use – normally between the months of April through to October.

Electrical components relative to the installation include;

- 60 x PHILIPS EVSA 1000W/400V Electronic Ballasts

- 60 x PHILIPS Bulbs 1000W
- Cable 5x16mm<sup>2</sup> (up to 1.5 meters from switch panel)
- Switchboards, including timer
- 63A socket outlets

#### **5.4.17 SCADA:**

- Electronic control and monitoring of Stadium MV Electrical system (closed-loop)
- Located on L01 Main Data Centre ER1.27
- Manufacturer: Adroit & Motorola
- Supplier: Schneider Electric
- Integrator: Alcom Matamo

#### **5.4.18 Lighting Control System:**

- Electronic control and monitoring of all Stadium Lighting, over ICT network infrastructure
- Manufacturer: Intellibus
- Supplier: DM Agencies
- Integrator: DM Illumination Agencies

#### **5.4.19 Roof Access & Control System:**

- Mechanical access ladders & electronic control via a PLC panel
- 2 off located at GL 180 and GL 560, top tier
- Manufacturer: Custom built
- Supplier: N/A
- Integrator: N/A

#### **5.4.20 Static Uninterrupted Power Supply (20kVA UPS):**

- There are two (2) of 20kVA UPS systems feeding L05 VOC
- Protects sensitive electronic equipment from common power problems – VOC power & lighting
- These are situated in ER 4.2 on L04
- Manufacturer: APC
- Type: SUVTP20KH3B4S
- Supplier: APC
- Integrator: Schneider
- There is one (1) of 20kVA UPS systems feeding the Main Ticket Office
- Protects sensitive electronic equipment from common power problems – electronic circuits
- Manufacturer: Delta
- Type: Unknown
- Supplier: Unknown
- Integrator: Schneider

#### **5.4.21 Static Uninterrupted Power Supply (3kVA UPS):**

- There are four (4) of 3kVA UPS systems situated in MIS, SS1, SS2 & SS3
- Protects sensitive electronic equipment from common power problems – ACB memory
- Manufacturer: Powerware
- Type: PW 9130 3000VA - T
- Supplier: APC/Eaton/Powerware
- Integrator: Schneider

**5.4.22 Static Uninterrupted Power Supply (10kVA UPS):**

- There is a 10kVA UPS system situated in the South Ticket Office
- Protects sensitive electronic equipment from common power problems – electronic circuits
- Manufacturer: APC
- Type: Unknown
- Supplier: APC/Eaton/Powerware
- Integrator: Schneider
- There is a single 10kVA UPS system situated in the North Ticket Office
- Protects sensitive electronic equipment from common power problems – electronic circuits
- Manufacturer: APC
- Type: Unknown
- Supplier: APC/Eaton/Powerware
- Integrator: Schneider

**5.4.23 Static Uninterrupted Power Supply (60kVA UPS):**

- There is a single 60kVA UPS system situated in the Northern Ticket Office
- Protects sensitive electronic equipment from common power problems – ESS Generator exhaust fan
- Manufacturer: Riello Aros
- Type: Riello Aros Multi Sentry 3 Ø in / 3 Ø out
- Supplier: UPS Cape t/a AC Digital Energy
- Integrator: UPS Cape t/a AC Digital Energy

**5.4.24 Static Uninterrupted Power Supply (60kVA UPS):**

- There are two (2) 60kVA UPS systems situated on L01
- Protects sensitive electronic equipment from common power problems – Main Data Centres ER 1.19 & 1.27
- Manufacturer: EATON
- Type: MGE Galaxy 5000 60kVA
- Supplier: Dimension Data
- Integrator: Dimension Data

**5.5 IT and HMI system interfaces****5.5.1 IT system interfaces**

Many of the electronic systems at the stadium make use of structured IT infrastructure (cabling, servers, switches, workstations etc.) which will be maintained under a separate contract managed by the City of Cape Town. Should the Contractor encounter any problems which may be as a result of the IT network, or require any changes to be made to their system affecting the IT network, it is the Contractor's responsibility to manage, communicate and escalate these issues with the Stadium IT service provider and Stadium Management.

**5.5.2 HMI System interfacing**

The Stadium HMI (Human machine Interface) will be maintained under a separate contract managed by the Cape Town Stadium. The HMI monitors various electronic systems graphically and any changes made to the electronic systems would need to be reflected in the HMI. Therefore the Contractor's monthly summary reports must include any system MACD's (Moves, Add, Changes and Deletes) that would affect the HMI. This information will then be sent to the relevant party responsible.

**5.5.3 Specification**

All activities shall be recorded for filing and reporting purposes.

The Contractor shall provide certification or any other relevant documentation as demonstration of technical compliance and experience in maintaining all the described equipment in this specification. Specific reference to manufacturer (and if possible, type and model) is required.

If the Contractor is not an accredited agent of the supplier of the equipment, the Contractor is to describe their sub-contractors who will perform this work.

**5.5.4 User Support**

The Contractor shall provide user support and advice as and when required by the client, via the applicable support methods.

**5.5.5 Telephonic**

The contractor shall provide verifiable indication of the presence of professional telephonic support facilities, and reliable capacity for direct contact with at least two technical experts in the technical scope of this specification. The above facility shall be available from at least 08h00 to 17h00 on workdays.

**5.5.6 Email**

The contractor shall be equipped to manage and track email communication.

**5.5.7 Online**

The contractor shall provide the capability for online support via an incident logging application, for services defined within contract scope.

**5.5.8 Preventative maintenance management (Proactive)**

The Contractor shall uphold its highest standards to ensure that the electronic systems described in this section are fully functional during business hours and event periods.

**5.5.9 Testing & Inspections**

Full device functionality shall be tested and the contractor shall record status of findings (checkpoints against all physical devices). The price listed in the Schedule of Rates must include the resources/ maintenance team required to fulfil the duties.

The contractor is to refer to 4.8.10 Equipment Detail – Scope of Maintenance Works & the individual system's Operating & Maintenance documentation - as and when necessary.

In general, for all systems, the Contractor is to check and report on the following overall functionality:

- Presently in service (yes/no)
- Functioning according to manufacturer specification (yes/no, with comment)
- Configured to installation specification, or best practice (identify which, comment)
- Health status (excellent, functional, poor, comment)

Special conditions relating to designated generator inspections;

- If there is a planned event where the equipment runs, the appropriate checklist can be completed
- The specific event needs to be reference on the checklist

**As a minimum the following specific maintenance tasks are required:**

**5.5.10 Hardware: SCADA & Telemetry System**

- Check overall status and functioning of system (weekly)
- Check for connectivity to each of the MV circuit breakers (monthly)



- Switch one MV breaker in each circuit to test functionality of loop (four circuits). If already tested for an event during the monthly test cycle then this will be accepted as sufficient (monthly)
- Test and service each of the RTU's (Remote Terminal Units) (annually)
- Check all MV breakers and housings for corrosion, heat damage, water damage, dust sealing and any other physical signs of degradation (annually)
- Inspection of Input/Output terminals (I/O's) that might be a wiring problems.
- Modbus interface communication between M&G CB and the SCADA PLC's.
- Supply and install Anti-Virus Software.
- Check the stability of the system.
- Small cosmetic changes to the Overview Screens.
- Ensure latest Adroit version of software is installed

#### 5.5.11 Hardware: Intellibus System

- Check overall status and functioning of system (monthly)
- Check for connectivity to all Lighting DB control units (weekly)
- Check for date & time of the Lighting system (weekly)
- Ensure remote control units (VOC panels and touch screen) are in good working order (monthly)
- Switch three lighting breakers (one from each of three DB's), and confirm functionality. Do this for three different Lighting DB's each month (monthly)
- Physically check all control units and Lighting DB panels for corrosion, heat damage, water damage, dust sealing and any other physical signs of degradation (annually)
- Physically check all ethernet connections (at DB's) for damage or potential damage (annually)
- Switch lighting in all zones (as set up on main operating panel AND touch screen) and confirm that correct lights are affected by command (annually)

#### 5.5.12 Software

- Report status (annually)
  - Presently in service (yes/no)
  - Configured to installation specification, or best practice (identify which, comment)
  - Report on any other relevant checkpoints and findings
- Backups
  - Inspect annually, and/or after any significant changes during events or MACD procedures
- License renewal
  - Renew as and when required, according to Contractor's knowledge of manufacturer/supplier specific licensing requirements
  - Licenses to be kept up to date at cost to Cape Town Stadium
- Update/upgrade
  - Check and install on an annual basis, or when significant updates to software have been released
- Database: inspect database location and integrity (quarterly)
  - Ensure all databases are properly backed up (quarterly)

#### 5.5.13 Corrective action

Corrective action may be required as a result of a maintenance identified item, or a reported incident. All labour and consumables required for corrective action related to maintenance tasks will be included in the rate for that item (refer to Schedule of Rates).

In addition, the Contractor shall:

Undertake such preventative maintenance services and remedial maintenance services of the hardware and software systems as is necessary to maintain the systems in good working order and in accordance with the engineering and operational data for the software systems as published by its original manufacturer in the relevant technical manuals, appropriately revised from time to time

Carry out all maintenance services during normal maintenance hours, which, for the purposes of this agreement, shall be between the hours of 08:00 and 17:00 Monday through Friday, but excluding public holidays

The Client may request the Contractor to provide maintenance service outside the normal maintenance hours in which event the Contractor shall be entitled to charge for such service at the resource rates listed in response to the tender

**5.6 All necessary corrective action shall be carried out, whether there is an on-site presence or call-out. This shall include:**

**5.6.1 Physical Attention**

This includes cleaning/lubricating/tightening/adjustment and any other physical actions acceptable to manufacturer specifications.

**5.6.2 Repair**

This includes on-site repair where possible, within scope of the contract. Where any hardware is removed from the premises pursuant to any repair required, the Contractor may, at its discretion, provide hardware on loan until such time as the original hardware is returned, installed and is fully functional and operative again

**5.6.3 Swop-out**

If an item is faulty and cannot be repaired with regular consumables, it may be exchanged for a unit in another location within the building, provided that:

- the exchange is either reinstated afterwards, or
- the faulty device is recorded as such in the stadium incident-logging facility

**5.6.4 Replace**

- First check warranty status of equipment. If under warranty, contact supplier and arrange for a replacement item. Follow up until corrective action is complete.
- If not under warranty, issue quote to client.

**5.6.5 Re-Configuration/programming**

Perform as necessary, in scope of the contract.

**5.6.6 Incident Management (Reactive)**

- The contractor may either be notified by Stadium Management of incidents requiring service attention, or log a requirement themselves
- These incidents shall be actioned according to Section 3.2.2 (Corrective Action)
- These incidents shall be managed according to Section 4 (Administration)
- Refer to Section 5 for further clarification on rates

**5.6.7 Change management**

- This item refers to Moves, Additions, Changes and Deletes (MACD) to any hardware or software applicable to the contract

**5.6.8 Training and Education**

This will be required:

- Post corrective action
- Periodically, as and when required by Stadium Management

#### **5.6.9 The following tasks are expected as a minimum:**

##### **5.6.9.1 SCADA System**

- Check overall status and functioning of system
- Check for connectivity to each of the MV circuit breakers

##### **5.6.9.2 Intellibus System**

- Check overall status and functioning of system
- Check for connectivity to all Lighting DB control units
- Ensure remote control units (VOC panels and touch screen) are in good working order

#### **5.7 Administration**

##### **5.7.1 Service request logging**

- The Contractor shall utilise their in-house incident service call logging system
- Incidents may be logged by the following methods:
  - Online logging directly into system (Recommended)
  - Telephone calls
  - emails
  - on-site staff communication
- Only incidents logged by the Client's appointed representatives may be attended to
- All incidents shall be assigned a tracking or log number. These may be used for following up on communication, and/or for reporting purposes
- The Contractor shall delegate all calls received from the Client to suitably qualified and experienced Engineers or Technicians employed by the Contractor, who shall perform their maintenance obligations and duties with reference to the service level criteria specified in the contract.

##### **5.7.2 Recording**

- All incident service communication and actions must be recorded
- Ensure that each service log can be traced to the relevant Contractor representatives
- Create a record after all/any responsibilities are performed

##### **5.7.3 Reporting and Evaluation**

- A summary report of the months actions and log activity shall accompany monthly billing
- A thorough quarterly report shall be provided to the Stadium Management or an independently appointed professional
- Ensure that each service log can be traced to the relevant contractor representatives
- On request the contractor shall furnish information regarding the status of repairs

#### 5.7.4 Meetings

- All necessary meetings will be included no additional cost to the Employer
- The contractor shall participate in all meetings and service review sessions called by the Client or appointed Professional, upon reasonable notice, to address issues related to the systems
- Meetings may be held on-site or via telephone/video/Skype call at the discretion of Stadium Management

#### 5.7.5 Vendor support management

- The contractor shall be responsible for the management of all contracts with relevant suppliers/vendors
- The contractor shall maintain all contact information and operational channels with these vendors

#### 5.7.6 SPECIAL REQUIREMENTS

Service providers are to provide full method statements for any work that will be required to be carried out on any Electrical Equipment during a maintenance operation prior to any such maintenance being carried out. It is a requirement that the successful service provider has the necessary certification or relative accreditation to perform the desired servicing and repair work on the respective equipment detailed in this scope and subsequent bill of quantities. Due to the nature of the installation configuration, the data provided is a true reflection of the equipment installed on site, but the services cannot be limited to this alone. Any additions not listed, will be agreed upon between the respective parties.

The services of a GCE (Government Certificate of Competency) Qualified Engineer needs to be included in the Pricing Schedule. There is a minimum requirement of 10 working hours per month for the duration of the Contract. Responsibilities to include the adherence to Occupational Health & Safety Regulations and Quality Control. His/her services will not be limited to electrical or power generation disciplines only.

#### 5.7.7 MAINTENANCE REQUIREMENTS

NOTE: The list is not necessarily the complete list of required maintenance – thus the Service Provider is to apply his mind to the matter before completing the detailed proposal offer.

EXCLUSIONS: The City of Cape Town's Mouille Point Council Sub Station (with 2 x feeder cables feeding the Mains Intake Sub Station MIS) does not form part of this Scope of Works.

### 5.8 Scope of Works

**The contractor shall provide, as a minimum but not limited to, the services below;**

- 5.8.1. To provide a maintenance contract in accordance with the terms set out below and as read with the maintenance objectives and the detail of maintenance work listed.
- 5.8.2. To systematically examine the equipment in accordance with the "OHS Act" or the Manufacturer's requirements at prescribed intervals.
- 5.8.3. To maintain all equipment to operate in accordance with the original or revised design specifications / parameters.

- 5.8.4. To ensure that maintenance work of a technical nature shall be performed by "Competent" persons as defined by the Occupational Health and Safety Act who are qualified, competent, experienced and skilled in maintaining equipment equivalent to which are subject matter of this Agreement and who are employed and supervised by the Contractor. The Client reserves the right to request and be granted copies of certificates of qualification/competence for the Mechanic/s and/or Senior Technical personnel.
- 5.8.5. Not to permit the Maintenance Agreement to be assigned, transferred or modified without the written approval of the Client.
- 5.8.6. To perform the maintenance and repair work required in terms of this Agreement during regular working hours being Monday to Friday during the hours of 08:00 to 17:00, statutory holidays excluded, except in the case of call-outs, and event representation. Competent and qualified technicians shall perform all work of a technical nature.
- 5.8.7. To provide a standby service twenty-four **(24)** hours a day, seven (7) **days** per week. This service shall be carried out at no additional expense to the Client unless caused by misuse or abuse of the equipment. Technicians shall be equipped with adequate communication equipment to ensure a minimum delay in the response to emergency call-outs.
- 5.8.8. If necessary, to provide on-site, lockable steel cabinets located within the stadium for the storage of minor spare parts and non-flammable consumables. These parts and cabinets shall at all times remain the property of the Contractor who shall be entitled to remove the parts from the stadium at any time. Spares and components of the Contractor thus so stored shall be at their own risk. Spares and components stored on the Client's premises shall thus be for the sole use on the Client's equipment.
- 5.8.9. To maintain locally or nationally an inventory of all regularly wearing parts or parts whose failure can be reasonably predicted / anticipated. These parts shall consist of, but are not limited to, belts, PVC fittings, relays and contactors, switches, bearings, filters and accessory equipment, etc.
- 5.8.10. To provide and keep or have access to a national or international inventory of all wearing parts in respect of the equipment's maintenance and operation. The Client reserves the right to inspect the spares inventory at any time during the term of the Maintenance Agreement.
- 5.8.11. To ensure that major equipment components not included in the local or national inventory of spares are sourced and ordered prior to these components failing or not being able to deliver an equipment service or operation in terms of this Agreement.
- 5.8.12. To supply, repair and replace all parts of every description made necessary by normal wear and tear without expense to the Client when such replacement or repair is deemed necessary by the Contractor in accordance with this Agreement and the manufacturer's requirements. Only parts that are correctly designed, manufactured and suitable in all respects, shall be used.
- 5.8.13. To replace all parts timeously, thereby limiting the incidence of break-downs, unplanned maintenance or repair and consequently maintain maximum equipment operation.
- 5.8.14. To ensure that the down-time does not exceed **Four (4) hours** per unit per month.
- 5.8.15. To carry out all software, print and equipment changes or revisions, which may become necessary to ensure an operation that conforms to the original design and performance specification or a subsequent, documented and approved revised specification, without expense to the Client.
- 5.8.16. To notify the Client of all improvements or revisions related to the equipment. These notifications shall take the form of technical notices or sales releases under a covering letter from the Contractor's Branch Manager.
- 5.8.17. To ensure that within a **two (2) month** period after being appointed for the maintenance work, all wiring diagrams and other drawings of a technical nature related to the equipment are available for the sole use of the Contractor; Client or its technical personnel. Any amendments to these wiring diagrams shall be marked up as a revision and the diagrams reprinted by the Contractor

within a **ten (10) day** period after such change occurring.

- 5.8.18. To provide within a **one (1) month** period after being appointed for the maintenance work, a maintenance site register located in the machine room and maintain accurate records of all service procedures, site visits, stoppages, break downs, planned repairs and safety related equipment operation tests and checks.
- 5.8.19. To provide within a **two (2) month** period after being appointed for the maintenance work, a customer communication logbook situated at a mutually agreed location for effective two-way communication, between the Building Management staff and the Contractor's personnel. This logbook shall accurately record each and every site visit.
- 5.8.20. To provide on request by the Client or their duly appointed Agents, computer generated reports detailing a history of the equipment maintenance, repairs and break-down repairs.
- 5.8.21. To inform the Client verbally and in writing and act immediately on any potentially hazardous or undesirable situation which may cause harm to persons or which may damage or reduce the life expectancy of the equipment situated within the shaft, machine room, pit and sheave room, or in the immediate vicinity of the equipment, even if the hazardous or undesirable situation does not form part of the Contractor's responsibilities.
- 5.8.22. Not to assume ownership or control of the equipment, all of which shall remain exclusively the property of the Client.
- 5.8.23. To inform the Client in writing at least **forty-eight (48) hours** prior to carrying out of any modification to the existing equipment deemed necessary by the Contractor, even if this modification may benefit the equipment or if the cost of this modification is for the Contractor's account.
- 5.8.24. To inform the Client or it's duly appointed Agents at least **one (1) week** prior to commencing planned repairs which may necessitate the equipment being removed from service for periods exceeding **two (2) hours**.
- 5.8.25. To carry out within a **thirty (30) day** period of being initially awarded the maintenance contract, inspections and issue the necessary Certificates of Compliance.

