



TENDER DOCUMENT

FOR

BID NO: SCMU3-2526-0267-HO SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

THREE VOLUME APPROACH:

**VOLUME 1 – TENDERING PROCEDURES
VOLUME 2 – RETURNABLE DOCUMENTS
VOLUME 3 – DRAFT CONTRACT**

PREPARED FOR:

Eastern Cape Department of Health
Dukumbana Building, Independence Avenue
P.O. Box X0038
BHISHO
6505

PREPARED BY:

Zutari (Pty) Ltd
No 1 Pearce Street
P.O. Box 19553
Tecoma
5214

NAME OF SUPPLIER: _____

CRS NUMBER: _____

March 2026

Volume 3		Draft Contract
		Part C1: Agreement and Contract Data
	C1.1	Form of Offer and Acceptance
	C1.2	Contract Data
	C1.3	Fixed Performance Guarantee
		Part C2: Pricing Data
	C2.1	Pricing Instructions
	C2.2	Bills of Quantities
		Part C3: Scope of Work
	C3.1	Scope of Works
	C3.1a	Standard Specification for the General Maintenance and Repairs
	C3.6	Health and Safety Specification
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C4.2	Supplementary Technical Specification	

VOLUME 1: TENDERING PROCEDURES

T1.1: TENDER NOTICE AND INVITATION TO SUPPLIER

**T1.1: TENDER NOTICE AND INVITATION TO SUPPLIER
THE EASTERN CAPE DEPARTMENT OF HEALTH INVITES SUPPLIERS
FOR:**

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Any reference to words “Bid” or Bidder” herein and/or in any other documentation shall be construed to have the same meaning as the words “Supplier” or “Tender”.

The attention of Suppliers is drawn to the eligibility criteria in the table below. Suppliers are required to familiarize themselves thoroughly with the conditions of Supplier as contained in the Tender Data (T1.2) and the Standard Conditions of Tender which form part of the Supplier document. Only Suppliers that are responsive to responsiveness criteria contained in the table below are eligible to have their Suppliers evaluated:

<input checked="" type="checkbox"/>	<u>Joint ventures are eligible to submit tenders provided that:</u> They have a signed joint venture agreement
<input checked="" type="checkbox"/>	Only Suppliers who have access to a suitably qualified and experienced maintenance manager who will be the single point of accountability and responsibility for the management of the contract works as described in Annexure B1 shall be eligible to have their Tenders evaluated.
<input checked="" type="checkbox"/>	Only Suppliers who have access to a suitably qualified and experienced maintenance supervisor as described Annexure B2 shall be eligible to have their Tenders evaluated.
<input checked="" type="checkbox"/>	Only Suppliers who have access to a suitably qualified, experienced, and trade-tested artisan, who holds a valid SAQCC Refrigeration Card as described in Annexure B5, shall be eligible to have their tenders evaluated.
<input checked="" type="checkbox"/>	Suppliers that are responsive to the criteria stated above shall be evaluated further in accordance with the conditions of Supplier as stipulated in the Tender Data (T1.2) and the Standard Conditions of Tender (as amended), which form part of this Tender document.

Preferences are offered to Suppliers in accordance with the points systems as below:

<input checked="" type="checkbox"/> 80/20 Preference point scoring system

Preference:		Price:	
SPECIFIC GOALS Status Level:	20 Points	Price:	80 Points
Total must equal:	20 Points	Total must equal:	80 Points

a. AVAILABILITY OF SUPPLIER DOCUMENTS:

Tender documents may be freely downloaded from Tender portal www.ehealth.gov.za/tenders OR www.etenders.gov.za

A compulsory clarification meeting with the representatives of the Employer will take place as follows:

Date: 25 March 2026
Venue: Johan Tremble Hall
Frere Hospital
East London
Time: 12:00 – 13:00

b. ENQUIRIES RELATED TO TENDER DOCUMENTS MAY BE ADDRESSED TO:

Procurement Contact:	Ms Thabisa Notshe	E-mail	thabisa.notshe@ehealth.gov.za
Tel. No.	040 608 9641		

Prospective bidders are required to seek additional information through inquiries no later than 7 days before the closing date.

c. DEPOSIT / RETURN OF TENDER DOCUMENTS:

The closing time and date for submission of Tender is 11:00am on the **17 April 2026** where Tenders will be opened to the public.