This scope covers the provision of services for the preventive, corrective and emergency maintenance for equipment within the Cape Town Stadium, belonging to the City of Cape Town. The primary objective is to provide optimal reliability of plant and equipment with the view to preserve the asset value of the installed equipment.

The intention is to ensure that maintenance activities continue as per the Operational and Maintenance manual guidelines. The maintenance philosophy needs to be aligned with the Departmental eventing strategy.

As the CMMS (Computerized Maintenance Management System) is an integral tool to the asset management for the City of Cape Town, the goal is to manage the maintenance activities with the use of the appropriate module. Therefore, the maintenance processes and procedures can be initiated. The Technical Management team is responsible for ensuring that maintenance, repairs and the necessary eventing support is available.

The Stadiums technical staff based at the Cape Town Stadium are responsible for the repairs and maintenance of all areas, equipment and systems throughout the Stadium and will be the first port of call for any maintenance related activities.

The Stadiums technical staff will undertake the first line maintenance where possible, depending on their capacity.

The successful contractor shall provide the second line support and will be required to provide quotations for each additional job based on the unit tender prices for the duration of the contract period.

For remedial maintenance services the contractor shall be paid either in accordance with the contractor's quotation if a quotation was requested or on a time and material basis at the rates quoted in the tender.

The contractor shall be required to keep accurate details of time spent for each job which will need to be certified by the applicable Stadium representative.

Overtime shall be paid for work done at the specific prior request of the applicable Stadium representative, or for work that can only be carried out after normal working hours.

Tenderers shall include in their pricing an inclusive call out fee.

Tenderers shall include in the schedule or in a covering letter what other components and accessories are available and the prices thereof.

The successful contractor will have to familiarise themselves with the applicable Stadium infrastructure and keep accurate records of work done and ensure that the current records are maintained.

The Stadiums technical staff based at the Cape Town Stadium will have to be appraised of all repairs and to accept the work on completion before payment is recommended.

Tenderers shall have appropriate previous experience in working within environments equivalent to that of the stadium, where they have provided services catering for the preparation and execution of events of no less than 40 000 PAX, and have a documented track record of their delivery in such instances.

First line responsibilities of the Contractor shall include:

- Administration
- First call out to faults
- Lamp replacements
- Stock control
- Power trip fault finding & rectification
- Event preparation & inspections including accurate completion of checklists
- Identifying and classification of faults
- Call out of second line support if required
- Provision of technical assistance to second line support

Second line responsibilities shall include:

- Preventative, Corrective, and Responsive Maintenance within industry best practice
- Resolution of functional failures in shortest possible timeframes without compromising on quality
- Provision of event preparation and execution services
- Provision of technical and operator training
- Report back to client on resolving of fault
- Tracking of all faults and providing monthly reports. Providing single point of contact on a 24/7/365 basis.
- The successful tenderer shall have at least one team available on a 24/7/365 basis to successfully cater for all the SLA requirements of the tender.
- It is further recommended that due to the amount of responsibilities, this maintenance team (consisting of a maintenance technician and a semi-skilled assistant) be based at the Stadium during normal office hours
- The successful tenderer shall implement and manage a call out procedure whereby the system SLA parameters and reliability/availability statistics can be measured and reported on.
- It would be preferable if the successful service provider uses a web based incident logging package or system whereby the client can track, monitor or locate reports on any current, previous or future registered requests or incidents.
- The successful tenderer shall on a monthly basis report on all the SLA parameters and reliability/availability statistics

- Advise the applicable stadium representative in time of discontinuations or changes to products and services

During the duration of the contract and if the need arises, maintenance activities could arise due to additional equipment (relevant to the expertise pertaining to this contract) and within the Green Point Urban Park precinct, being added to the facilities portfolio. Any pricing for the additional work within this contract has to be based on the labour, material or specialised services detailed rate cards for items not covered by this maintenance agreement.

#### **5.8.26 Preventive maintenance**

The maintenance requirement schedule is structured to promote planned preventive maintenance in order to reduce or eliminate breakdown maintenance.

Preventive maintenance will therefore include the removal from the system of unreliable components, and replacement with approved components, equipment or subsystems, which will thereby improve reliability.

Preventive maintenance must be undertaken by individuals (either within the employment of the respondent or sub-contractors) who are suitably trained and qualified to work on the various items of equipment, and who can produce either letters of certification or certificates of competency/accreditation from the manufacturer or local agent. Further, any work done on the equipment, including installation of new equipment or parts, must not invalidate any guarantee (either on already installed equipment or new equipment and/or parts), whether already in force or associated with the new installation, as a result of being done individuals who are not properly trained or certified to undertake the work.

Preventive maintenance tasks must be planned and carried out as per the maintenance schedules attached and in accordance with the manufacturer's recommendations. Where equipment shutdowns are required, the maintenance Contractor shall first advise and obtain permission and approval of such a shut down from the applicable Stadium Representative.

Infrared Thermographic inspections on the equipment detailed in this document are to be performed by a suitably accredited Technologist/Thermographer. On completion, the detailed report will be submitted to the Client detailing any exceptions and recommendations. Cape Town Stadium's equipment is to be inspected on an annual basis.

The Contractor will be required to obtain and maintain all equipment data as part of the preventative maintenance.

#### **5.8.27 Emergency maintenance**

Equipment breakdowns may necessitate emergency maintenance at any point in time. The cause of a fault requiring unscheduled emergency maintenance may be any reason including floods, misuse of equipment, malicious damage, normal wear and tear or general failure.

The maintenance Contractor will rectify any faulty condition of which he becomes aware. Such repairs will be recorded as a separate corrective or emergency maintenance work order and be chargeable at the rates tendered.

It will be the sole responsibility of the maintenance Contractor to identify the real fault, irrespective of what has been reported by the City.

Emergency maintenance must be undertaken by individuals (either within the employment of the respondent or sub-contractors) who are suitably trained and qualified to work on the various items of equipment, and who can produce either letters of certification or certificates of competency/accreditation from the manufacturer or local agent. Further, any work done on the equipment, including installation of new equipment or parts, must not invalidate any guarantee (either on already installed equipment or new equipment and/or parts), whether already in force or associated with the new installation, as a result of being done individuals who are not properly trained or certified to undertake the work.



The Cape Town Stadium requires a detailed engineering report on any significant failure that has occur. The cost of providing such any report will be for the Contractor's account, covered by the tendered price.

The following actions will be regarded as reasons for the cause of faults or damage, which are within the control of the maintenance Contractor:

**Damage or faults caused by:**

Incomplete or inadequate adherence to the agreed maintenance schedules; and/or the use substandard parts or consumables or misuse of proper parts and consumables during the course of maintenance procedures; and/or

Incorrect operation of the equipment by the maintenance Contractor, during testing or otherwise. The maintenance Contractor shall ensure that its personnel are adequately trained to avoid misunderstanding of operating procedures. The maintenance Contractor will also provide notices and preventive measures to its staff to obviate damage or faults caused by incorrect operation

Such faults or damage that are within the control of the maintenance Contractor shall be rectified at the Contractor's expense. Any such events are to be documented in the equipment logs for record purposes in the same way as any other event.

#### **5.8.28 Planned corrective maintenance**

Planned corrective maintenance constitutes corrective maintenance that cannot be carried out immediately, but which must be planned to be done at a later stage. This may be preferred if the maintenance is not urgent, or would otherwise cause disruption if done immediately. The availability of parts may also be a factor where allowance is to be made for any eventuality.

Planned corrective maintenance tasks can be generated at any stage from different sources e.g. preventative maintenance work, customer complaints, maintenance inspections, equipment failure or fault finding, etc.

Planned corrective maintenance tasks must be properly scheduled and carried out as per the requirements stated in the service standards.

Planned corrective maintenance must be undertaken by individuals (either within the employment of the respondent or sub-contractors) who are suitably trained and qualified to work on the various items of equipment, and who can produce either letters of certification or certificates of competency/accreditation from the manufacturer or local agent. Further, any work done on the equipment, including installation of new equipment or parts, must not invalidate any guarantee (either on already installed equipment or new equipment and/or parts), whether already in force or associated with the new installation, as a result of being done individuals who are not properly trained or certified to undertake the work.

#### **5.8.29 Monthly Maintenance Report**

Monthly maintenance meetings will be held, led by the City's Stadium Management staff, during which feedback reports must be presented on maintenance aspects.

The Contractor shall compile a comprehensive monthly maintenance report and present this report at each monthly meeting.

#### **5.8.30 Disposal of Hazardous Equipment or Material**

The disposal of any waste, inclusive of hazardous waste material generated in the course of maintenance operations – either preventive, corrective or emergency - shall be in strict accordance with statutory requirements. Waste removal certificates need to be supplied in the monthly operations report.

#### **5.8.31 Supervision**

A suitably competent person must represent the maintenance Contractor's maintenance team on site and will be the designated point of contact.

#### **5.8.32 Cleaning of equipment and plant rooms**

The maintenance Contractor shall ensure that all equipment as per this document shall be thoroughly cleaned inside and outside where possible during the scheduled service or as dictated by environmental conditions.

The maintenance Contractor shall be responsible for maintaining the cleanliness of the plant room where applicable (i.e. when maintenance and repair work has soiled the environment).

#### **5.8.33 Control panels, circuit breakers, connection bars and wiring**

Under no circumstances may distribution boards, control panels, switches and outlets be left open or unattended during maintenance or repair. When maintenance is underway, applicable "lock-out" procedures and signage are to be used.

Temporary "bridges" and "makeshift repairs" will not be permitted.

An "in case of" label shall be affixed to each main isolator or main circuit breaker. A notice detailing the requirements with regard to cascading as detailed in SANS 10142-1 code shall be affixed to the door of each DB.

A yellow flash triangle shall be fixed to the outside of each distribution board as well as the enclosure doors where this has not been done or where the label has been removed or damaged.

Legend cards are to remain in the enclosure, unless the removal is approved by the Head, Facilities.

#### **5.8.34 Service requirements**

Notwithstanding the proposed minimum preventative service requirements as per the Scope of Works, the Contractor shall adhere strictly to the maintenance intervals and required work as recommended by the manufacturers of each piece of equipment installed.

The Stadium has previously utilized the services of De Kock & Cronje cc to perform the annual MV (Medium Voltage) maintenance shutdowns and associated maintenance activities during this period. It is highly recommended that the successful tenderer utilizes their expertise as they have extensive knowledge of the Stadium's equipment/infrastructure, switching regimes, historical challenges and overall risk mitigation processes, but if the service provider can demonstrate that they have the suitable expertise and competency available, it is acceptable. This annual maintenance is usually scheduled for the last week of May / first week of June every year. The appropriate method statements and OHSA files are to be prepared in advance, by the main or primary service provider.

The Contractor shall formulate and once approved by the Client, complete the full service check lists with the appropriate check boxes and signatures for each facility and each service and each service interval stipulated incorporating these, the manufacturers and his recommended work and checks. Check lists are not required as part of the tender response, but the draft check lists shall be submitted 14 days following the award of the tender for approval prior to commencement of the work. The successful respondent will be afforded every opportunity to scrutinize the operating and maintenance manuals and consulting the manufacturers before submitting the maintenance schedules and final checklists. Basic guidelines follow as part of the Equipment Detail – Scope of Maintenance Works.

#### **5.8.35 Equipment Detail – Scope of Maintenance Works**

Even though this information has been extracted from the manufacturer's operations and maintenance data available, further research into industry best practice and input from subject matter experts are still required in order to formulate appropriate maintenance activities or maintenance plan/programme relevant to the scope of works. This info can be used to formulate the initial checklists required for the contract, but in no ways can be used as the final program.

Cape Town Stadium – Daily Inspection			
Ref	Service work	By whom	Freq
1	SCADA – Alarm status	Maintenance Team	Daily
2	MIS Deep Sea Controller – Alarm status	Maintenance Team	Daily
3	MIS COCT Incomers - Alarm status	Maintenance Team	Daily
4	ESS Generators – Alarm status	Maintenance Team	Daily
5	RUPS/Critical Generators – Alarm status	Maintenance Team	Daily
6	UPS L01 ER 1.19 & 1.27 – Alarm status	Maintenance Team	Daily
7	UPS L04 VOC/Security Control Room – Alarm status	Maintenance Team	Daily
8	Record in service record/checklist	Maintenance Team	Daily

Dry Type Transformers – 1.2MVA			
Ref	Service work	By whom	Freq
1	Check each transformer installation for foreign objects	Specialist	Monthly
2	Clean all dust and vacuum the surrounds of the transformer	Specialist	Monthly
3	Isolate transformer – HV & LV side to de-energise transformer. Using an insulating rod – the transformer bushings should be earthed to remove any static charge Then short circuit the bushings and earth.	Specialist	Yearly
4	Check and tighten screws, connections, voltage change bridges and coil support blocks	Specialist	Yearly
5	Clean any dust surfaces using a vacuum cleaner	Specialist	Yearly
6	Check the thermal protection device including the probes and the measuring control unit	Specialist	Yearly
7	Record test results in service record	Specialist	Yearly
8	Remove all short circuiting equipment and check that the transformer is clear of all materials	Specialist	Yearly
9	Return transformer to service	Specialist	Yearly

3MVA oil filled Transformers			
Ref	Service work	By whom	Freq
1	Check each transformer installation for foreign objects	Maintenance staff	Monthly
2	Clean all dust and vacuum the surrounds of the transformer	Maintenance staff	Monthly
3	Check colour of silica gel	Maintenance staff	Monthly
4	Check for oil leaks	Maintenance staff	Monthly
5	Take oil samples and have analysed	Specialist	Yearly
6	Filtrate oil through filtration system & circulation pump if needed	Specialist	Yearly
7	Simulate oil and winding temperature to SCADA system	Specialist	Yearly
8	Operate Bucholtz relay, simulate alarm	Specialist	Yearly
9	Record test results in service record	Specialist	Yearly

MV switchgear associated equipment & bus bar systems (inclusive of Battery Tripping Unit)			
Ref	Service work	By whom	Freq
1	Check & clean tripping system's batteries (BTU)	Maintenance staff	Monthly
2	Clean all sub stations – vacuum dust	Maintenance staff	Monthly
3	Carry out visual inspection of sub station	Specialist	Yearly
4	Service all ABB switches	Specialist	Yearly
2	Check and tighten all bus bar bolts	Specialist	Yearly
4	Record all tests on service report	Specialist	Yearly
5	Log results in log book	Specialist	Yearly

2 x 2000kVA CAT generator sets and associated equipment – Weekly no load checks			
Ref	Service work	By whom	Freq
1	Plant room & equipment free of dust and foreign objects	Maintenance staff	Weekly
2	Engine warm (jacket water heater on & head temp 40 - 50°C)	Maintenance staff	Weekly
3	Battery Voltmeter reading	Maintenance staff	Weekly
4	Battery Ammeter reading	Maintenance staff	Weekly
5	Hour meter reading	Maintenance staff	Weekly
6	Check battery connections & clean/tighten terminal	Maintenance staff	Weekly
7	Check battery electrolyte & top up distilled water	Maintenance staff	Weekly

2 x 2000kVA CAT generator sets and associated equipment – Weekly no load checks			
8	Check fuel day tank	Maintenance staff	Weekly
9	Check fuel management system	Maintenance staff	Weekly
10	Check fuel lines for leaks	Maintenance staff	Weekly
11	Check oil level	Maintenance staff	Weekly
12	Check radiator levels	Maintenance staff	Weekly
13	Check for coolant/water leaks	Maintenance staff	Weekly
14	Check generator selector switch	Maintenance staff	Weekly
15	Check Deepsea Controller 5510 & record kWh readings	Maintenance staff	Weekly
16	Run engine on “no load” for a min of 3 minutes [ <i>“Test” button on keypad</i> ]	Maintenance staff	Weekly
17	Check ESS exhaust fan operation	Maintenance staff	Weekly
18	Reinstate to original <i>AUTO</i> status & ensure all alarms are cleared	Maintenance staff	Weekly
19	Clean air intake room, attenuators & check filters	Maintenance staff	Weekly
20	Check fusible link fire cables	Maintenance staff	Weekly
21	Record readings per system on checklist	Maintenance staff	Weekly
22	Complete logbook	Maintenance staff	Weekly

2 x 2000kVA CAT generator sets and associated equipment – Monthly on load checks			
Ref	Service work	By whom	Freq
1	Plant room & equipment free of dust and foreign objects	Maintenance staff	Monthly
2	Engine warm (jacket water heater on & head temp 40 - 50°C)	Maintenance staff	Monthly
3	Battery Voltmeter reading	Maintenance staff	Monthly
4	Battery Ammeter reading	Maintenance staff	Monthly
5	Hour meter reading	Maintenance staff	Monthly
6	Check battery connections & clean/tighten terminal	Maintenance staff	Monthly
7	Check battery electrolyte & top up distilled water	Maintenance staff	Monthly
8	Check fuel day tank	Maintenance staff	Monthly
9	Check fuel management system	Maintenance staff	Monthly
10	Check fuel lines for leaks	Maintenance staff	Monthly
11	Check oil level	Maintenance staff	Monthly
12	Check radiator levels	Maintenance staff	Monthly
13	Check for coolant/water leaks	Maintenance staff	Monthly
14	Check generator selector switch	Maintenance staff	Monthly
15	Check Deepsea Controller 5510 & record kWh readings	Maintenance staff	Monthly
16	Run engine on <i>MM2</i> & Stadium load > 1 MVA	Maintenance staff	Monthly
17	Check ESS exhaust fan operation	Maintenance staff	Monthly
18	Reinstate to original status & ensure all alarms are cleared	Maintenance staff	Monthly
19	Clean air intake room, attenuators & check filters	Maintenance staff	Monthly
20	Check fusible link fire cables	Maintenance staff	Monthly
21	Record readings per system on checklist	Maintenance staff	Monthly
22	Complete logbook	Maintenance staff	Monthly