The following must be noted by all Suppliers;

Service Providers must be registered on the National Treasury Central Supplier Data Base and proof of registration must be submitted with the proposal (<https://secure.csd.gov.za>).

Bid response documents must be submitted online via the National Treasury eTender Portal. Ensure timely submission.

No physical documents are to be delivered to Bhisho.

It is the responsibility of the Service Provider to ensure that bid document is submitted on or before closing time.

Technical enquiries shall be directed only in writing to Supply Chain Management enquiries to Thabisa Notshe at Thabisa.notshe@echealth.gov.za within office hours.

Physical, Telegraphic, telephonic, telex, facsimile, e-mail and late submissions will not be accepted.

All bids must be uploaded before the closing time and date stipulated above and must be submitted on e-tender portal (www.etenders.gov.za) No late bid submission will be accepted.

Guide: How to submit a response to the E-tender Portal

1. (<https://www.etenders.gov.za/>)
2. Click "Login"
3. Select "Supplier Login"
4. Type in your Central Supplier Database (CSD) login credentials.
5. Click Browse Opportunities
6. Select Currently Advertised.
7. Click "+" on any tender opportunity you wish to apply for.
8. Click on "Start e-Submission Process"
9. Select Supplier
10. Click "Start response"
11. Check the submission checklist and attached the compulsory documents.
12. Confirm and proceed.

If you experience difficulties on e-Submission please contact:

012 406 9229 /012 406 9222 or email etenders@treasury.gov.za

Issued by:

Supply Chain Management

Bhisho

COMPILED BY:

Section	Department	Date
Engineering and Technical Services	Zutari (Pty) Ltd	March 2026

T1.2: TENDER DATA

T1.2: TENDER DATA

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Clause number	
	<p>The conditions of Supplier are the Standard Conditions of Supplier as contained in Annex C of Board Notice 136 of 2015 in Government Gazette No. 38960 of 10 July 2015, Construction Industry Development Board (CIDB) Standard for Uniformity in Construction Procurement. (See www.cidb.org.za) which are reproduced without amendment or alteration for the convenience of Suppliers as an Annex to this Tender Data.</p> <p>The Standard Conditions of Supplier make several references to the tender Data for details that apply specifically to this Tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of Supplier. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Supplier to which it mainly applies.</p> <p>The following variations, amendments and additions to the Standard Conditions of Supplier as set out in the Tender Data below shall apply to this Supplier:</p>
C.1.1	<p><i>Add the following:</i></p> <p>The employer is the Eastern Cape Department of Health Global Life Center c/o R63 and Phalo Avenue Bhisho</p>
C.1.2	<p><i>Add the following:</i></p> <p>Tender documents issued by the Employer comprise of:</p> <p><u>Volume 1: Tendering Procedures</u></p> <p>T1.1 Tender Notice and Invitation to Supplier T1.2 Tender Data Annex C: CIDB Standard Conditions of Tender</p> <p><u>Volume 2: Returnable Documents</u></p> <p>SBD1 Invitation Bid: Part A and B SBD4 Declaration of Interest SBD6.1 Preference Points Claim Form in Terms of the Preference Regulations 2022 T2.2r Compulsory Enterprise Questionnaire T2.1 List of Returnable Schedules/Documents C1.1a Final Summary Page C2.2: Preliminaries and General & Bills of Quantities T2.2a Resolution of Signatory T2.2b Resolution of Board of Directors to Enter into Consortium or Joint Venture (JV) Agreements T2.2c-1 Schedule of Proposed Particulars of Subcontractors T2.2c-2 Schedule of Proposed Particulars of Mechanical and Electrical Subcontractors T2.2e Schedule of Key Personnel T2.2f Bank Rating T2.2g Specific goals claimed (CIPRO certificate) T2.2n Record of Addenda to Supplier Documents T2.2y Proof of Registration with Centralized Supplier Database T2.2u CIDB grading certificate – Proof of registration T2.2v CIPC – company registration certificate T2.2x References T2.2z Valid Letter of Good Standing</p>

T2.3 Returnable schedules or documents: Annexures related to evaluation.

Annexure A1: Method Statement (Generic)

Annexure A2: Method Statement (Summary Task)

Annexure A3: Method Statement (Programme with Timelines and Resources)

Annexure B1: Key personnel qualifications (Maintenance Manager)

Annexure B2: Key personnel qualifications (Maintenance Supervisor)

Annexure B3: Key personnel qualifications (OHS Safety officer)

Annexure B4: Key personnel qualifications (Skilled installation/maintenance staff)

Annexure B5: Key personnel qualifications (Skilled refrigeration artisan)

Annexure B6: Proof of business address

Annexure B7: Company Experience

Volume 3: The Draft Contract

Part C1: Agreement and Contract data

C1.1: Form of offer and Acceptance

C1.2: Contract Data

C1.3: Fixed Performance Guarantee

Part C2: Pricing Data

C2.1: Pricing Instructions

C2.2: Bills of Quantities

Part C3: Scope of Works

C3.1 : Scope of Works

C3.1a : Standard Specification for the General Maintenance and Repairs

C3.6 : Health and Safety Specification

Part C4: Site Information

C4.1: Site Information as per Scope of Works

C4.2: Supplementary Technical Specification

C.1.4	<p><i>Add the following:</i></p> <p>The employer's agent:</p> <p>Zutari (Pty) Ltd</p>
C1.6.1	<p><i>Add the following to the clause:</i></p> <p>The Department reserves the right to not accept the tender from the tenderer with the highest number of points, or award any contract.</p>
C1.6.3	<p><i>Add the following:</i></p> <p>A two-stage system will not be followed.</p>
C.2.1	<p><i>Add the following:</i></p> <p>1. Only those Tenderers who satisfy the following eligibility criteria are eligible to submit tenders:</p> <p>a) Tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in ac Contractor grading designation equal to or higher thana Contractor grading designation determined in accordance with the sum tendered, ora value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations, for Class ME, Grade 6 ME PE or 7ME or higher construction work, are eligible to have their tenders evaluated.</p> <p>b) Joint ventures are eligible to submit tenders provided that:</p> <ul style="list-style-type: none"> • Every member of the joint venture is registered with the CIDB. • The lead partner has a Contractor grading designation in Class ME, Grade 6 ME/ PE or Grade 7 ME construction work; • The combined Contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal or higher than the a Contractor grading designation determined in accordance with the sum tendered forClass ME, Grade 6 ME PE or Grade 7 ME or higher construction work or a value determined in accordance with Regulations 25 (1B) or 25 (7A) of the Construction Industry Development Regulations; and • The joint venture is registered on Central Supplier Database or proof of application • All members of the joint venture must submit copies of the returnable documentation or original where it is stipulated for all members. • In the case of a Partnership/Joint Venture/Consortium the tax clearance must be the Partnership/Joint Venture/Consortium or individual valid tax clearance certificates forall the members of the Partnership/Joint Venture/Consortium. • In the case of a Partnership/Joint Venture/Consortium the CIPRO certificates must be submitted indicating percentage of ownership for specific goals points scoring, failing which the tenderer will score zero points. • The partner of the JV must be registered with CIDB with a grading that is not lower than one level of the required grading.