<b>2 x 2000kVA CAT generator sets and associated systems</b>	
	<b>3 &amp; 9 monthly service – no load</b>
<b>Ref</b>	<b>Service work</b>
1	Carry out walk around inspection for oil, fuel and water leaks
2	Check water jacket heater operation and condition of hoses
3	Check and adjust to specification battery voltage, charge rate and perform volt drop test to determine condition of batteries
4	Check engine oil level
5	Check fan and alternator belt tensions
6	Check primary fuel filters and clean if necessary
7	Check water level in radiator
8	Grease fan drive and alternator bearing
9	Top up oil, water and electrolyte levels if necessary
10	Add cooling conditioner to radiator is required
11	Start the engine in test position, check and adjust: Start cut out function Generator output voltage stability Generator output frequency and stability Engine water temperature Engine oil pressure Engine fuel pressure Charging alternator output
12	In test position, check the following safety shutdown devices: Low oil pressure High engine temperature Engine overspeed
13	Make additional adjustments (within the scope of routine maintenance work) to the abovementioned equipment if necessary
14	Switch off engine and return plant selector switch to the “auto” position
15	Complete service log book & report

<b>2 x 2000kVA CAT generator sets and associated systems</b>	
	<b>6 monthly service – load test – with what is available</b>
<b>Ref</b>	<b>Service work</b>
1	Carry out walk around inspection for oil, fuel and water leaks
2	Check water jacket heater operation and condition of hoses
3	Check and adjust to specification battery voltage, charge rate and perform volt drop test to determine condition of batteries
4	Check engine oil level
5	Check fan and alternator belt tensions
6	Check primary fuel filters and clean if necessary
7	Check water level in radiator
8	Grease fan drive and alternator bearing
9	Top up oil, water and electrolyte levels if necessary
10	Add cooling conditioner to radiator is required
11	Start the engine in test position, check and adjust: Start cut out function Generator output voltage stability Generator output frequency and stability Engine water temperature Engine oil pressure Engine fuel pressure Charging alternator output
12	In test position, check the following safety shutdown devices: Low oil pressure High engine temperature Engine overspeed
13	Make additional adjustments (within the scope of routine maintenance work) to the abovementioned equipment if necessary
14	Switch off engine and return plant selector switch to the “auto” position
15	With the plant selector switch in the “auto” position, trip the incoming supply from distribution board to

2 x 2000kVA CAT generator sets and associated systems	
	emergency board circuit breaker to simulate mains failure
16	Observe start up and load acceptance of the set and satisfactory operation of transfer switch
17	Run the set on load for up to 30 minutes then close the mains circuit breaker and observe load shedding as well as the cooling down sequence until the set stops
18	Complete service log book & report

2 x 2000kVA CAT generator sets and associated systems	
	<b>Annual or 250 hour service (whichever occurs first)</b>
Ref	Service work
1	Carry out walk around inspection for oil, fuel and water leaks
2	Check water jacket heater operation and condition of hoses
3	Check and adjust to specification battery voltage, charge rate and perform volt drop test to determine condition of batteries
4	Check engine oil level
5	Check fan and alternator belt tensions
6	Check primary fuel filters and clean if necessary
7	Check water level in radiator
8	Grease fan drive and alternator bearing
9	Top up oil, water and electrolyte levels if necessary
10	Add cooling conditioner to radiator is required
11	Start the engine in test position, check and adjust: Start cut out function Generator output voltage stability Generator output frequency and stability Engine water temperature Engine oil pressure Engine fuel pressure Charging alternator output
12	In test position, check the following safety shutdown devices: Low oil pressure High engine temperature Engine overspeed
13	Make additional adjustments (within the scope of routine maintenance work) to the abovementioned equipment if necessary
14	Switch off engine and return plant selector switch to the "auto" position
15	With the plant selector switch in the "auto" position, trip the incoming supply from distribution board to emergency board circuit breaker to simulate mains failure
16	Observe start up and load acceptance of the set and satisfactory operation of transfer switch
17	Run the set on load for up to 30 minutes then close the mains circuit breaker and observe load shedding as well as the cooling down sequence until the set stops
18	Drain lubrication oil and replenish with correct grade of oil
19	Laboratory analysis & report on oil quality
20	Change lubricating oil filter elements and fuel filter elements
21	Clean out air filter element or replace if necessary
22	Check valve clearance and adjust if necessary
23	Grease all points as required
24	Drain and flush cooling system, refill with clean water and add cooling system conditioner
25	Run engine on full load for 30 minutes then close the mains circuit breaker and observe load shedding and cooling down sequence until set stops
	Please refer to note "a" in the "operation guide" for details concerning reduced change periods related to sulphur content of fuel.

Diesel Fuel Storage Systems			
Ref	Service work	By whom	Freq
1	Check bulk storage tank top up valve and take dip stick reading	Maintenance staff	Weekly
2	Record level of fuel in log book	Maintenance staff	Monthly
3	Check each day tank and surrounding pipe work for leaks – report if leak observed	Maintenance staff	Monthly
4	Laboratory analysis & report of diesel quality	Specialist	Yearly

RUPS & Critical generator sets and associated equipment – Weekly checks			
Ref	Service work	By whom	Freq
1	Plant room & equipment free of dust and foreign objects	Maintenance staff	Weekly
2	Engine warm (coolant temperature)	Maintenance staff	Weekly
3	Starter Battery Voltmeter reading	Maintenance staff	Weekly
4	Starter Battery Ammeter reading	Maintenance staff	Weekly
5	Control Battery Voltmeter reading	Maintenance staff	Weekly
6	Control Battery Ammeter reading	Maintenance staff	Weekly
7	Hour meter readings	Maintenance staff	Weekly
8	Check fuel day tank	Maintenance staff	Weekly
9	Check fuel lines for leaks	Maintenance staff	Weekly
10	Check battery connections & clean/tighten terminal	Maintenance staff	Weekly
11	Check battery electrolyte & top up distilled water	Maintenance staff	Weekly
12	Check for coolant/water leaks	Maintenance staff	Weekly
13	Check for oil leaks	Maintenance staff	Weekly
14	Check oil level - dipstick	Maintenance staff	Weekly
15	Check RUPS selector switch	Maintenance staff	Weekly
16	Check Power Panel (CDB MIS) selector switch	Maintenance staff	Weekly
17	Check Match Mode (MM) selector switch	Maintenance staff	Weekly
18	RUPS Alarm (Powercon 0)	Maintenance staff	Weekly
19	Control RUPS Alarm (Powercon 1)	Maintenance staff	Weekly
20	Check RUPS exhaust fan operation: lubricate, v-belts, alignment, vibration	Maintenance staff	Weekly
21	Clean air intake room, attenuators & check filters	Maintenance staff	Weekly
22	Treat corrosion	Maintenance staff	Weekly
23	Check washable filters	Maintenance staff	Weekly
24	Check fusible link fire cables	Maintenance staff	Weekly
25	Record readings per system on checklist & Complete logbook	Maintenance staff	Weekly

RUPS and associated systems			
Ref	Service work	By whom	Freq
1	Record and evaluate operation parameters and fault events	Qualified Personnel	Monthly
2	Carry out a load test	Qualified Personnel	Monthly
3	Check engine oil level	Maintenance staff	Monthly
4	Carry out alternator operational checks	Qualified Personnel	Monthly
5	Engine cooling system – visual inspection	Qualified Personnel	Monthly
6	Check coolant level	Qualified Personnel	Monthly
7	Fuel System – visual inspection	Qualified Personnel	Monthly
8	Check fuel level day tank	Qualified Personnel	Monthly
9	Record and evaluate operation parameters and fault events	Qualified Personnel	4Monthly
10	Electromagnetic clutch – check gap clearance	Qualified Personnel	4Monthly
11	Cooling system – detailed inspection & cleaning	Qualified Personnel	4Monthly
12	Fuel System – detailed inspection	Qualified Personnel	4Monthly
13	Exhaust system – visual inspection	Qualified Personnel	4Monthly
14	Exhaust system – drain condensation water	Qualified Personnel	4Monthly
15	Perform oil analysis on engine oil	Qualified Personnel	Yearly
16	Clean fuel pre-filter	Qualified Personnel	Yearly
17	Electromagnetic clutch – re-adjust gap clearance	Qualified Personnel	Yearly
18	Alternator – detailed inspection & cleaning	Qualified Personnel	Yearly
19	Alternator – functionality test of components	Qualified Personnel	Yearly
20	Fuel system – detailed inspection	Qualified Personnel	Yearly
21	Fuel system – functionality test of components	Qualified Personnel	Yearly
22	Switchgear panels – visual inspection	Qualified Personnel	Yearly
23	Engine – perform coolant analysis	Qualified Personnel	2Yearly
24	Engine – Replace fuel filter	Qualified Personnel	2Yearly
25	Engine – Replace oil filter	Qualified Personnel	2Yearly
26	Engine – Change oil	Qualified Personnel	2Yearly
27	Engine – Replace air filters	Qualified Personnel	3Yearly
28	Engine – Perform endoscopic examination	Qualified Personnel	4Yearly
29	Engine – Change coolant	Qualified Personnel	5Yearly
30	Electromagnetic clutch – re-grease clutch bearings	Qualified Personnel	3Yearly
31	Electromagnetic clutch – replace friction linings	Qualified Personnel	5Yearly
32	Clean intake washable filters & aluminium louvers	Maintenance staff	Yearly
33	Clean plant room/s	Maintenance staff	Monthly

RUPS and associated systems			
Ref	Service work	By whom	Freq
Powercon RUPS control system			
Ref	Service work	By whom	Freq
1	Check system faults – trace and repair	Qualified Personnel	Monthly
2	Test control system with machine maintenance specialist	Qualified Personnel	Monthly
3	Report faults and record in service record	Qualified Personnel	Monthly

Critical Gen Set and associated systems			
Ref	Service work	By whom	Freq
1	Record and evaluate operation parameters and fault events	Qualified Personnel	Monthly
2	Carry out a load test	Qualified Personnel	Monthly
3	Check engine oil level	Maintenance staff	Monthly
4	Carry out alternator operational checks	Qualified Personnel	Monthly
5	Engine cooling system – visual inspection	Qualified Personnel	Monthly
6	Check coolant level	Qualified Personnel	Monthly
7	Fuel System – visual inspection	Qualified Personnel	Monthly
8	Check fuel level day tank	Qualified Personnel	Monthly
9	Record and evaluate operation parameters and fault events	Qualified Personnel	4Monthly
10	Cooling system – detailed inspection & cleaning	Qualified Personnel	4Monthly
11	Fuel System – detailed inspection	Qualified Personnel	4Monthly
12	Exhaust system – visual inspection	Qualified Personnel	4Monthly
13	Exhaust system – drain condensation water	Qualified Personnel	4Monthly
14	Perform oil analysis on engine oil	Qualified Personnel	Yearly
15	Clean fuel pre-filter	Qualified Personnel	Yearly
16	Alternator – detailed inspection & cleaning	Qualified Personnel	Yearly
17	Alternator – functionality test of components	Qualified Personnel	Yearly
18	Fuel system – detailed inspection	Qualified Personnel	Yearly
19	Fuel system – functionality test of components	Qualified Personnel	Yearly
20	Switchgear panels – visual inspection	Qualified Personnel	Yearly
21	Engine – perform coolant analysis	Qualified Personnel	2Yearly
22	Engine – Replace fuel filter	Qualified Personnel	2Yearly
23	Engine – Replace oil filter	Qualified Personnel	2Yearly
24	Engine – Change oil	Qualified Personnel	2Yearly
25	Engine – Replace air filters	Qualified Personnel	3Yearly
26	Engine – Perform endoscopic examination	Qualified Personnel	4Yearly
27	Engine – Change coolant	Qualified Personnel	5Yearly

Static UPS's (3kVA, 6kVA, 10kVA, 20kVA & 60kVA UPS) – monthly inspection			
Ref	Service work	By whom	Freq
1	Check that the UPS is in a clean space – if not – remove any dirt and or extraneous materials	Qualified Personnel	Monthly
2	Safely clear or clean UPS of surface dust	Qualified Personnel	Monthly
3	Check that the UPS is operating correctly – parameters & functions	Qualified Personnel	Monthly
4	Check batteries for obvious leaks or failure	Qualified Personnel	Monthly
5	Visually inspect for loose connections or burned insulation		
6	Check UPS alarm logs and status		
7	Check that fans or cooling components are working	Qualified Personnel	Monthly
8	Carry out load test	Qualified Personnel	Monthly
9	Record in service record/checklist	Qualified Personnel	Monthly

Static UPS's (3kVA, 6kVA, 10kVA, 20kVA & 60kVA UPS) – annual service			
Ref	Service work	By whom	Freq
1	Clean out dust	Specialist	Yearly
2	Check that the temperature	Specialist	Yearly
3	Check that the UPS is operating correctly	Specialist	Yearly
4	Check batteries for obvious leaks or failure	Specialist	Yearly
5	Visually inspect for loose connections or burned insulation	Specialist	Yearly
6	Check that fans are working	Specialist	Yearly
7	Carry out load test	Specialist	Yearly
8	Measure and record input voltage/phase	Specialist	Yearly



Static UPS's (3kVA, 6kVA, 10kVA, 20kVA & 60kVA UPS) – annual service			
Ref	Service work	By whom	Freq
9	Measure and record input current/phase	Specialist	Yearly
10	Measure and record input frequency	Specialist	Yearly
11	Measure and record output voltage/phase	Specialist	Yearly
12	Measure and record output current/phase	Specialist	Yearly
13	Measure and record output frequency	Specialist	Yearly
14	Measure and record bypass voltage/phase	Specialist	Yearly
15	Measure and record bypass current/phase	Specialist	Yearly
16	Measure and record bypass frequency	Specialist	Yearly
17	Measure and record earth to neutral	Specialist	Yearly
18	Measure and record DC Bus Voltage	Specialist	Yearly
19	Measure and record Charger Voltage	Specialist	Yearly
20	Measure and record Battery Discharge Current	Specialist	Yearly
21	Measure and record Battery Voltage	Specialist	Yearly
22	Measure and record Charger Current Limit	Specialist	Yearly
23	Record in service record/checklist	Specialist	Yearly

Infra-Red or thermal image scanning/testing of all electrical systems described in this tender			
Ref	Service work	By whom	Freq
1	Cater for annual IR scan of all electrical gear in sub stations and distribution boards throughout the stadium	Specialist	Yearly
2	Record all tests, results and recommendations on service report	Specialist	Yearly
3	Log results on a checklist and log book	Specialist	Yearly

Electrical Distribution Boards (DB) – MDB's, SMDB's, SDB's, LCDB's, etc. - Annual Maintenance			
Ref	Service work	By whom	Freq
1	Isolate power to the DB and test	Qualified Personnel	Yearly
2	Check indicator lamps & replace if necessary	Qualified Personnel	Yearly
3	Test overloads and check settings	Qualified Personnel	Yearly
4	Clean out/vacuum any dust and dirt	Qualified Personnel	Yearly
5	Check for overheating or burnt contacts	Qualified Personnel	Yearly
6	Check each connection for tightness	Qualified Personnel	Yearly
7	Test condition of fuses/circuit breakers	Qualified Personnel	Yearly
8	Check earth leakage units	Qualified Personnel	Yearly
9	Switch all circuit breakers to original position	Qualified Personnel	Yearly
10	Check & record current (A)	Qualified Personnel	Yearly
11	Check & record voltage (V)	Qualified Personnel	Yearly
12	Earth fault loop impedance & PSC test	Qualified Personnel	Yearly
13	Check that power is live on all circuits	Qualified Personnel	Yearly
14	Check if legend is up to date & is in place	Qualified Personnel	Yearly
15	Touch-up any corrosion on enclosure	Qualified Personnel	Yearly
16	Ensure all shortcomings from Thermography report is rectified & noted	Qualified Personnel	Yearly
17	Note and record details of DB on checklist report	Qualified Personnel	Yearly
18	Note and record kWh – if applicable	Qualified Personnel	Yearly

Electrical Main Distribution Boards (MDB) - Masterpact LV Circuit Breakers Note**** Due – every odd year (June 2025, 2027, etc.....)			
Ref	Service work	By whom	Freq
1	Isolate power to the DB	Specialist	2Yearly
2	Test to ensure that power isolated	Specialist	2Yearly
3	Open cover to panel	Specialist	2Yearly
4	Clean out any dust and dirt	Specialist	2Yearly
5	Check each connection for tightness	Specialist	2Yearly
6	Operate each circuit breaker	Specialist	2Yearly
7	Service & Test CB & associated equipment	Specialist	2Yearly
8	Check earth leakage units	Specialist	2Yearly
9	Switch all circuit breakers to position as found at beginning	Specialist	2Yearly
10	Reinstate and certify original parameters or settings	Specialist	2Yearly
11	Switch power back on	Specialist	2Yearly
12	Check that power is live on all circuits	Specialist	2Yearly
13	Note and record details of CB's on report	Specialist	2Yearly

<b>SCADA – weekly inspections</b>			
<b>Ref</b>	<b>Service work</b>	<b>By whom</b>	<b>Freq</b>
1	Check for alarms – ventilation, fire & access	Qualified Personnel	Weekly
2	Check for alarms – BTU / RTU	Qualified Personnel	Weekly
3	Check Supply Continuity – MIS MV	Qualified Personnel	Weekly
4	Check Supply Continuity – Overall SLD	Qualified Personnel	Weekly
5	Check Supply Continuity – Substation 1	Qualified Personnel	Weekly
6	Check Supply Continuity – Substation 2	Qualified Personnel	Weekly
7	Check Supply Continuity – Substation 3	Qualified Personnel	Weekly
8	Check Supply Continuity – MIS MDB & RUPS	Qualified Personnel	Weekly
9	Check MDB 24V / SUPS Selector Switch	Qualified Personnel	Weekly
10	Check Summated kWh Readings	Qualified Personnel	Weekly
11	Check Trends	Qualified Personnel	Weekly
12	Note and record details on checklist	Qualified Personnel	Weekly

<b>SCADA – annual service</b>			
<b>Ref</b>	<b>Service work</b>	<b>By whom</b>	<b>Freq</b>
1	Check for alarms – ventilation, fire & access	Specialist	Yearly
2	Check for alarms – BTU / RTU	Specialist	Yearly
3	Check all MV breakers and housings for corrosion, heat damage, water damage, dust sealing and any other physical signs of degradation	Specialist	Yearly
4	Inspection of Input / Output terminals (I/O's)	Specialist	Yearly
5	Modbus interface communication between M&G CB and the SCADA PLC's	Specialist	Yearly
6	Supply and install Anti-Virus Software	Specialist	Yearly
7	Ensure that the latest software updates/upgrades are installed	Specialist	Yearly
8	Ensure that the database is backed up – copy on site	Specialist	Yearly
9	Note and record details on checklist	Specialist	Yearly

<b>Intellibus Lighting Control – weekly inspections</b>			
<b>Ref</b>	<b>Service work</b>	<b>By whom</b>	<b>Freq</b>
1	Open Lantronix Device Installer on PC	Qualified Personnel	Weekly
2	Check Devices – L00 Quadrants A to D & Podium	Qualified Personnel	Weekly
3	Check Devices – L01 Quadrants A to D & Podium	Qualified Personnel	Weekly
4	Check Devices – L02 Quadrants A to D	Qualified Personnel	Weekly
5	Check Devices – L03 Quadrants A to D	Qualified Personnel	Weekly
6	Check Devices – L04 Quadrants A to D	Qualified Personnel	Weekly
7	Check Devices – L05 Quadrants A to D	Qualified Personnel	Weekly
8	Check Devices – L06 Quadrants A to D	Qualified Personnel	Weekly
9	Check Stadium Master Controller (Mimic Panels 1, 2 & 3)	Qualified Personnel	Weekly
10	Check (Mimic Panels 1, 2 & 3) in L04 Security Control Room	Qualified Personnel	Weekly
11	Check & confirm that system date & time is correct	Qualified Personnel	Weekly
12	Note and record details on checklist	Qualified Personnel	Weekly

<b>Intellibus Lighting Control – annual maintenance</b>			
<b>Ref</b>	<b>Service work</b>	<b>By whom</b>	<b>Freq</b>
1	Check overall status of system	Specialist	Yearly
2	Ensure remote control units (VOC panels and touch screen) are in good working order	Specialist	Yearly
3	Ensure panels (Mimic Panels 1, 2 & 3) in L04 Security Control Room are in good working order	Specialist	Yearly
4	Physically check all control units and Lighting DB panels for corrosion, heat damage, water damage, dust sealing and any other physical signs of degradation	Specialist	Yearly
5	Physically check all ethernet connections (at DB's) for damage or potential damage	Specialist	Yearly
6	Switch lighting in all zones (as set up on main operating panel AND touch screen) and confirm that correct lights are affected by command	Specialist	Yearly
7	Ensure that the Master Control Panels operate on Wi-Fi network	Specialist	Yearly
8	Ensure that the latest software updates/upgrades are installed	Specialist	Yearly
9	Ensure that the database is backed up – copy on site	Specialist	Yearly
10	Note and record details on checklist	Specialist	Yearly

SGL Concepts Manual Mobile Grow Lights – weekly inspections (April – October)			
Ref	Service work	By whom	Freq
1	Visual inspection of light fittings	Qualified Personnel	Weekly
2	Visual inspection of lamps	Qualified Personnel	Weekly
3	Visually inspect for loose connections or burned insulation	Qualified Personnel	Weekly
4	Inspect CEE form connectors	Qualified Personnel	Weekly
5	Inspect all cables for damage	Qualified Personnel	Weekly
6	Inspect 63A socket outlets	Qualified Personnel	Weekly
7	Note and record details on checklist	Qualified Personnel	Weekly

SGL Concepts Manual Mobile Grow Lights – annual maintenance			
Ref	Service work	By whom	Freq
1	Isolate power to the DB	Qualified Personnel	Yearly
2	Test to ensure that power isolated	Qualified Personnel	Yearly
3	Open cover to panel	Qualified Personnel	Yearly
4	Clean out any dust and dirt	Qualified Personnel	Yearly
5	Check each connection for tightness	Qualified Personnel	Yearly
6	Operate each circuit breaker	Qualified Personnel	Yearly
7	Check earth leakage units	Qualified Personnel	Yearly
8	Switch all circuit breakers to position as found at beginning	Qualified Personnel	Yearly
9	Check if lamps have cooled down (at least 15 minutes)	Qualified Personnel	Yearly
10	Check neoprene cabling & connections between units	Qualified Personnel	Yearly
11	Check CEE form sockets	Qualified Personnel	Yearly
12	Check if legend is in place	Qualified Personnel	Yearly
13	Switch power back on	Qualified Personnel	Yearly
14	Check that power is live on all circuits	Qualified Personnel	Yearly
15	Note and record details of DB on report	Qualified Personnel	Yearly

Roof Access & Control System			
Ref	Service work	By whom	Freq
1	Isolate power to the DB	Qualified Personnel	6Monthly
2	Test to ensure that power isolated	Qualified Personnel	6Monthly
3	Open cover to panels	Qualified Personnel	6Monthly
4	Clean out any dust and dirt of all panels	Qualified Personnel	6Monthly
5	Check each connection for tightness	Qualified Personnel	6Monthly
6	Check electronic boards connections and components	Qualified Personnel	6Monthly
7	Check electronic boards and components for correct operation	Qualified Personnel	6Monthly
8	Check micro switches, electromagnets, push buttons connections	Qualified Personnel	6Monthly
9	Check micro switches, electromagnets, push buttons for correct operation	Qualified Personnel	6Monthly
10	Switch all circuit breakers/switches to position as found at beginning	Qualified Personnel	6Monthly
11	Remove any dust, debris and grit from ladder equipment	Qualified Personnel	6Monthly
12	Check & lubricate mechanical components as necessary	Qualified Personnel	6Monthly
13	Ensure hinges are cleaned and operate freely	Qualified Personnel	6Monthly
14	Switch all CB's/emergency stops to position as found at beginning	Qualified Personnel	6Monthly
15	Check if legend is in place	Qualified Personnel	6Monthly
16	Check and treat corrosion	Qualified Personnel	6Monthly
17	Switch power back on	Qualified Personnel	6Monthly
18	Check all sequences are reinstated to original operational status	Qualified Personnel	6Monthly
19	Note and record details of system on report	Qualified Personnel	6Monthly

### 5.8.36 Maintenance Objectives

Without in any way limiting the Contractor's obligations, the Contractor shall ensure:

1. the safety of people using the equipment,
2. the accuracy and reliability of the equipment performance,
3. that preventative maintenance is carried out at all times,
4. that the equipment and associated spaces are kept clean and presentable at all times and

5. that the maintenance is carried out in a programmed sequence (Maintenance Plan) so as to protect the Client's investment.
6. that a sub-program is drafted (for the Client's approval) for the planned relamping exercise over the three (3) year contract period. The Client will be responsible to purchase the material via the approved City process, but the Contractor will have to provide the resource costing.

#### 5.8.37 Maintenance Plan

1. The Contractor shall prepare a detailed Maintenance Plan for the equipment, which the Client shall review and acknowledge, and which shall form an integral part of the Maintenance Agreement.
2. The Contractor shall perform the maintenance in accordance with the Maintenance Plan. Acceptance of the Maintenance Plan by the Client or its duly appointed Agents shall not limit in any way the Contractor's responsibility to undertake, whatever tasks are required during the maintenance period to ensure achievement of the Maintenance Objectives and safe operation of the lighting, electrical and power generation equipment.
3. The Maintenance Plan, which is an integral part of this Agreement, shall include, as a minimum, the month by month program for a **THREE (3) year** period detailing the work planned to be carried out on each item of equipment.
4. The maintenance work shall be monitored and reported on a monthly basis against the Maintenance Plan, and the terms and conditions of this Agreement. The Maintenance Plan shall be reviewed and updated as necessary by agreement between the parties.
5. Where the Maintenance Plan is in conflict, by way of offering a lesser service, with this Agreement, this Agreement shall be deemed to supersede the Contractor's Maintenance Plan.
  - 5.1 In addition the maintenance plan shall clearly indicate:
  - 5.2 The safety procedures to be followed when equipment failure call outs are received. These procedures shall include from the time the callout is received to the time the equipment is restored back into operation.
  - 5.3 A brief but clear description on how the maintenance time is calculated for power equipment installations. A "maintenance time calculation sheet" shall be considered as an acceptable description.
  - 5.4 The actual planned or target maintenance time for specific units shall be clearly shown

#### 5.8.38 Equipment Modernization

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

#### 5.9 Inspections

1. The Client or their duly appointed Agents shall retain the right to witness and/or verify the performance of any maintenance work by the Contractor at any time.
2. Contractor's Annual Inspections / Surveys:
  - 2.1 To enable the Contractor to effectively monitor the equipment's maintenance, detailed annual inspections of the equipment shall be undertaken by the Contractor's senior personnel (supervisor level) or the Contractor's Quality Assurance Inspectors.
  - 2.2 The details of the annual inspections date of inspection and the condition of the equipment shall be recorded on a checklist signed and certified by the Contractor's Representative.
  - 2.3 Should any defects or remedial work be required in terms of the Annual Inspection, the Contractor shall expeditiously undertake the corrective work. Should any of the items noted in the Annual inspection not be rectified within a **two (2) week** period, the Contractor shall

forward the Client with a copy of a detailed works program.

- 2.4 The Client or its duly appointed Agents shall have the right to request copies of the Annual inspection checklists.

### 3. **Independent Inspections**

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

### 4. **Statutory or Legislative Inspections**

If either party (Client or Contractor) require additional inspections, these will be carried out utilising the relative labour rate card tendered upon. Official proof of the applicable legislative requirement must accompany the quotation documentation.

### 5.10 **Workmanship**

The contractor shall employ only competent artisans to perform maintenance work on the installed equipment.

The contract shall be executed with the best work in a workmanlike manner to the satisfaction of the engineer. Should any workmanship not be to the satisfaction of the Engineer, it shall be rectified at the cost of the contractor.

The contractor shall remain responsible for the correct and complete maintenance of the equipment. Inspection by the Engineer shall not release the contractor from his responsibility

### 5.11 **Quality of Materials**

Only materials of high quality and suitable for the climatic conditions of the site shall be used and shall be subject to approval of the Engineer. All material shall conform in respect of quality, manufacture, tests and performance, with the requirements of the SABS/SANS or where no such standard exist, conform to the appropriate current specifications of the British Standards Institution. Materials manufactured in South Africa shall as far as possible be used and where applicable shall bear the SABS mark. Imported materials shall comply with the requirements of the appropriate B.S. or I.E.C. specification. All materials shall be suitable for the conditions under which the materials are installed and used. Standard procurement practices are to be adhered to where the tenderer needs to reference the pricing schedule for, Items not covered maintenance agreement and where a percentage mark-up is agreed upon. It is the contractor's responsibility to ensure that the most competitive price is obtained and visible to the scrutiny of the Employer.

Where materials need to be stored on site (Cape Town Stadium), the Employer will provide sufficient space. The Contractor will be responsible for the controlling of the items where an agreed upon inventory management process and procedure will be followed. All relevant statutory aspects of material storage and handling will be adhered to.

### 5.12 **Quality of Tools**

Due to the nature of the installed equipment to be maintained, the industry specific tools are required to provide the technician the ability to carry out activities like fault finding and setting parameters. Records are to be provided that indicate that the tools are a standard item allocated to the personnel and certification to prove that any electronic test equipment/tools are calibrated on a regular basis.

### 5.13 **Event Day Responsibilities**

- 5.13.1. The Client will provide sufficient information relative to scope of works and attendance requirements for respective events held at the Stadium.

- 5.13.2. The Contractor will provide a quotation based on the following criteria:
- 5.13.2.1 The Contract or Tender number.
  - 5.13.2.2 The number of qualified technicians or suitable level of expertise required for the respective event/s.
  - 5.13.2.3 The number of shift hours as per the attendance time stated by the Client.
  - 5.13.2.4 The quote needs to be based on the Schedule of Rates; Labour Rates for items not covered in the Maintenance Agreement contracted upon, including an attached quotation of any third party or specialised service.
  - 5.13.2.5 If deemed necessary, the quote needs to be accompanied by a Mandatory Agreement - 37.2 O.H.S Act (Occupational Health & Safety Act No 85 of 1993). The Client or its duly appointed Agents shall sign an agreement in which all parties exercise their effective duties as employers to ensure that all Contractors comply to the 37.2 O.H.S Act (Occupational Health & Safety Act No 85 of 1993) and Regulations. They therefore indemnify and hold each other harmless against any claim against either party, unless in a case of wilful neglect by a person not complying with the Act.
  - 5.13.2.6 The formal quotation from the Contractor shall be returned to the Client within **two (2) working days** or sooner from the date of an official request from the Client, unless otherwise agreed upon by both parties.
  - 5.13.2.7 The formal invoice from the Contractor shall be returned to the Client within **two (2) working days** or sooner from the date of an official Purchase Order or event attendance, unless otherwise agreed upon by both parties.
  - 5.13.2.8 The Contractor will endeavour to be punctual as per the shift requirements and report to the Client on arrival at the Stadium.
  - 5.13.2.9 The Contractor shall follow security and access protocols relative to the event being held at the Stadium.
  - 5.13.2.10 The Contractor shall ensure that the equipment that he or her is responsible for, has been checked for safe operation. Any deviation will be reported upon.

## 5.14 Revenue based offer

### 5.14.1 Rights

Right to refer yourselves as a "preferred supplier to the CTS" in their designated field of expertise. Right to negotiate additional branding inventory including signage, LED and screen space.

The Service Provider has the right to associate to CTS and the brand name of the stadium (DHL Stadium or any other name it may be called). Such association can only be linked directly to the service provided within this tender and the service provider may not create an association outside of the tender scope.

The service provider may elect to use the logo on uniforms and material supporting the delivery of the scope of this tender.

### 5.14.2 Cape Town Stadium Logo

The logo may not be used without specific additional written approval from the delegated Representative of CTS, and any application of the logo must be strictly in accordance with the specifications provided by the Cape Town Stadium on a case-by-case basis. If it is used without such formal permission, the logo may be removed at the cost of the supplier.

**5.14.3 Marketing and Promotion Rights**

- a) 4 Business Lounge Membership per year for the duration of the contract. Subject to all hospitality packages being purchased and the general terms and conditions of such Business Lounge Memberships
- b) Non-exclusive right to associated to the stadium in relation to the designated field of expertise "Service provider to DHL Stadium"
- c) Non-exclusive right to use DHL Stadium logo limited to association as relevant to this contract
- d) Additional non-exclusive branding and advertising rights may be negotiated for a further fee

**5.15 TRADE NAMES OR PROPRIETARY PRODUCTS**

All descriptions or clauses where trade names or proprietary products are specified herein, are deemed to include the phrase "or equivalent."

Wherever a trade name for any product has been described in the document, the tenderer's attention is drawn to the fact that any other product of equal quality may be used subject to the written approval of the employer being obtained prior to the closing date for submission of tenders.

## (6) CONDITIONS OF TENDER

### 6.1 General

#### 6.1.1 Actions

**6.1.1.1** The DHL Stadium (CTS) and each tenderer submitting a tender offer shall comply with these Conditions of Tender. In their dealings with each other, they shall discharge their duties and obligations as set out in these Conditions of Tender, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations.

**The parties agree that this tender and its acceptance shall be subject to the supply chain management policy of CTS.**

**Abuse of the supply chain management system is not permitted and may result in the tender being rejected, cancellation of the contract, restriction of the Supplier, and/or the exercise by CTS of any other remedies available to it.**

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

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

#### 6.1.2 Interpretation

**6.1.2.1** The additional requirements contained in the returnable documents are part of these Conditions of Tender.

**6.1.2.2** These Conditions of Tender and returnable schedules which are required for tender evaluation purposes, shall form part of the contract arising from the invitation to tender.

#### 6.1.3 Communication during tender process

Verbal or any other form of communication, from the CTS, its employees, agents or advisors during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the CTS, unless communicated by the CTS in writing to suppliers by its Manager: Supply Chain Management or his nominee.

#### 6.1.4 The CTS's right to accept or reject any tender offer

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

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
- (b) no acceptable tenders are received; or
- (c) there is a material irregularity in the tender process.

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



## 6.1.5 Procurement procedures

### 6.1.5.1 General

Unless otherwise stated in the tender conditions, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points.

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

### 6.1.6.1 Disputes, objections, complaints and queries

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

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

### 6.1.6.2 Appeals

- a) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose rights are affected by a decision taken by the CTS, may appeal against that decision by giving written notice of the appeal and reasons to the CTS/Chief Executive Officer within 21 days of the date of the notification of the decision.
- b) An appeal must contain the following:
  - i. Must be in writing
  - ii. It must set out the reasons for the appeal
  - iii. It must state in which way the Appellant's rights were affected by the decision;
  - iv. It must state the remedy sought; and
  - v. It must be accompanied with a copy of the notification advising the person of the decision

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

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

### 6.1.6.4 All requests referring to sub clauses 6.1.6.1 and 6.1.6.2 must be submitted in writing to:

**The CEO CTS - C/o the Manager: Supply Chain Management**

**Via hand delivery at:** DHL Stadium, Fritz Sonnenberg Road Green Point 8051

**Via post at:** PO Box 298 Cape Town 8000

**Via email at:** scmcts@capetown.gov.za

### 6.1.6.5 All requests referring to clause 6.1.6.3 regarding access to information or reasons must be submitted in writing to:

**The CEO CTS -**

**Via hand delivery at:** DHL Stadium, Fritz Sonnenberg Road Green Point 8051

**Via post at:** PO Box 298 Cape Town 8000

**Via email at:** lesley.dereuck@capetown.gov.za

**6.1.8 National Treasury Web Based Central Supplier Database (CSD) Registration**

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

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

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

## 6.2 Tenderer's obligations

### 6.2.1 Responsiveness Criteria

**6.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document. Only those tenders that comply in all aspects with the tender conditions, specifications, pricing instructions and contract conditions will be declared to be responsive.**

#### 6.2.1.1.1 Submit a tender offer

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

#### 6.2.1.1.2 Compliance with requirements of CTS SCM Policy and procedures adopted by CTS.

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

- a) Full name of tendering entity to be provided;
- b) Identification number or company or other registration number to be provided;
- c) Tax reference number to be provided;
- d) VAT registration number (if any) to be provided;
- e) A completed **Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums** to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's (applicable schedule to be completed);
- f) A copy of the partnership / joint venture / consortium agreement to be provided.
- g) A completed **Declaration of Interest – State Employees** to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule to be completed);
- h) A completed **Declaration – Conflict of Interest and Declaration of Bidders' past Supply Chain Management Practices** to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive (applicable schedules to be completed);
- i) A completed **Certificate of Independent Bid Determination** to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule to be completed);
- j) The tenderer (including any of its directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy,
- k) The tenderer's tax matters with SARS are in order;
- l) The tenderer is not an advisor or consultant contracted with the CTS,
- m) The tenderer is not a person, advisor, corporate entity or a director of such corporate entity, involved with the bid specification committee.