C.2.2	<p>Add the following to the clause:</p> <p>Accept that the Employer will not compensate the Tenderer for any costs incurred in attending briefing session, negotiation meetings or any meeting or interviews in the office of the Employer or Employer's agent (if required).</p> <p>Revised</p>
C.2.7	<p>For particulars regarding a pre-Tender site inspection meeting, see Tender Notice and Invitation to Supplier T1.1</p> <p>"A compulsory briefing session will be held, and no compensation will be paid for attendance at this meeting. Tenderers must be represented by a person who is suitably qualified and has experience of comprehending the extent of the work involved and who is at the employ of the prospective tenderer.</p> <p>The tenderer's representative must sign the attendance register in the name of the tendering entity. Addenda will be issue to and tenders will be received only from those tendering entities appearing in the attendance register of the briefing session."</p>
C.2.12	<p>No alternative tenders are allowed.</p>

C.2.13.2	<i>Replace sub-clause C.2.13.2 with the following:</i> Return all returnable documents to the employer after completing them in their entirety by writing in non-erasable ink
C.2.13.3	<i>Add the following:</i> Parts of each Supplier offer communicated on paper shall be submitted as an original, plus 0 (nought) copies.
C.2.13.4	<i>Add the following:</i> The Supplier shall be signed by a person duly authorized 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, in the form of a joint venture agreement, in which it is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorized 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. Failure to provide the joint venture agreement, bound with the Supplier submission, on the date and time of the closing of the bid, shall render the Supplier non-responsive.
C.2.13.5	<i>Add the following:</i> Tender documents must be clearly marked as per the identification details below: Tender No. SCMU3-23/24-XXXX-HO Title of document: SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
C.2.13.6	<i>Add the following:</i> A two-envelope procedure will not be followed.
C.2.13.9	Telephonic, telegraphic, telefax, facsimile or e-mailed tender offers will not be accepted.
C.2.13.10	<i>Add the following:</i> By signing the offer part of C1.1 Form of Offer and Acceptance the Supplier declares that all information provided in the Supplier submission is correct and free of misrepresentation.
C.2.15.1	<i>Add the following to C.2.15.1:</i> The closing time for submission of Supplier offers is as stated in the Tender Notice and Invitation to Supplier. Telephonic, telegraphic, telex, facsimile or e-mailed Supplier offers will not be accepted.
C.2.16.1	<i>Add the following to C.2.16.1:</i> The Supplier offer validity period is 12 weeks .
C.2.17	<i>Insert the following at the end of the last sentence of the note:</i> “.....elect to do so, provided that the competitive position of the preferred Supplier is not affected”

	<p>A Supplier may be rejected as non-responsive if the Supplier fails to provide any clarification requested by the employer within the time for submission stated in the employer's written request for such clarification. The clarification of a Supplier offer includes the provision of the priced bills of quantities (Part C2.2: Bills of Quantities).</p>
C.2.18	<p><i>Add the following:</i></p> <p>The tenderer will be required to submit his fully priced Bills of Quantities (complete document inclusive of all parts) together with this tender.</p>
C.3.4	<p><i>Add the following:</i></p> <p>The opening of the tender offers will take place immediately after the closing time of tenders.</p>