#### 6.2.1.1.3 Minimum score for functionality

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

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

#### Weighting on Functionality:

Description of quality criteria	Maximum possible score
Demonstrated experience of the tendering entity with respect to comparable projects;	60
Qualifications and demonstrated experience of the key staff in relation to the scope of work;	20
Proven track-record and support structure;	20
<b>Maximum possible score for Quality (Ms)</b>	<b>100</b>

**Scoring of Quality:****Demonstrated experience of the tendering entity with respect to comparable projects**

Number of maintenance contracts that have been successfully managed in terms of scope and magnitude as provided by the tenderer in Schedule 13	1 - 2 Contracts ..... 5 points	Maximum of 30 points
	3 - 4 Contracts ..... 15 points	
	5 Contracts or more ..... 30 points	

Number of major events in excess of 40 000 PAX with respect to deployed representation as provided by the tenderer in Schedule 13	1 Event ..... 5 points	Maximum of 30 points
	2 - 4 Events ..... 10 points	
	5 - 9 Events ..... 20 points	
	10 Events or more ..... 30 points	

**Qualifications and demonstrated experience of the company in relation to the scope of work**

Experience of key staff to be deployed on this contract. The submission of the Curriculum Vitae (CV's) and associated documentation, such as the supporting schedules, is to be of a high quality. This must include evidence of suitable accreditation and competencies to work on the installed equipment. This proof or evidence must be provided in Schedule 13	Curriculum Vitae of an Electrical Engineer	Maximum of 2 points
	Curriculum Vitae of a Master Electrician	Maximum of 3 points
	1 - 2 Electricians ..... 2 points 3 - 4 Electricians ..... 3 points	
	Curriculum Vitae of a Certified/Qualified Electricians (Competent to issue COC's): 1 - 3 Electricians ..... 2 points 4 - 5 Electricians ..... 5 points 6 or more Electricians ..... 10 points	Maximum of 10 points
	Curriculum Vitae of a Qualified Construction Electrician: 1 to 2 Electricians ..... 2 points 3 or more Electricians ..... 5 points	Maximum of 5 points

**Proven track-record, reliability and suitability of equipment and support structure**

Track record, equipment and support structures with respect to the scope of works as provided by the tenderer attached - as per Schedule 13C of this tender document.	Track record - overview of accomplishments, exceptional performance & overall experience in the industry [relative to scope & magnitude of this contract]: 1 - 3 Achievements/Testimonials ..... 1 point 4 - 5 Achievements/Testimonials ..... 3 points 6 or more Achievements/Testimonials ..... 5 points	Maximum of 5 points
	Tenderer to propose the organisational structure and composition of their team i.e. the main disciplines involved the key staff member / expert / specialist responsible for each discipline, and the proposed technical and support staff. The roles & responsibilities of each key party should be set out as job descriptions or Curriculum Vitae (CV's) and should include, but not limited to, the following as a minimum requirement:  Project/Contracts Manager ..... 1 point Contracts Administrator ..... 1 point	Maximum of 10 points

	LV Maintenance Site Supervisor.....1 point Health & Safety Representative.....1 point MV Maintenance Switching Specialist.....1 point Lighting Control (intellibus system) Specialist.....1 point Barloworld Generator Mechanical Specialist.....1 point Barloworld/Deep Sea Controls Specialist.....1 point RUPS Mechanical Specialist.....1 point SCADA/PLC/Logic Controls Specialist.....1 point	
	Availability of an electronic incident tracking and monitoring system that indicates logged events or customer calls, turnaround time, status and trends.	Maximum of 5 points

The points obtained for Functionality must be at least **60 points** out to a maximum of 100. Tenders who obtain less than 60 points will be declared non-responsive.

#### 6.2.1.1.5 Local production and content

Not Applicable

#### 6.2.1.1.6 Pre-qualification criteria for preferential procurement

Not Applicable

#### 6.2.2 Cost of tendering

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

#### 6.2.3 Check documents

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

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

#### 6.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the CTS only for the purpose of preparing and submitting a tender offer in response to the invitation.

#### 6.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, Conditions of Contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

#### 6.2.6 Acknowledge and comply with notices

Acknowledge receipt of notices to the tender documents, which the CTS may issue, fully comply with all

instructions issued in the notices, and if necessary, apply for an extension of the closing time stated on the front page of the tender document, in order to take the notices into account. Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the CTS can show proof of transmission thereof via electronic mail, facsimile or registered post.

#### **6.2.7 Clarification meeting**

Attend, where required, a clarification meeting at which tenderers may familiarise themselves with aspects of the proposed work, services or supply and pose questions. Details of the meeting(s) are stated in the General Tender Information.

Tenderers should be represented at the site visit/clarification meeting by a person who is suitably qualified and experienced to comprehend the implications of the work involved.

#### **6.2.8 Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the CTS at least one week before the closing time stated in the General Tender Information, where possible.

#### **6.2.9 Pricing the tender offer**

**6.2.9.1** Comply with all pricing instructions as stated on the Price Schedule.

#### **6.2.10 Alterations to documents**

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

#### **6.2.11 Alternative tender offers**

**6.2.11.1** No Alternative offers will be considered.

#### **6.2.12 Submitting a tender offer**

- 6.2.12.1** Submit one tender offer only on the original tender documents as issued by the CTS, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract conditions and described in the specifications. Only those tenders submitted on the tender documents as issued by the CTS together with all Returnable Schedules duly completed and signed will be declared responsive.
- 6.2.12.2** Return the entire document to the CTS after completing it in its entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.
- 6.2.12.3** Submit the parts of the tender offer communicated on paper as an original with an English translation for any part of the tender submission not made in English
- 6.2.12.4** Sign the original tender offer where required in terms of the tender conditions. The tender shall be signed by a person duly authorised to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation of the joint venture or any other document signed by all parties, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner.
- 6.2.12.5** Where a two-envelope system is required in terms of the tender conditions, place and seal the returnable documents listed in the tender conditions in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the CTS's address and identification details stated in the General Tender Information, as well as the tenderer's name and contact address.
- 6.2.12.6** Seal the original tender offer and copy packages together in an outer package that states on the

outside only the CTS's address and identification details as stated in the General Tender Information.

- 6.2.12.7** Accept that the CTS shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.
- 6.2.12.8** Accept that tender offers submitted by facsimile or e-mail will be rejected by the CTS, unless stated otherwise in the tender conditions.
- 6.2.12.9** By signing the offer part of the Form of Offer (**Section 2, Part A**) the tenderer warrants that all information provided in the tender submission is true and correct.
- 6.2.12.10** Tenders must be properly received and deposited in the designated tender box (as detailed on the front page of this tender document) on or before the closing date and before the closing time, in the relevant tender box at the DHL Stadium, Fritz Sonnenber Road, Green Point, Cape Town, 8051, Cape Town. If the tender submission is too large to fit in the allocated box, please enquire at the public counter for assistance.
- 6.2.12.12** The tenderer must record and reference all information submitted contained in other documents for example cover letters, brochures, catalogues, etc. in the returnable schedule titled **List of Other Documents Attached by Tenderer**.

### **6.2.13 Information and data to be completed in all respects**

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

### **6.2.14 Closing time**

- 6.2.14.1** Ensure that the CTS receives the tender offer at the address specified in the General Tender Information prior to the closing time stated on the front page of the tender document.
- 6.2.14.2** Accept that, if the CTS extends the closing time stated on the front page of the tender document for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.
- 6.2.14.3** Accept that, the CTS shall not consider tenders that are received after the closing date and time for such a tender (late tenders).

### **6.2.15 Tender offer validity and withdrawal of tenders**

- 6.2.15.1** Warrants that the tender offer(s) remains valid, irrevocable and open for acceptance by the CTS at any time for a period of 120 days after the closing date stated on the front page of the tender document.
- 6.2.15.2** Notwithstanding the period stated above, the tender shall be deemed to remain valid, irrevocable and open for acceptance until formal acceptance by the CTS at any time after the expiry of the original validity period, unless the CTS is notified in writing of anything to the contrary (including any further conditions) by the tenderer. Any further conditions introduced by the supplier will be considered at the sole discretion of the CTS.
- 6.2.15.3** A tenderer may request in writing, after the closing date, that the tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the CTS after consideration of the reasons for the withdrawal, which shall be fully set out by the tenderer in such written request for withdrawal. Should the tender offer be withdrawn in contravention hereof, the tenderer agrees that:
  - a) it shall be liable to the CTS for any additional expense incurred or losses suffered by the CTS in having either to accept another tender or, if new tenders have to be invited, the additional expenses incurred or losses suffered by the invitation of new tenders and the subsequent acceptance of any other tender;
  - b) the CTS shall also have the right to recover such additional expenses or losses by set-off

against monies which may be due or become due to the tenderer under this or any other tender or contract or against any guarantee or deposit that may have been furnished by the tenderer or on its behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenses or losses, the CTS shall be entitled to retain such monies, guarantee or deposit as security for any such expenses or loss.

#### 6.2.16 Clarification of tender offer, or additional information, after submission

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

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

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

#### 6.2.17 Provide other material

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

**6.2.17.2** Provide, on written request by the CTS, where the transaction value inclusive of VAT **exceeds R 10 million**:

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

Each party to a Consortium/Joint Venture shall submit separate certificates/statements in the above regard.

**6.2.17.3** Tenderers undertake to fully cooperate with the CTS's external service provider appointed to perform a due diligence review and risk assessment upon receipt of such written instruction from the CTS.

#### 6.2.18 Samples, Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender conditions or specifications.

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

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

#### 6.2.19 Certificates



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

#### **6.2.19.1 Broad-Based Black Economic Empowerment Status Level Documentation**

In order to qualify for preference points, it is the responsibility of the tenderer to submit documentary proof, either as certificates, sworn affidavits or any other requirement prescribed in terms of the B-BBEE Act, of its B-BBEE status level of contribution in accordance with the applicable Codes of good practise as issued by the Department of Trade and Industry, to the CTS Registration Office, Fritz Sonnenberg Road, Green Point, Cape Town, 8051 or included with the tender submission.

Consortiums/Joint Ventures will qualify for preference points, provided that the **entity** submits the relevant certificate/scorecard in accordance with the applicable codes of good practise. Note that, in the case of unincorporated entities, a verified consolidated B-BBEE scorecard must be submitted in the form of a certificate with the tender.

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

The applicable code for this tender is the **Amended Codes of Good Practise (Generic Scorecard)** unless in possession of a valid sector certificate.

The tenderer shall indicate in Section 4 of the **Preference Schedule** the Level of Contribution in respect of the enterprise status or structure of the tendering entity (the supplier).

#### **6.2.19.2 Evidence of tax compliance**

Tenderers shall be registered with the South African Revenue Service (SARS) and their tax affairs must be in order and they must be tax compliant. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Clearance Certificate issued by SARS to the CTS at the Supplier Management Unit located at Fritz Sonneberg Road, Green Point, Cape Town, 8051, or included with this tender. The tenderer must also provide its Tax Compliance Status PIN number on the **Details of Tenderer** page of the tender submission.

Each party to a Consortium/Joint Venture shall submit a separate Tax Clearance Certificate.

#### **6.2.20 Compliance with Occupational Health and Safety Act, 85 of 1993**

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

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

#### **6.2.21 Claims arising from submission of tender**

The tenderer warrants that it has:

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

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



## **6.3 The DHL Stadium undertakings**

### **6.3.1 Respond to requests from the tenderer**

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

**6.3.1.2** The CTS's representative for the purpose of this tender is stated on the General Tender Information page.

### **6.3.2 Issue Notices**

If necessary, issue notices that may amend or amplify the tender documents to each tenderer during the period from the date the tender documents are available until one week (where possible) before the tender closing time stated on the front page of the tender document. If, as a result a tenderer applies for an extension to the closing time stated on the front page of the tender document, the CTS may grant such extension and, shall then notify all tenderers who drew documents.

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

### **6.3.3 Opening of tender submissions**

**6.3.3.1** Unless the two-envelope system is to be followed, open tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender conditions.

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

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

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

**6.3.3.4** Make available the pricing schedules upon written request.

### **6.3.4 Two-envelope system (not applicable)**

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

**6.3.4.2** Evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who have submitted responsive technical proposals of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who have submitted responsive technical proposals in accordance with the requirements as stated in the tender conditions, and announce the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals were non responsive.

### **6.3.5 Non-disclosure**

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

### **6.3.6 Grounds for rejection and disqualification**

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

### 6.3.7 Test for responsiveness

**6.3.7.1** Appoint an evaluation panel and determine, after opening and before detailed evaluation, whether each tender offer properly received:

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

**6.3.7.2** A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the CTS's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the goods, services or supply identified in the Specifications, or
- b) significantly change the CTS's or the tenderer's risks and responsibilities under the contract

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

### 6.3.8 Arithmetical errors, omissions and discrepancies

**6.3.8.1** Check the responsive tenders for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the Price Schedule; or  
arithmetical errors in:
  - i) line item totals resulting from the product of a unit rate and a quantity in the PriceSchedule;or
  - ii) the sum mation of the prices; or
  - iii) calculation of individual rates.

**6.3.8.2** The CTS must correct the arithmetical errors in the following manner:

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

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

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

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

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

### 6.3.9 Clarification of a tender offer

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

### 6.3.10 Evaluation of tender offers

#### 6.3.10.1 General

**6.3.10.1.1** Reduce each responsive tender offer to a comparative price and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender conditions.

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

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

#### 6.3.10.2 Decimal places

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

#### 6.3.10.3 Scoring of tenders (price and preference)

**6.3.10.3.1** Points for price will be allocated in accordance with the formula set out in this clause based on the price per item / rates as set out in the **Price Schedule (Part 3)**:

- based on the sum of the prices/rates in relation to a typical works project.

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

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

**6.3.10.3.4** Applicable formula:

The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

Price shall be scored as follows:

$$Ps = 80 \times \left( 1 - \frac{(Pt - Pmin)}{Pmin} \right)$$

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

Preference points shall be scored as follows:

Points will be awarded to tenderers who are eligible for preferences in respect of the B-BBEE level of contributor attained in terms of **Preference Schedule**.

A maximum of 20 tender adjudication points will be awarded for preference to tenderers with responsive tenders who are eligible for such preference, in accordance with the criteria listed below.

Up to **20** adjudication points ( $N_P$ ) will be awarded for the level of B-BBEE contribution, in accordance with the tables below:

B-BBEE Status Level of Contributor	Number of Points for Preference
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor*	0

\*A non-compliant contributor is one who does not meet the minimum score for a level 8 contributor.

or, in respect of Exempted Micro Enterprises (EMEs):

Black Ownership of EME	Deemed B-BBEE Status Level of Contributor	Number of Points for Preference
less than 51%	4	12
at least 51% but less than 100%	2	18
100%	1	20

or, in respect of Qualifying Small Enterprises (QSEs):

Black Ownership of QSE	Deemed B-BBEE Status Level of Contributor	Number of Points for Preference
at least 51% but less than 100%	2	18
100%	1	20

**The total number of adjudication points ( $N_T$ ) shall be calculated as follows:**

$$N_T = P_S + N_P$$

Where: Ps is the number of points scored for price;  
Np is the number of points scored for preference.

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

#### 6.3.10.5 Risk Analysis

Notwithstanding compliance with regard to any requirements of the tender, the CTS will perform

a risk analysis in respect of the following:

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

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

#### **6.3.11 Negotiations with preferred tenderers**

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

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

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

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

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

In terms of the PPPFA Regulations, 2017, tenders must be cancelled in the event that negotiations fail to achieve a market related price with any of the three highest scoring tenderers.

#### **6.3.12 Acceptance of tender offer**

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

- 6.3.12.1** Accept a tender offer which does not, in the CTS's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender document.
- 6.3.12.2** Accept the whole tender or part of a tender or any item or part of any item or items from multiple manufacturers, or to accept more than one tender (in the event of a number of items being offered), and the CTS is not obliged to accept the lowest or any tender.
- 6.3.12.3** Accept the tender offer, only if in the opinion of the CTS, the tenderer:
  - a) can demonstrate that it has the necessary resources and skills to fulfil its obligations in terms of the tender document,
  - b) does not pose any material risk to the CTS,
  - c) is not currently a supplier to whom notice has been served regarding abuse of the supply chain management system.

#### **6.3.13 Prepare contract documents**

- 6.3.13.1** If necessary, revise documents that shall form part of the contract and that were issued by the CTS as part of the tender documents to take account of:

- a) notices issued during the tender period,
- b) inclusion of some of the returnable documents, and

c) other revisions agreed between the CTS and the successful tenderer.

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

**6.3.14 Notice to successful and unsuccessful tenderers**

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

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

**6.3.15 Provide written reasons for actions taken**

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



## (7) SPECIAL CONDITIONS OF CONTRACT

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

### 1. Definitions

*Delete Clause 1.15 and substitute with the following*

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

*Delete Clause 1.19 and substitute with the following*

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

*Delete Clause 1.21 and substitute with the following:*

- 1.21 'Purchaser' means the **Cape Town Stadium (RF) SOC Limited (CTS)**. The address of the Purchaser is Fritz Sonnenberg Rd, Green Point, Cape Town, 8051

*Add the following after Clause 1.25:*

- 1.26 'Supplier' means any provider of goods and / or services with whom the contract is concluded

### 3. General Obligations

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

- 3.2 The parties will be liable to each other arising out of or in connection with any breach of the obligations detailed or implied in this contract, subject to clause 28.
- 3.3 All parties in a joint venture or consortium shall be jointly and severally liable to the Purchaser in terms of this contract and shall carry individually the minimum levels of insurance stated in the contract, if any.
- 3.4 The parties shall comply with all laws, regulations and bylaws of local or other authorities having jurisdiction regarding the delivery of the goods and give all notices and pay all charges required by such authorities.
- 3.5 The **Supplier** shall:
- 3.5.1 Arrange for the documents listed below to be provided to the Purchaser prior to the issuing of the order:
- a) Proof of Insurance (Refer to Clause 11) or Insurance Broker's Warrantee
  - b) Letter of good standing from the Compensation Commissioner, or a licensed compensation insurer (Refer to Clause 11)
  - c) Initial delivery programme
  - d) Other requirements as detailed in the tender documents
- 3.5.2 Only when notified of the acceptance of the bid by the issuing of the order, the Supplier shall commence with and carry out the delivery of the goods in accordance with the contract, to the satisfaction, of the Purchaser
- 3.5.3 Provide all of the necessary materials, labour, plant and equipment required for the delivery of the goods including any temporary services that may be required

- 3.5.4 Insure his workmen and employees against death or injury arising out of the delivery of the goods
- 3.5.5 Be continuously represented during the delivery of the goods by a competent representative duly authorised to execute instructions;
- 3.5.6 In the event of a loss resulting in a claim against the insurance policies stated in clause 11, pay the first amount (excess) as required by the insurance policy
- 3.5.7 Comply with all written instructions from the Purchaser subject to clause 18
- 3.5.8 Complete and deliver the goods within the period stated in clause 10, or any extensions thereof in terms of clause 21
- 3.5.9 Make good at his own expense all incomplete and defective goods during the warranty period
- 3.5.10 Pay to the Purchaser on demand any penalty for delay due by the Purchaser. The Supplier hereby consents to such amounts being deducted from any payment to the Supplier.
- 3.5.11 Comply with the provisions of the OHAS Act & all relevant regulations.
- 3.5.12 Comply with all laws relating to wages and conditions generally governing the employment of labour in the Cape Town area and any applicable Bargaining Council agreements.
- 3.5.13 Deliver the goods in accordance with the contract and with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.
- 3.6 The **Purchaser** shall:
  - 3.6.1 Issue orders for the goods required under this Contract. No liability for payment will ensue for any work done if an official purchase order has not been issued to the Supplier.
  - 3.6.2 Make payment to the **Supplier** for the goods as set out herein.
  - 3.6.3 Take possession of the goods upon delivery by the Supplier.
  - 3.6.4 Regularly inspect the goods to establish that it is being delivered in compliance with the contract.
  - 3.6.5 Give any instructions and/or explanations and/or variations to the Supplier including any relevant advice to assist the Supplier to understand the contract documents.
  - 3.6.6 Grant or refuse any extension of time requested by the Supplier to the period stated in clause 10.
  - 3.6.7 Inspect the goods to determine if, in the opinion of the Purchaser, it has been delivered in compliance with the contract, alternatively in such a state that it can be properly used for the purpose for which it was intended.
  - 3.6.8 Brief the Supplier and issue all documents, information, etc. in accordance with the contract.

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

*Add the following after clause 5.4:*

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

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

- 5.6 **Publicity and publication**  
The Supplier shall not release public or media statements or publish material related to the services or contract within two (2) years of completion of the services without the written approval of the Purchaser, which approval shall not be unreasonably withheld.
- 5.7 **Confidentiality**  
Both parties shall keep all information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other party.
- 5.8 **Intellectual Property**
- 5.8.1 The Seller acknowledges that it shall not acquire any right or interest in or to the Intellectual Property of the Purchaser
- 5.8.2 The Seller hereby assigns to the Purchaser any Intellectual Property created or developed for or during this Contract, unless agreed otherwise by the Parties in writing.

## 7. Performance Security

*Delete clause 7.1 to 7.4 and replace with the following:*

'Not Applicable. Tenderers must disregard **Form of Guarantee / Performance Security** and are not required to complete same

## 8. Inspections, tests and analyses

*Delete Clause 8.2 and substitute with the following:*

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

## 10. Delivery and documents

*Delete clauses 10.1 and 10.2 and replace with the following:*

- 10.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified in the contract. The time for delivery of the goods shall be the date as stated on the order.
- 10.2 The Purchaser shall determine, in its sole discretion, whether the goods have been delivered in compliance with the contract, alternatively in such a state that it can be properly used for the purpose for which it was intended. When the Purchaser determines that the goods have been satisfactorily delivered, the Purchaser must issue an appropriate certification, or written approval, to that effect. Invoicing may only occur, and must be dated, on or after the date of acceptance of the goods.

## 11. Insurance

*Add the following after clause 11.1:*

- 11.2 Without limiting the obligations of the Supplier in terms of this contract, the Supplier shall effect and maintain the following additional insurances:
- a) Public liability insurances, in the name of the Supplier, covering the Supplier and the Purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract, in an amount not less than R20 million for any single claim;
  - b) Motor Vehicle Liability Insurance, in respect of all vehicles owned and / or leased by the Supplier, comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability Indemnity;

- c) Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the bidder's broker or the insurance company itself (see **Proof of Insurance / Insurance Broker's Warranty** section in document for a pro forma version).
- d) Professional indemnity insurance providing cover in an amount of not less than R5 million in respect of each and every claim during the contract period

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

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

## 15. Warranty

*Add to Clause 15.2:*

- 15.2 This warranty for this contract shall remain valid for **six (6) months** after the goods have been delivered.

## 16. Payment

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

- 16.1 A monthly payment cycle will be the norm. All invoices which are dated on or before the 20th of a particular month will typically be paid between the 23rd and 26th of the following month. The Supplier may submit a fully motivated application regarding more frequent payment to the Purchaser for consideration. Requests for more frequent payments will be considered at the sole discretion of the Purchaser and is not a right in terms of this contract.

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

- 16.2 The Supplier shall furnish the Purchaser's Accounts Payable Department with an original tax invoice, clearly showing the amount due in respect of each and every claim for payment.
- 16.3 The first payments in terms of the Right's fee will be made within 90 days from signing the contract with CTS. The preferred rights fee for the remaining years will be payable upon the anniversary date and are subject to Schedule 8: Contract Price Adjustment and/or Rate of Exchange Variation
- 16.4 All payments will be made within 30 days from receiving an invoice from the CTS.
- 16.5 The Purchaser shall be entitled to set-off any amounts due to the Supplier against amounts due to it or held by the Purchaser.

*Add the following after clause 16.4*

- 16.6 Notwithstanding any amount stated on the order, the Supplier shall only be entitled to payment for goods actually delivered in terms of the Contract or any variations in accordance with clause 18. Any contingency sum included shall be for the sole use, and at the discretion, of the Purchaser.

The CTS is not liable for payment of any invoice that pre-dates the date of delivery of the goods.

## 17. Prices

*Add the following after clause 17.1*

- 17.2 The prices for the goods delivered and services performed shall be subject to contract price adjustment as per Schedule 8: Contract Price Adjustment and/or Rate of Exchange Variation

- 17.3 Tenderers are not permitted to amend, vary, alter or delete this schedule or any part thereof unless otherwise stated in this schedule, failing which the tender offer shall be declared non-responsive.
- 17.3 Tenderers are only permitted to offer firm prices as provided for in the Price Schedule, and if the tenderer offers firm prices in contravention of this clause the tender offer shall be declared non-responsive.
- 17.4 The Purchaser reserves the right to withhold payment of any claim for contract price adjustment while only provisional figures are available and until the final (revised) figures are issued by the relevant authority.
- 17.5 When submitting a claim for contract price adjustment a Supplier shall indicate the actual amount claimed for each item. A mere notification of a claim for contract price adjustment without stating the new price claimed for each item shall, for the purpose of this clause, not be regarded as a valid claim.
- 17.6 The Purchaser reserves the right to request the Supplier to submit auditor's certificates or such other documentary proof as it may require in order to verify a claim for contract price adjustment. Should the Supplier fail to submit such auditor's certificates or other documentary proof to the CTS within a period of 30 (thirty) days from the date of the request, it shall be presumed that the Supplier has abandoned its claim.
- 17.7 In the **first year** of the period contract, the Contract Price/s **shall be fixed** and not be subject to any contract price adjustment.

## 18. Contract Amendments

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

### 18. Contract Amendments and Variations

*Add the following to clause 18.1:*

Variations means changes to the goods or any extension of the duration of the contract that the Purchaser issues to the Supplier as instructions in writing, subject to prior approval by the Purchaser's delegated authority as reflected on an authorised amended order. Should the Supplier deliver any goods not described in a written instruction from the Purchaser, such work will not become due and payable until amended order has been issued by the Purchaser.

## 21. Delays in the Supplier's performance

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

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

Where additional time is granted, the Purchaser shall also determine whether or not the Supplier is entitled to payment for additional costs in respect thereof. The principle to be applied in this regard is that where the Purchaser or any of its agents are responsible for the delay, reasonable costs shall be paid. In respect of delays that were beyond the reasonable control of both the Supplier and the Purchaser, additional time only (no costs) will be granted.

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

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

## 22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum as stated herein for each day of the delay until actual delivery or

performance.

22.2 The penalty for this contract shall be:

22.2.1 Reports: Reports to be submitted within 5 working days as from the last day of the month. The CTS reserves the right to penalize the tenderer R250 penalty per day for the late submission of reports.

22.2.2 Events: The CTS reserves the right to penalize the tenderer with R50 per person for every short staff member as per quotation.

22.2.3 Quotations: Tenderer to submit quotations within 48 hours of request. The CTS reserves the right to penalize the Tenderer with R250 per day for every 24 hours of late submission.

22.2.4 Invoices: Invoices to be submitted within 48 hours of works completed. The CTS reserves the right to penalise the Tenderer with R250 per day for every 24 hours of late submission

**Please Note:** Where applicable, a combination of several penalties may be applied.

A penalty "Occasion" can occur more than once within the same shift.

The Supplier will be advised in writing of all non-performances and deviations, and the penalties applicable will generally be deducted from monthly accounts payable.

## 23. Termination for default

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

## 23. Termination

*Add the following to the end of clause 23.1:*

if the Supplier fails to remedy the breach in terms of such notice

*Add the following after clause 23.7:*

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

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

23.8.2 The parties by mutual agreement may terminate the contract.

23.8.3 If an Order has been issued incorrectly, or to the incorrect recipient, the resulting contract may be terminated by the Purchaser by written notice

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

## 27. Settlement of Disputes

*Amend clause 27.1 as follows:*

27.1 If any dispute or difference of any kind whatsoever, with the exception of termination in terms of clause 23.1(c), arises between the Purchaser and the Supplier in connection with or arising out of the contract, the parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

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

27.2 Resolution of Disputes, Objections, Complaints and Queries

The Chief Executive Officer must appoint an independent and impartial person, not directly involved in the supply chain management process –

27.2.1. To assist in the resolution of disputes between the Cape Town Stadium and other persons regarding:

- 27.2.1.1 Any decisions or actions taken in the implementation of the supply chain management system; or  
 27.2.1.2 Any matter arising from a contract awarded in the course of the supply chain management system; or  
 27.2.2 To deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such a contract.  
 27.3 The Chief Executive Officer, or another official designated by the Chief Executive Officer is responsible for assisting the appointed person to perform his or her functions effectively.  
 27.4 The person appointed must –  
 27.4.1 Strive to resolve promptly all disputes, objections, complaints or queries received; and  
 27.4.2 Submit monthly reports to the Chief Executive Officer on all disputes, objections, complaints or queries received, attended to or resolved.  
 27.5 A dispute, objection, complaint or query may be referred to the relevant provincial treasury if –  
 27.5.1 The dispute, objection, complaint or query is not resolved within 60 days; or  
 27.5.2 No response is forthcoming within 60 days.  
 27.6 If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.  
 27.7 This paragraph must not be read as affecting a person's right to approach a court at any time.

## 28. Limitation of Liability

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

- (b) other than liability in clause 28.2, the aggregate liability of the Supplier to the Purchaser, whether under the contract, in tort or otherwise, shall not exceed the sums insured in terms of clause 11 in respect of insurable events, or where no such amounts are stated, to an amount equal to twice the contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

*Add the following after clause 28.1:*

- 28.2 Without detracting from, and in addition to, any of the other indemnities in this contract, the Supplier shall be solely liable for and hereby indemnifies and holds harmless the Purchaser against all claims, charges, damages, costs, actions, liability, demands and/or proceedings and expenses in connection with:
- a) personal injury or loss of life to any individual;  
 b) loss of or damage to property;
- arising from, out of, or in connection with the performance by the Supplier in terms of this Contract, save to the extent caused by the gross negligence or wilful misconduct of the Purchaser.
- 28.3 The Supplier and/or its employees, agents, concessionaires, suppliers, sub-contractors or customers shall not have any claim of any nature against the Purchaser for any loss, damage, injury or death which any of them may directly or indirectly suffer, whether or not such loss, damages, injury or death is caused through negligence of the Purchaser or its agents or employees.
- 28.4 Notwithstanding anything to the contrary contained in this Contract, under no circumstances whatsoever, including as a result of its negligent (including grossly negligent) acts or omissions or those of its servants, agents or contractors or other persons for whom in law it may be liable, shall any party or its servants (in whose favour this constitutes a *stipulatio alteri*) be liable for any indirect, extrinsic, special, penal, punitive, exemplary or consequential loss or damage of any kind whatsoever, whether or not the loss was actually foreseen or reasonably foreseeable), sustained by the other party, its directors and/or servants, including but not limited to any loss of profits, loss of operation time, corruption or loss of information and/or loss of contracts.
- 28.5 Each party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amounts payable.

## 31. Notices

*Delete clauses 31.1 and 31.2 and replace with the following:*

- 31.1 Any notice, request, consent, approvals or other communications made between the Parties pursuant to the Contract shall be in writing and forwarded to the addresses specified in the contract and may be given

as set out hereunder and shall be deemed to have been received when:

- a) hand delivered – on the working day of delivery
- b) sent by registered mail – five (5) working days after mailing
- c) sent by email or telefax – one (1) working day after transmission
- d) sent by email – on the first working day after delivery.

### **32. Taxes and Duties**

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

In this regard, it is the responsibility of the Supplier to submit documentary evidence in the form of a valid Tax Clearance Certificate issued by SARS to the Purchaser at its address.

*Add the following after clause 32.3:*

32.4 The **VAT registration** number of the DHL Stadium is **4500193497**.

### **ADDITIONAL CONDITIONS OF CONTRACT**

*Add the following Clause after Clause 34:*

### **35. Reporting Obligations.**

- 35.1 The Supplier shall complete, sign and submit with each delivery note, all the documents as required in the Specifications. Any failure in this regard may result in a delay in the processing of any payments.



## (9) SUPPORTING SCHEDULES

### Schedule 1: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums

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

1. We, the undersigned, are submitting this tender offer as a partnership/ joint venture/ consortium and hereby authorize Mr/Ms \_\_\_\_\_, of the authorised entity \_\_\_\_\_, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting from it on the partnership/joint venture/ consortium's behalf.
2. By signing this schedule the partners to the partnership/joint venture/ consortium:
  - 2.1 warrant that the tender submitted is in accordance with the main business and objectives of the partnership/joint venture/ consortium;
  - 2.2 agree that the CTS shall make all payments in terms of this Contract into the following bank account of the Lead Partner:
 

Account Holder: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Branch Code: \_\_\_\_\_

Account No.: \_\_\_\_\_
  - 2.3 agree that in the event that there is a change in the partnership/ joint venture/ consortium and/or should a dispute arise between the partnership/joint venture/ consortium partners, that the CTS shall continue to make any/all payments due and payable in terms of the Contract into the aforesaid bank account until such time as the CTS is presented with a Court Order or an original agreement (signed by each and every partner of the partnership/joint venture/ consortium) notifying the CTS of the details of the new bank account into which it is required to make payment.
  - 2.4 agree that they shall be jointly and severally liable to the CTS for the due and proper fulfilment by the successful tenderer/supplier of its obligations in terms of the Contract as well as any damages suffered by the CTS as a result of breach by the successful tenderer/supplier. The partnership/joint venture/ consortium partners hereby renounce the benefits of excussion and division.

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

**Note: A copy of the Joint Venture Agreement shall be appended to List of other documents attached by tenderer schedule.**

## Schedule 2: Declaration for Procurement above R10 million

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

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

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

1.1 If YES, submit audited annual financial statements:

- (i) for the past three years, or  
(ii) since the date of establishment of the tenderer (if established during the past three years)

By attaching such audited financial statements to **List of other documents attached by tenderer** schedule.

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

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

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

- 2.2 If YES, provide particulars:

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---



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

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

3.1 If YES, insert particulars in the table below including particulars of any material non-compliance or dispute concerning the execution of such contract. Alternatively attach the particulars to **List of other documents attached by tenderer** schedule in the same format as the table below:

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

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

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

4.1 If YES, furnish particulars below


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

\_\_\_\_\_  
 Signature  
 Print name:  
 On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
 Date

## Schedule 3: Preference Schedule

### 1 Definitions

The following definitions shall apply to this schedule:

**All applicable taxes:** Includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

**Applicable Code:** Shall be either the Amended Codes of Good Practice (published on 11 October 2013) or Sector Specific Codes as indicated in the tender conditions

**B-BBEE:** Broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.

**B-BBEE status level of contributor:** The B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act

**Bid (Tender):** A written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals.

**Black Designated Groups:** The meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act, 2003, (Act 53 of 2003).

**Black People:** The meaning assigned to it in section 1 of the Broad-Based Black Economic Empowerment Act.

**Broad-Based Black Economic Empowerment Act:** The Broad-Based Black Economic Empowerment Act, Act 53 of 2003.

**Consortium or Joint Venture:** 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.

**Contract** The agreement that results from the acceptance of a bid by an organ of state.

**Co-operative:** A co-operative registered in terms of section 7 of the Co-operatives Act, 2005 (Act no. 14 of 2005).

**Designated Group:** Black designated groups, black people, women, people with disabilities or small enterprises as defined in section 1 of the National Small Enterprises Act, 1996 (act no. 102 of 1996)

**Designated Sector:** A sector, sub-sector or industry or product that has been designated in terms of any relevant regulation of the Preferential Procurement Regulations, 2017.

**Exempted Micro Enterprise (EME):** An exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act

**Firm Price:** The price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract.

**Functionality:** The ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

**Military Veteran:** The meaning assigned to it in section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011).

**National Treasury:** The meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 18 of 1999).

**Non-firm prices:** All prices other than "firm" prices.

**Person:** Includes a juristic person.

**People with disabilities:** The meaning assigned to it in section 1 of the Employment Equity Act, 1998 (Act No. 55 of 1998).

**Price:** Includes all applicable taxes less unconditional discounts.

**Proof of B-BBEE status level of contributor:** The B-BBEE status level certificate issued by an authorised body or person, a sworn affidavit as prescribed by the B-BBEE Codes of good Practice or any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act.

**Qualifying Small Enterprise (QSE):** A qualifying small enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

**Rand Value:** means the total estimated value of a contract in Rand, calculated at the time of bid invitations.

**Rural Area:** A sparsely populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area or an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system.

**Stipulated Minimum Threshold:** The minimum threshold stipulated in terms of any relevant regulation of the Preferential Procurement Regulations, 2017.

**Sub-contract:** The primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.

**The Act:** The Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).

**Total Revenue:** Bears the same meaning assigned to this expression 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 and promulgated in the *Government Gazette* on 9 February 2007.

**Township:** An urban living area that at any time from the late 19<sup>th</sup> century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994.

**Treasury:** The meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 18 of 1999).

**Trust:** The arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

**Trustee:** Any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

**Youth:** The meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008).

## 2 Conditions associated with the granting of preferences

A supplier that is granted a preference undertakes to:

- 1) accept that the number of preference points allocated will be based on the B-BBEE status level of contributor of the Supplier as at the closing date for submission of tender offers;
- 2) not sub-contract more than 25% of the value of the contract to sub-contractors that do not have an equal or higher B-BBEE status level of contributor than the Supplier, unless the intended sub-contractors are exempted micro enterprises that have the capability and ability to execute the sub-contract works or unless otherwise declared in terms of Section 5 below;
- 3) accept that a contract may not be awarded if the price offered is not market related;
- 4) accept the sanctions set out in Section 3 below should Condition 2(2) be breached, or should the tenderer have submitted any false information regarding its B-BBEE status level of contributor, local production and content, or any other matter required in terms of this bid that will affect, or has affected the bid evaluation;
- 5) accept that, in order to qualify for preference points, it is the responsibility of the Supplier to submit documentary proof of its BBEE level of contribution in accordance with the Codes of Good Practise, 2013, to CTS at the Supplier Management Unit located within the Tender Distribution Office, Fritz Sonneberg Road, Green Point, Cape Town, 8051.
- 1) accept that, further to 5) above, Consortiums/Joint Ventures will qualify for preference points, provided that the entity submits the relevant certificate/scorecard in terms of the Preferential Procurement Regulations, 2017. Note that, in the case of unincorporated entities, a verified scorecard in the name of the consortium/Joint Venture must be submitted with the quotation (attached to this schedule);
- 2) accept that if it is found that, in the performance of the contract, the participation of the various partners in a Consortium/ Joint Venture differs substantially from that upon which the consolidated scorecard submitted in terms of 5) above was based, and the impact of which is that the Joint Venture would not have been awarded the contract in terms of the actual B-BBEE level of contribution achieved by the Joint Venture, then a financial penalty shall be applied (in addition to any other remedies that the CTS may have) in accordance with Section 3 below;
- 3) The CTS will verify the B-BBEE level of contributor of the Supplier as at the closing date for submission of tender offers, to determine the number of preference points to be awarded to the Supplier. In the

case of Consortiums/Joint Ventures which tender as unincorporated entities, a verified scorecard submitted with the tender and valid as at the closing date will be used to determine the number of preference points to be awarded to the Supplier;

- 4) accept that, notwithstanding 8) above, a supplier will **not** be awarded points for B-BBEE status level of contributor if he indicates in his tender that he intends sub-contracting more than 25% of the value of the contract to sub-contractors that do not qualify for at least the points that the Supplier qualifies for unless the intended sub-contractors are exempted micro enterprises that have the capability and ability to execute the sub-contract works;
- 5) accept that any subcontracting arrangements after the award of the tender may only be entered into upon the prior approval of the DHL Stadium; and
- 6) immediately inform the DHL Stadium of any change that may affect the tenderer's B-BBEE level of contribution upon which preference points will be or have been allocated.