C.3.8	<p><i>Add the following:</i></p> <p>Suppliers will be considered non-responsive if, inter alia:</p> <ul style="list-style-type: none"> a) the Supplier has failed to attend the compulsory briefing meeting. b) the Supplier is submitted by Telegraphic, telephonic, telex, facsimile (faxed) or email media or if the Supplier is submitted late. c) the Supplier does not comply with the eligibility criteria listed in C2.1 above; d) The resolution for signatory is not attached to the Supplier submission on a company letterhead. e) the Supplier has failed to fully complete and sign SBD1, SBD4 & the Compulsory Enterprise Questionnaire. Failure to submit the required information shall be subjected to a request from SCM to the bidder to submit the required information within 7 days of the request. Failure to comply with such request will result in the bid being deemed non-responsive
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C.3.11.1	<p><i>Add the following:</i></p> <p>This is a two-stage evaluation process:</p> <ul style="list-style-type: none"> Stage 1: Administrative compliance and mandatory requirements Stage 2: Evaluation for price and preference <p>The following procedure will be used to evaluate tender offers received:</p> <ul style="list-style-type: none"> a) Open and record tender offers received b) Determine whether or not tender offers are complete. c) Determine whether or not tender offers received are responsive, and reject non-responsive tenders. d) Score tender evaluation points for each price e) Confirm that tenderers are eligible for the preferences claimed and, if so, score tender evaluation points for preferencing. f) Calculate total tender evaluation points g) Rank tender offers from the highest number of tender evaluation points to the lowest. h) Perform a risk analysis on the tenderer having the highest ranking/number of points to ascertain if the submission presents an acceptable risk to the employer. i) Recommend the tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so. j) In the event where the recommended Bidder has failed to comply with the conditions as set out in the letter of award, the client shall notify the recommended Bidder of his/her failure to comply and recommend for award the next bidder that scored the highest points. The Conditions as set out in the letter of award are as follow: <ul style="list-style-type: none"> 1. Proof of having All risk, public liability and support insurances as stipulated in the contract. 2. Submission of a Construction Safety, Health and Environmental Plan. 3. Contract Guarantee (as selected in the tender document) k) An appointment letter/acceptance letter does not constitute a contract or commencement date of a contract. The recommended Bidder is required to sign an official contract with the Department. <p>The Employer shall in the evaluation of tender offers take due account of the Tenderer's past performance in the execution of similar engineering works of comparable magnitude, and the degree to which possesses the necessary technical, financial and other resources to enable him to complete the Works successfully with the contract period. The tenderer shall be required to satisfy the Employer and the Engineer as to his ability to perform and complete the Works timeously, safely and with satisfactory quality, and furnish details in section T2.2z of contracts of a similar nature and magnitude which they have successfully executed in the past.</p>
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The Employer is restricted in accordance with clause 7.(c)(iii) of the Construction Regulations, 2014, to only appoint a contractor to whom he is satisfied has the necessary competencies and resource to carry out the work safely.

Submitting inferior and inadequate information relating to health and safety shall be regarded as justifiable and compelling reasons not to accept the tender offer of the tenderer scoring the highest number of tender evaluation points.

C.3.11.3	The procedure for the evaluation of responsive tenders is Method 3: Administrative compliance, Price and Specific Goals
C.3.11.7	<p><i>Add the following:</i></p> <p>The financial offer will be scored using Formula 2 (Option 1):</p> $N_{FO} = (1 - (P - P_M) / P_m) \times W_1$ <p>Where.</p> <p>N_{FO} = number of Supplier evaluation points awarded for financial offer W_1 = the maximum possible number of Supplier evaluation points Tender P_M = the comparative offer of the most favorable Supplier offer P = the comparative offer of the Supplier offer under consideration</p>
C.3.11.8	Up to 100 minus W_1 (refer C.3.11.7 above) Supplier evaluation points will be awarded to Suppliers according to their SPECIFIC GOALS status level, determined in accordance with section 9(1) of the Broad-Based Black Economic Empowerment Act (No 53 of 2003), and who have submitted original valid or valid, certified copies of SPECIFIC GOALS status verification certificates issued by either a verification agency accredited by the South African Accreditation System (SANS) or a sworn affidavit in terms of the amended SPECIFIC GOALS codes. The points will be awarded as follows, based on the SPECIFIC GOALS status level of the Supplier:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individuals Ownership	20% (4)	
Women Ownership	20% (4)	
Youth Ownership	20% (4)	
Disability Ownership	20% (4)	
Military Veterans Ownership	10% (2)	
Locality Ownership (Eastern Cape)	10% (2)	
TOTAL	100% (20)	
<p>A trust, consortium or joint venture will qualify for points for their SPECIFIC GOALS status level as a legal entity, provided that the entity submits their SPECIFIC GOALS status level certificate. A trust, consortium or joint venture will qualify for points for their SPECIFIC GOALS status level as an unincorporated entity, provided that the entity submits their consolidated SPECIFIC GOALS scorecard as if they were a group</p>		