### 3 Sanctions relating to breaches of preference conditions

The sanctions for breaching the conditions associated with the granting of preferences are:

- 1) disqualify the Supplier from the tender process;
- 2) recover costs, losses or damages the DHL Stadium has incurred or suffered as a result of the Supplier's or contractor's conduct;
- 3) cancel the contract in whole or in part and claim any damages which the DHL Stadium has suffered as a result of having to make less favourable arrangements due to such cancellation;
- 4) restrict the Supplier, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from the DHL Stadium for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied and inform the National Treasury accordingly;
- 5) forward the matter for criminal prosecution; and/or
- 6) financial penalties payable to the DHL Stadium, as set out below.

#### Financial penalty for breach of Condition 2 in Section 2 above:

The penalty to be applied for sub-contracting more than 25% of the value of the contract to sub-contractors that do not qualify for at least the preference points that the Supplier qualified for (unless so declared or proven to be beyond the control of the Supplier, or the sub-contractors are EMEs that have the capability and ability to execute the sub-contract works) shall be as provided for in the following formula:

$$\text{Penalty} = 0.5 \times E(\%) \times P^*$$

where:

E = The value of work (excluding VAT) executed by sub-contractors that do not qualify for at least the preference points that the Supplier qualified for, expressed as a percentage of P\*, less 25%

P\* = Value of the contract

**Financial penalty for breach in terms of condition 6 in Section 2 above:**

The penalty to be applied where, in the performance of the contract, the participation of the various partners in a Consortium/ Joint Venture differs substantially from that upon which the consolidated scorecard submitted in terms of 5) in Section 2 above was based, and the impact of which is that the Joint Venture would not have been awarded that contract in terms of the actual B-BBEE level of contribution achieved by the Joint Venture, shall be as provided for in the following formula:

$$\text{Penalty} = 5/100 \times (B-BBEE^a - B-BBEE^t) \times P^*$$

where:

B-BBEE<sup>a</sup> = The B-BBEE level of contribution that is achieved, determined in accordance with the actual participation of the Joint Venture partners in the performance of the contract

B-BBEE<sup>t</sup> = The B-BBEE level of contribution that was used to determine the number of preference points granted to the Joint Venture at the time of tender evaluation

P\* = Value of the contract

**Financial penalty for breach in terms of condition 10 in Section 2 above:**

The penalty to be applied where the Supplier fails to disclose subcontracting arrangement after the award of the tender is up to a maximum of 10% of the value of the contract.

**4 Level of Contribution in respect of enterprise status or structure of the tendering entity (the Supplier)**

In the interest of transparency, suppliers are required to complete Table 1: Level of Contribution below.

**Table 1: Level of Contribution**

Type of B-BBEE Contributor	Status (tick box(es) below as applicable)
Exempted Micro Enterprise (EME), 100% black-owned	<input type="checkbox"/>
Exempted Micro Enterprise (EME), at least 51% but less than 100% black-owned	<input type="checkbox"/>
Exempted Micro Enterprise (EME), less than 51% black-owned	<input type="checkbox"/>
Qualifying Small Enterprise (QSE), 100% black-owned	<input type="checkbox"/>
Qualifying Small Enterprise (QSE), at least 51% but less than 100% black-owned	<input type="checkbox"/>
Qualifying Small Enterprise (QSE), less than 51% black-owned	<input type="checkbox"/>
Verified B-BBEE contributor <input type="checkbox"/> B-BBEE Status Level of Contributor <sup>1</sup>	<input type="checkbox"/>
Non-compliant contributor	<input type="checkbox"/>

<sup>1</sup> If it is indicated that the company/firm/entity is a verified B-BBEE contributor, then the verified status level of contributor must be inserted in the box provided (insert a number from 1 to 8 as applicable)

**5 Declarations**

1) With reference to Condition 8 in Section 2 above, the Supplier declares that:

**I/we hereby forfeit my preference points because I /we DO intend sub-contracting more than 25% of the value of the contract to sub-contractors that do not qualify for at least the points that I/we as supplier qualify for or are not exempted micro enterprises that have the capability and ability to execute the sub-contract works**

☐
**Note:**

**Suppliers who do not tick this box will be allocated preference points but the sanctions relating to breaches of preference conditions in Section 3 will be applicable if the Supplier contravenes the conditions in Section 2.**

2) The undersigned, who warrants that he/she is duly authorised to do so on behalf of the Supplier, hereby certifies that the preference claimed based on the B-BBEE status level of contribution indicated in Table 1, qualifies the Supplier, subject to condition 8 in Section 2 above, for such preference claimed, and acknowledges that:

- (i) the information furnished is true and correct;
- (ii) the preference claimed is in accordance with the conditions of this schedule;
- (iii) the Supplier may be required to furnish documentary proof to the satisfaction of CTS that the BBBEE level of contributor as at the closing date is correct; and
- iv) he/she understands the conditions under which preferences are granted, and confirms that the Supplier will satisfy the conditions pertaining to the granting of preferences.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name (PRINT)**

(For and on behalf of the Supplier (duly authorised))

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



## Schedule 4: Declaration of Interest – State Employees (MBD 4)

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
  
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the tenderer or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
  
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 3.1 Full Name of tenderer or his or her representative:.....
  - 3.2 Identity Number:.....
  - 3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>).....
  - 3.4 Company or Close Corporation Registration Number:.....
  - 3.5 Tax Reference Number.....
  - 3.6 VAT Registration Number:.....
  - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8 Are you presently in the service of the state? **YES / NO**
    - 3.8.1 If yes, furnish particulars .....
  - 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
    - 3.9.1 If yes, furnish particulars .....
  - 3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
    - 3.10.1 If yes, furnish particulars .....
  - 3.11 Are you, aware of any relationship (family, friend, other) between any other tenderer and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
    - 3.11.1 If yes, furnish particulars.....
  - 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**
    - 3.12.1 If yes, furnish particulars .....
  - 3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**
    - 3.13.1 If yes, furnish particulars .....
  - 3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**

3.14.1 If yes, furnish particulars .....

4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee Number

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

Signature

Print name:

Date

On behalf of the tenderer (duly authorised)

**'MSCM Regulations: "in the service of the state" means to be –**

- (a) a member of –
- (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) an executive member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> **Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.**

### Schedule 5: Conflict of Interest Declaration

1. The tenderer shall declare whether it has any conflict of interest in the transaction for which the tender is submitted. (Please mark with X)

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

- 1.1 If yes, the tenderer is required to set out the particulars in the table below:


2. The tenderer shall declare whether it has directly or through a representative or intermediary promised, offered or granted:

- 2.1 any inducement or reward to the CTS for or in connection with the award of this contract; or

- 2.2 any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy. (Please mark with X)

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

- If yes, the tenderer is required to set out the particulars in the table below:


***Should the tenderer be aware of any corrupt or fraudulent transactions relating to the procurement process of the City of Cape Town, please contact the following:***

***the City's anti-corruption hotline at 0800 32 31 30 (toll free)***

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

\_\_\_\_\_  
Signature  
Print name:  
On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
Date

## Schedule 6: Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8)

Where the entity tendering is a partnership/joint venture/consortium, each party to the partnership/joint venture/consortium must sign a declaration in terms of the Municipal Finance Management Act, Act 56 Of 2003, and attach it to this schedule.

- 1 The tender offer of any tenderer may be rejected if that tenderer or any of its directors/members have:**
- a) abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b) been convicted for fraud or corruption during the past five years;
  - c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or Database of Restricted Suppliers.
- 2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
2.1	<p><b>Is the tenderer or any of its directors/members listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</b></p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
2.1.1	If so, furnish particulars:		
2.2	<p><b>Is the tenderer or any of its directors/members listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or Database of Restricted Suppliers?</b></p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
2.2.1	If so, furnish particulars:		
2.3	<p><b>Was the tenderer or any of its directors/members convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
2.3.1	If so, furnish particulars:		

Item	Question	Yes	No
2.4	Does the tenderer or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.1	If so, furnish particulars:		
2.5	Was any contract between the tenderer and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.7.1	If so, furnish particulars:		

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

\_\_\_\_\_  
 Signature  
 Print name:  
 On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
 Date

## Schedule 8: Contract Price Adjustment and/or Rate of Exchange Variation

### Instructions:

8.1 Tenderers are not permitted to amend, vary, alter or delete this schedule or any part thereof unless otherwise stated in this schedule, failing which the tender offer shall be declared non-responsive.

8.4 Tenderers are not permitted to offer firm prices except as provided for in the Price Schedule, and if the tenderer offers firm prices in contravention of this clause the tender offer shall be declared non-responsive.

8.5 All Requests for price variations must be submitted in writing to:

DHL Stadium (RF) SOC Limited  
Fritz Sonnenberg Rd,  
Green Point,  
Cape Town,  
8051

Or via email to: [scmcts@capetown.gov.za](mailto:scmcts@capetown.gov.za)

8.5.1 When submitting a claim for contract price adjustment a supplier shall indicate, the actual amount claimed for each item. A mere notification of any price variation will not be considered under any circumstances as valid and no relevance will be attached to such a claim.

8.5.2 All requests for price variations must be submitted in writing prior to the month upon which the price adjustment would become effective.

8.5.3 The CTS reserves the right to withhold payment of any claim for contract price adjustment while only provisional figures are available and until the final revised figures are issued by the relevant Authority.

8.5.4 The CTS reserves the right to request the Supplier to submit Audit's Certificate or such other documentary proof as it may require in order to verify a claim for contract price adjustment. Should the Supplier fail to submit such Audit's Certificate or other documentary proof to the CTS within a period of 30 (thirty) days from the date of the request, it shall be presumed that the Supplier has abandoned his claim and no further communication shall be considered.

8.6 In the **first year** of the contract period, the Contract Price/s **shall be fixed** and not be subject to any contract price adjustment.

8.7 The **second year** of the contract period shall be the 12 month period following the first year.

8.8 The tendered price will be subject to adjustment **annually** based on the average consumer Price Index (CPI) (P0141–Table B – CPI headline year-on-year rates) as follows:

8.8.1 **Second year:**

Average CPI will be calculated from implementation of contract for 12 months, by adding the percentage CPI for the 12 months of 01 May of the previous year to 30 April of the current and dividing by 12 months.

8.8.2 **Third year**

Average CPI will be calculated from implementation of contract for 12 months, by adding the percentage CPI for the 12 months of 01 May of the previous year to 30 April of the current and dividing by 12 months.

## Schedule 9: Occupational Health and Safety Agreement

### AGREEMENT MADE AND ENTERED INTO BETWEEN THE DHL STADIUM (HEREINAFTER CALLED THE "CTS") AND

..... ,  
(Supplier/Mandatar/Company/CC Name)

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

I, ....., representing

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

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

COID ACT Registration Number: .....

OR Compensation Insurer: ..... Policy No.: .....

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

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

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

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

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

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Mandatar**

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
for and on behalf of  
DHL Stadium

## Schedule 10: Certificate of Independent Tender Determination

I, the undersigned, in submitting this tender **TENDER NO:238S/2022/23: The Provision of Electrical Lighting & Power Generation System maintenance and Event Support Services to the Cape Town Stadium (CTS)** in response to the tender invitation made by THE DHL STADIUM, do hereby make the following statements, which I certify to be true and complete in every respect:

I certify, on behalf of : \_\_\_\_\_ (Name of tenderer)

That:

1. I have read and I understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the tenderer to sign this Certificate, and to submit this tender, on behalf of the tenderer;
4. Each person whose signature appears on this tender has been authorised by the tenderer to determine the terms of, and to sign, the tender on behalf of the tenderer;
5. For the purposes of this Certificate and this tender, I understand that the word 'competitor' shall include any individual or organisation other than the 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.
6. The tenderer has arrived at this tender independently from and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>1</sup> will not be construed as collusive price quoting.
7. In particular, without limiting the generality of paragraphs 5 and 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit a tender;
  - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
  - (f) tendering with the intention not to win the contract.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this tender invitation relates.
9. The terms of this tender have not been and will not be disclosed by the 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.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, Act 89 of 1998, and/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, Act 12 of 2004, or any other applicable legislation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (PRINT)

(For and on behalf of the Tenderer (duly authorised))

**(<sup>1</sup> Consortium: Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.)**



### Schedule 11: List of other documents attached by tenderer

The tenderer has attached to this schedule, the following additional documentation:

	Date of Document	Title of Document or Description (refer to clauses / schedules of this tender document where applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

Attach additional pages if more space is required.

\_\_\_\_\_  
 Signature  
 Print name:  
 On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
 Date

<b>Schedule 12: Record of Addenda to Tender Documents</b>
---

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

**SIGNED ON BEHALF OF TENDERER:** .....

**Schedule 13: Information to be provided with the tender**

- The following information shall be provided by the Tenderer with the Tender submission.
- All submissions are to be of high quality.
- The various details/information required in Returnable Schedules **13 A, 13 B, and 13 C** are attached:

**SIGNED ON BEHALF OF TENDERER:** .....

## Schedule 13 A: Functionality Schedules

### Demonstrated experience of the tendering entity with respect to equivalent contracts.

Equivalent contracts that have been successfully managed and completed in terms of scope and magnitude relative to this contract.

<b>1</b>	<b>Brief Description of Contract:</b> <hr/> <hr/> <b>Contract Period:</b> <hr/> Total <b>Value</b> of Contract awarded to you: <hr/> R <hr/>	Principal (Employer / Awarder of Contract): <hr/> (Company / Institution) Contact Person at Principal: <hr/> (First name or Initials, plus Surname) Telephone Number: <hr/>
<b>2</b>	<b>Brief Description of Contract:</b> <hr/> <hr/> <b>Contract Period:</b> <hr/> Total <b>Value</b> of Contract awarded to you: <hr/> R <hr/>	Principal (Employer / Awarder of Contract): <hr/> (Company / Institution) Contact Person at Principal: <hr/> (First name or Initials, plus Surname) Telephone Number: <hr/>
<b>3</b>	<b>Brief Description of Contract:</b> <hr/> <hr/> <b>Contract Period:</b> <hr/> Total <b>Value</b> of Contract awarded to you: <hr/> R <hr/>	Principal (Employer / Awarder of Contract): <hr/> (Company / Institution) Contact Person at Principal: <hr/> (First name or Initials, plus Surname) Telephone Number: <hr/>
<b>4</b>	<b>Brief Description of Contract:</b> <hr/> <hr/> <b>Contract Period:</b> <hr/> Total <b>Value</b> of Contract awarded to you: <hr/> R <hr/>	Principal (Employer / Awarder of Contract): <hr/> (Company / Institution) Contact Person at Principal: <hr/> (First name or Initials, plus Surname) Telephone Number: <hr/>

5	<b>Brief Description of Contract:</b> <hr/> <hr/> <b>Contract Period:</b> <hr/> Total <b>Value</b> of Contract awarded to you: <hr/> R <hr/>	Principal (Employer / Awarder of Contract): <hr/> (Company / Institution) Contact Person at Principal: <hr/> (First name or Initials, plus Surname) Telephone Number: <hr/> <hr/>
6	<b>Brief Description of Contract:</b> <hr/> <hr/> <b>Contract Period:</b> <hr/> Total <b>Value</b> of Contract awarded to you: <hr/> R <hr/>	Principal (Employer / Awarder of Contract): <hr/> (Company / Institution) Contact Person at Principal: <hr/> (First name or Initials, plus Surname) Telephone Number: <hr/> <hr/>
7	<b>Brief Description of Contract:</b> <hr/> <hr/> <b>Contract Period:</b> <hr/> Total <b>Value</b> of Contract awarded to you: <hr/> R <hr/>	Principal (Employer / Awarder of Contract): <hr/> (Company / Institution) Contact Person at Principal: <hr/> (First name or Initials, plus Surname) Telephone Number: <hr/> <hr/>
8	<b>Brief Description of Contract:</b> <hr/> <hr/> <b>Contract Period:</b> <hr/> Total <b>Value</b> of Contract awarded to you: <hr/> R <hr/>	Principal (Employer / Awarder of Contract): <hr/> (Company / Institution) Contact Person at Principal: <hr/> (First name or Initials, plus Surname) Telephone Number: <hr/> <hr/>

ATTACH ADDITIONAL PAGES IF MORE SPACE IS REQUIRED.

SIGNED ON BEHALF OF TENDERER: .....

## Schedule 13 A: Functionality Schedules (Conti.)

- Number of events in excess of 40 000 PAX with respect to deployed representation.

1	<b>Brief Description of Event:</b>   <b>Event Date:</b> _____ Hosting .....PAX	Principal (Employer / Awarder of Contract):  (Company / Institution) Contact Person at Principal:  (First name or Initials, plus Surname) Telephone Number: _____
2	<b>Brief Description of Event:</b>   <b>Event Date:</b> _____ Hosting .....PAX	Principal (Employer / Awarder of Contract):  (Company / Institution) Contact Person at Principal:  (First name or Initials, plus Surname) Telephone Number: _____
3	<b>Brief Description of Event:</b>   <b>Event Date:</b> _____ Hosting .....PAX	Principal (Employer / Awarder of Contract):  (Company / Institution) Contact Person at Principal:  (First name or Initials, plus Surname) Telephone Number: _____
4	<b>Brief Description of Event:</b>   <b>Event Date:</b> _____ Hosting .....PAX	Principal (Employer / Awarder of Contract):  (Company / Institution) Contact Person at Principal:  (First name or Initials, plus Surname) Telephone Number: _____
5	<b>Brief Description of Event:</b>   <b>Event Date:</b> _____ Hosting .....PAX	Principal (Employer / Awarder of Contract):  (Company / Institution) Contact Person at Principal:  (First name or Initials, plus Surname) Telephone Number: _____

6	<b>Brief Description of Event:</b>   <b>Event Date:</b> _____  Hosting .....PAX	Principal (Employer / Awarder of Contract):  _____ (Company / Institution) Contact Person at Principal:  _____ (First name or Initials, plus Surname) Telephone Number:  _____
7	<b>Brief Description of Event:</b>   <b>Event Date:</b> _____  Hosting .....PAX	Principal (Employer / Awarder of Contract):  _____ (Company / Institution) Contact Person at Principal:  _____ (First name or Initials, plus Surname) Telephone Number:  _____
8	<b>Brief Description of Event:</b>   <b>Event Date:</b> _____  Hosting .....PAX	Principal (Employer / Awarder of Contract):  _____ (Company / Institution) Contact Person at Principal:  _____ (First name or Initials, plus Surname) Telephone Number:  _____

ATTACH ADDITIONAL PAGES IF MORE SPACE IS REQUIRED.

SIGNED ON BEHALF OF TENDERER: .....

## 13 B: Functionality Schedules

**Qualifications and demonstrated experience of the key staff permanently employed to the Scope of Work.**

- Experience of key staff to be deployed on this contract. The submission of the Curriculum Vitae (CV's) and associated documentation, such as the supporting schedules, is to be of a high quality. This must include evidence of suitable accreditation and competencies to work on the installed equipment.

	Name	Designation and/or Company	Experience (in years)	CV Attached (Yes / No)
<b>Electrical Engineer</b>				
1.				
2.				
<b>Master Electrician</b>				
3.				
4.				
5.				
6.				
<b>Electrician</b>				
7.				
8.				
9.				
10.				
11.				
12.				
<b>Construction Electrician</b>				
13.				
14.				
15.				

ATTACH ADDITIONAL PAGES IF MORE SPACE IS REQUIRED.

**SIGNED ON BEHALF OF TENDERER:** .....



## 13 C: Functionality Schedules

Track record - overview of accomplishments, exceptional performance & overall experience in the industry (relative to scope & magnitude of this contract).

	Name of Client	Description of Contract	Contract Value in Rands	Testimonial / Award / Letter of Recommendation / Achievement, etc. Attached (Yes / No)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

ATTACH ADDITIONAL PAGES IF MORE SPACE IS REQUIRED.

**SIGNED ON BEHALF OF TENDERER:** .....

## Schedule 13 C: Functionality Schedule (Conti.)

- **Tenderer to propose the organisational structure and composition of their team i.e. the main disciplines involved the key staff member / expert / specialist responsible for each discipline, and the proposed technical and support staff.** The roles & responsibilities of each key party should be set out as job descriptions or Curriculum Vitae (CV's) and should include, but not limited to, the following as a minimum requirement:

- a) Project/Contracts Manager
- b) Contracts Administrator
- c) LV Maintenance Site Supervisor
- d) Health & Safety Representative
- e) MV Maintenance Switching Specialist
- f) Lighting Control (intellibus system) Specialist
- g) Barloworld Generator Mechanical Specialist
- h) Barloworld/Deep Sea Controls Specialist
- i) RUPS Mechanical Specialist
- j) SCADA/PLC/Logic Controls Specialist

Bidders to attach a detailed organogram and all necessary supporting documentation to this schedule.

- **Availability of an electronic incident or project tracking and monitoring system that indicates logged events or customer calls, turnaround time, status and trends, etc.**

Example / Representation of the proposed electronic tracking & monitoring system attached:	(Yes / No)
INSERT HERE OR ATTACH AN ADDITIONAL SHEET	

ATTACH ADDITIONAL PAGES IF MORE SPACE IS REQUIRED.

**SIGNED ON BEHALF OF TENDERER:** .....

**(10) CONTRACT DOCUMENTS****ANNEXURE 1: Form of Guarantee / Performance Security****NOT APPLICABLE****FORM OF GUARANTEE / PERFORMANCE SECURITY****GUARANTOR DETAILS AND DEFINITIONS**

"Guarantor" means: .....

Physical address of Guarantor: .....

"Supplier" means: .....

"Contract Sum" means: The accepted tender amount (INCLUSIVE OF VAT) of R .....

Amount in words: .....

"Guaranteed Sum" means: The maximum amount of R .....

Amount in words: .....

"Contract" means: The agreement made in terms of the Form of Offer and Acceptance for tender no \_\_\_\_\_: \_\_\_\_\_ and such amendments or additions to the contract as may be agreed in writing between the parties.

**PERFORMANCE GUARANTEE**

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Sum.
2. The Guarantor's period of liability shall be from and including the date of issue of this Guarantee/Performance Security up to and including the termination of the Contract or the date of payment in full of the Guaranteed Sum, whichever occurs first.
3. The Guarantor hereby acknowledges that:
  - 3.1 any reference in this Guarantee/Performance to "Contract" is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
  - 3.2 its obligation under this Guarantee/Performance Security is restricted to the payment of money.
4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the CTS the sum due and payable upon receipt of the documents identified in 4.1 to 4.2:
  - 4.1 A copy of a first written demand issued by CTS to the Supplier stating that payment of a sum which is due and payable has not been made by the Supplier in terms of the Contract and failing such payment within seven (7) calendar days, CTS intends to call upon the Guarantor to make payment in terms of 4.2;
  - 4.2 A first written demand issued by CTS to the Guarantor at the Guarantor's physical address with a copy to the Supplier stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum has still not been paid.
5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to CTS the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from CTS to the Guarantor at the Guarantor's physical address calling up this Guarantee / Performance Security, such demand stating that:
  - 5.1 the Contract has been terminated due to the Supplier's default and that this Guarantee/Performance

Security is called up in terms of 5; or

- 5.2 a provisional or final sequestration or liquidation court order has been granted against the Supplier and that the Guarantee/Performance Guarantee is called up in terms of 5; and
- 5.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
7. Where the Guarantor has made payment in terms of 5, CTS shall upon the termination date of the Contract, submit an expense account to the Guarantor showing how all monies received in terms of this Guarantee/Performance Security have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Guarantee/Performance Security shall bear interest at the prime overdraft rate of CTS's bank compounded monthly and calculated from the date payment was made by the Guarantor to CTS until the date of refund.
8. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
9. CTS shall have the absolute right to arrange its affairs with the Supplier in any manner which CTS may deem fit and the Guarantor shall not have the right to claim his release from this Guarantee /Performance Security on account of any conduct alleged to be prejudicial to the Guarantor.
10. The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
11. This Guarantee/Performance Security is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee / Performance Security shall be returned to the Guarantor after it has expired.
12. This Guarantee/Performance Security, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
13. Where this Guarantee/Performance Security is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at .....

Date .....

Guarantor's signatory (1) .....

Capacity .....

Guarantor's signatory (2) .....

Capacity .....

Witness signatory (1) .....

Witness signatory (2) .....

**ANNEXURE****LIST OF APPROVED FINANCIAL INSTITUTIONS**

The following financial institutions are currently (as at 18 October 2016) approved for issue of contract guarantees to CTS:

**National Banks:**

ABSA Bank Ltd.  
FirstRand Bank Ltd.  
Investec Bank Ltd.  
Nedbank Ltd.  
Standard Bank of SA Ltd.

**International Banks (with branches in SA):**

Barclays Bank plc.  
Citibank n.a.  
Credit Agricole Corporate and Investment Bank  
HSBC Bank plc.  
JP Morgan Chase Bank  
Societe Generale  
Standard Chartered Bank

**Insurance companies:**

ABSA Insurance  
Coface s.a.  
Compass Insurance Co.  
Constantia Insurance Co.  
Credit Guarantee Insurance Co.  
Guardrisk Insurance Co.  
Hollard Insurance Company Ltd.  
Home Loan Guarantee Co.  
Infiniti Insurance Limited  
Lombard Insurance  
Mutual & Federal Insurance Co.  
New National Assurance Co.  
Regent Insurance Co.  
Renasa Insurance Company Ltd.  
Santam Limited  
Zurich Insurance Co

## ANNEXURE 2: Form of Advance Payment Guarantee

### NOT APPLICABLE

#### ADVANCE PAYMENT GUARANTEE

##### GUARANTOR DETAILS AND DEFINITIONS

"Guarantor" means: .....

Physical address of guarantor: .....

"Supplier" means: .....

"Contract Sum" means: The accepted tender amount (INCLUSIVE of VAT ) of R .....

Amount in words: .....

"Contract" means: The agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contract as may be agreed in writing between the parties.

"Plant and materials" means: The Plant and materials in respect of which an advance payment prior to manufacture is required, which the City of Cape Town has agreed may be subject to advance payment, such Plant and materials being listed in the Schedule of Plant and materials.

"Schedule of Plant and materials" means: A list of Plant and materials which shows the value thereof to be included in the Guaranteed Advance Payment Sum.

"Guaranteed Advance Payment Sum" means: The maximum amount of R .....

Amount in words: .....

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Advance Payment Sum.
2. The Guarantor's period of liability shall be from and including the date of issue of this Advance Payment Guarantee and up to and including the termination of the Contract or the date of payment in full of the Guaranteed Advance Payment Sum, whichever occurs first.
3. The Guarantor hereby acknowledges that:
  - 3.1 any reference in this Advance Payment Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
  - 3.2 its obligation under this Advance Payment Guarantee is restricted to the payment of money.
4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the City of Cape Town the sum advanced to the Supplier upon receipt of the documents identified in 4.1 to 4.2:
  - 4.1 A copy of a first written demand issued by the City of Cape Town to the Supplier stating that payment of a sum advanced by the City of Cape Town has not been repaid by the Supplier in terms of the Contract ("default") and failing such payment within seven (7) calendar days, the City of Cape Town intends to call upon the Guarantor to make payment in terms of 4.2;
  - 4.2 A first written demand issued by the City of Cape Town to the Guarantor at the Guarantor's physical address with a copy to the Supplier stating that a period of seven (7) calendar days has elapsed since the first written demand in terms of 4.1 and the sum advanced has still not been repaid by the Supplier.
5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the City of Cape Town the Guaranteed Advance Payment Sum or the full outstanding balance not repaid upon receipt of a first written demand from the City of Cape Town to the Guarantor at the Guarantor's physical address calling up this Advance Payment Guarantee, such demand stating that:
  - 5.1 the Contract has been terminated due to the Supplier's default and that this Advance Payment Guarantee is called up in terms of 5; or

- 5.2 a provisional or final sequestration or liquidation court order has been granted against the Supplier and that the Advance Payment Guarantee is called up in terms of 5; and
- 5.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
7. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
9. The City of Cape Town shall have the absolute right to arrange its affairs with the Supplier in any manner which the City of Cape Town may deem fit and the Guarantor shall not have the right to claim his release from this Advance Payment Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.
10. The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
11. This Advance Payment Guarantee is neither negotiable nor transferable and shall expire in terms of 2, whereafter no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.
12. This Advance Payment Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
13. Where this Guarantee/Performance Security is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at .....

Date .....

Guarantor's signatory (1) .....

Capacity .....

Guarantor's signatory (2) .....

Capacity .....

Witness signatory (1) .....

Witness signatory (2) .....

# ANNEXURE 3: Monthly Project Labour Report (Example)

## ANNEX 1

## CITY OF CAPE TOWN MONTHLY PROJECT LABOUR REPORT



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

### Instructions for completing and submitting this form

#### General

- The Monthly Project Labour Reports must be completed in full, using typed, capital letter characters; alternatively, should a computer not be available, handwritten in black ink.
- Incomplete / incorrect / illegible forms will not be accepted.
- Any conditions relating to targeted labour stipulated in the Contract (in the case of contracted services / works) shall apply to the completion and submission of these forms.
- This document is available in Microsoft Excel format upon request from the City's EPWP office, tel 021 400 9406 or email EPWPLR@capetown.gov.za.

#### Project Details

- If a field is not applicable insert the letters: NA
- Either a Contract (in the case of contracted out services or works) or a Works Project (in the case of direct employment by the City) name and number must be inserted. The name of the contract or works project may be abridged if necessary. In the case of term tenders the contract name and number must reflect the term tender as advertised.
- On completion of the contract or works project the anticipated end date must be updated to reflect the actual end date.

#### Workers Details and Work Information

- Care must be taken to ensure that worker details correspond accurately with the worker's ID document of which a **Certified copy must be kept for reporting.**

#### Jobseeker Database Reference Number

- Unique number generated by Jobseekers system to confirm workers were sourced from the Jobseekers database operated by Subcouncils

#### New workers: Training: Reporting Threshold

- A new worker is one in respect of which a new employment contract is signed in the current month.
- Refers to work days only. Formal accredited Training / Non-accredited training that does not form part of on-the-job training must be excluded from this entry
- All formal accredited / non-accredited training that does not form part of on-the-job training
- Workers earning more than the maximum daily rate (Reporting Threshold) (currently R350 excluding any benefits) shall not be reflected on this form at all.

#### Submission of Forms

- Signed hardcopy forms must be scanned and submitted to the City's project manager in electronic (.pdf) format, together with the completed form in Microsoft Excel format.
- Scanned copies of all applicable supporting documentation must be submitted along with each monthly project labour report. Copies of employment contracts and **Certified ID documents** are only required in respect of new workers.
- If a computer is not available hardcopy forms and supporting documentation will be accepted.
- Failure to adhere to reporting requirements may result in the withholding of payment; penalties being applied or both

### PROJECT DETAILS

Numbers in cells below e.g (6) refer to the relevant instruction above for completing and submitting forms

CONTRACT OR WORKS PROJECT NAME: (6)		CONTRACT OR WORKS PROJECT NUMBER: (6)	
DIRECTORATE:		DEPARTMENT:	
CONTRACTOR OR VENDOR NAME:		CONTRACTOR OR VENDOR E-MAIL ADDRESS:	
CONTRACTOR OR VENDOR CONTACT PERSON:		CONTRACTOR OR VENDOR TEL. NUMBER:	CELL WORK
PROJECT LABOUR REPORT CURRENT MONTH (mark with "X")			
JAN	FEB	MAR	APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC
YEAR (insert last 2 digits)			
2 0			

ACTUAL START DATE (yyyy/mm/dd)		ANTICIPATED / ACTUAL END DATE (yyyy/mm/dd) (7)	
2	0	2	0
TOTAL PROJECT EXPENDITURE / VALUE OF WORK DONE TO-DATE (INCLUDING ALL COSTS, BUT EXCLUDING VAT)			
R			



ANNEX 1 (continued)

## MONTHLY PROJECT LABOUR REPORT

## WORKER DETAILS AND WORK INFORMATION



<b>CONTRACT OR WORKS PROJECT NUMBER:</b>										
				<b>Year</b>	<b>Month</b>	<b>of</b>				

  

No.	(8) First name	(8) Surname	(8) ID number	(9) Jobseeker Database Reference Number	(10) New Worker (Y/N)	Gender (M/F)	Disabled (Y/N)	(11) No of days worked this month (excl. training)	(12) No of training days this month (with stipend)	(13) Rate of pay per day (R – c)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
								0	0 R	-

  

<b>Declared by Contractor or Vendor to be true and correct:</b>	<b>Name</b>		<b>Signature</b>	
	<b>Date</b>			

  

<b>Received by Employer's Agent Project Manager/ Representative:</b>	<b>Name</b>		<b>Signature</b>	
	<b>Date</b>			

## ANNEXURE 4: BBBEE Sub-Contract Expenditure Report (Pro Forma)

**TENDER NO. AND DESCRIPTION:** TENDER NO.238S/2022/23: The Provision of Electrical Lighting & Power Generation System maintenance and Event Support Services to the Cape Town Stadium (CTS)

**SUPPLIER:** \_\_\_\_\_

### B-BBEE SUB-CONTRACT EXPENDITURE REPORT

Rand Value of the contract (as defined in Schedule 4: Preference Schedule) ( <b>P*</b> )	R	B-BBEE Status Level of Prime Supplier	
--	---	---------------------------------------	--

Name of Sub-contractor (list all)	B-BBEE Status Level of supplier <sup>1</sup>	Total value of Sub-contract (excl. VAT) <sup>1</sup>	Value of Sub-contract work to date (excl. VAT) <sup>1</sup>	Value of Sub-contract work to Sub-contractors with a lower B-BBEE Status Level than supplier
Sub-contractor A		R	R	R
Sub-contractor B		R	R	R
Sub-contractor C		R	R	R
<sup>1</sup> Documentary evidence to be provided				<div style="text-align: right;">Total: R</div> <div style="text-align: right;">Expressed as a percentage of <b>P*</b> %</div>

### Signatures

Declared by supplier  
to be true and correct: \_\_\_\_\_

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

Verified by CTS  
Project Manager: \_\_\_\_\_

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

## ANNEXURE 5: Partnership/ Joint Venture (JV) / Consortium/ Expenditure Report (Pro Forma)

**TENDER NO. AND DESCRIPTION:** TENDER NO.238S/2022/23: The Provision of Electrical Lighting & Power Generation System maintenance and Event Support Services to the Cape Town Stadium (CTS)

**SUPPLIER:** .....

### PARTNERSHIP/ JOINT VENTURE (JV)/ CONSORTIUM EXPENDITURE REPORT

Rand value of the contract (as defined in Schedule 4: Preference Schedule) (P*)	R	B-BBEE Status Level of Partnership/ Joint Venture (JV)/ Consortium	
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Name of partners to the Partnership/ JV / Consortium (list all)	B-BBEE Status Level of each partner at contract award	Percentage contribution of each partner as per the Partnership/ JV/ Consortium Agreement <sup>1</sup>	Total value of partner's contribution (excl. VAT) <sup>1</sup>	Value of partner's contribution to date (excl. VAT) <sup>1</sup>	Value of partner's contribution as a percentage of the work executed to date
		A	B = A% x P*	C	D = C/P*x100
Partner A		%	R	R	%
Partner B		%	R	R	%
Partner C		%	R	R	%

<sup>1</sup>Documentary evidence to be provided

#### Signatures

Declared by supplier  
to be true and correct: .....

Date: .....

Verified by CTS  
Project Manager: .....

Date: .....

## ANNEXURE 6: Insurance Broker's Warranty (Pro Forma)

*Logo*

*Letterhead of supplier's Insurance Broker*

Date \_\_\_\_\_

DHL Stadium (RF) SOC Limited  
Fritz Sonnenberg Rd,  
Green Point,  
Cape Town,  
8051  
Dear Sir

**TENDER NO. 238S/2022/23:**

**The Provision of Electrical Lighting & Power Generation System maintenance and Event Support Services to the Cape Town Stadium (CTS)**

NAME OF SUPPLIER: \_\_\_\_\_

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

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

Yours faithfully

Signed: \_\_\_\_\_

For: \_\_\_\_\_ (Supplier's Insurance Broker)

## ANNEXURE 7: Municipal Entity Footprint