Bank Rating

C.3.11.9	Bank Rating Certificate	Bank rating of A: Undoubted for the amount of enquiry – Good to do business with	T2.2f as per returnable list Bank rating certificate issued by the bank.
	T2.2f as per returnable list	Bank rating of B: Good for the amount of the enquiry – Amount is well within the capacity of ordinary business commitments	T2.2f as per returnable list Bank rating certificate issued by the bank.
		Bank rating of C: Good for amount quoted if strictly in the way of business – Unlikely to commit themselves beyond their means	T2.2f as per returnable list Bank rating certificate issued by the bank.

C.3.11.10	<p><i>Add the following new sub-clause:</i></p> <p>The Employer will perform a risk analysis in respect of the following:</p> <ul style="list-style-type: none"> a) reasonableness of the financial offer b) reasonableness of unit rates and prices c) the Suppliers ability to fulfil its obligations in terms of the tender document, that is, that the Supplier 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, experience, reputation, personnel to perform the contract, etc.
C.3.13.1	<p>Supplier offers will only be accepted if:</p> <ul style="list-style-type: none"> a) the Supplier is registered and in good standing with the South African Revenue Service (SARS) or proof that he or she has made arrangement with SARS to meet his or her outstanding tax obligations. This will be verified by the Employer on the Centralized Supplier Database. Where the recommended bidder is not tax compliant, the bidder will be notified of the non-compliant status and be granted seven (7) working days to rectify their compliance status with the SARS. The bidder must thereafter provide the Department with proof of its tax compliance which must be verified via the CSD or eFiling. b) the Supplier or any of its directors is not listed on the Register of Supplier Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; c) the Supplier or any of its directors is not listed on the Database of Restricted Suppliers kept by the National Treasury and updated from time to time; d) the Supplier has not: abused the Employer's Supply Chain Management System; e) The Supplier has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Supplier's ability to perform the contract in the best interests of the employer or potentially compromise the Supplier process.
C.3.17	<p><i>Add the following:</i></p> <p>The number of paper copies of the signed contract to be provided by the Employer is one.</p>

C.4	<p>ADDITIONAL CONDITIONS OF TENDER</p> <p>The additional conditions of Tender are:</p>
C.4.1	<p>Invalid Tender</p> <p>Suppliers shall be considered invalid and shall be endorsed and recorded as such in the Supplier opening record, by the responsible official who opened the Tender, in the following circumstances:</p> <ol style="list-style-type: none"> 1) if the Supplier offer is not submitted on the Form of Offer and Acceptance bound into this Tender document (form C1.1, Part C1: Agreements and Contract Data); 2) if the Form of Offer and Acceptance has not been completed or has not been signed by the authorized representative of the Supplier 3) if the Form of Offer and Acceptance is signed, but the name of the Supplier is not stated or is indecipherable 4) if the Supplier offer is not completed in non-erasable ink;
C.4.2	<p>Negotiations with preferred Suppliers</p> <p>The Employer may negotiate the final terms of a contract with Suppliers identified through a competitive Supplying process as preferred Suppliers provided that such negotiation:</p> <ol style="list-style-type: none"> (b) does not allow any preferred Supplier a second or unfair opportunity; (c) is not to the detriment of any other Supplier; and (d) does not lead to a higher price than the Supplier as submitted. <p>Minutes of any such negotiations shall be kept for record purposes</p>
C.4.3	<p>General supply chain management conditions applicable to Supplier</p> <p>In terms of its Supply Chain Management Policy the Employer may not consider a Supplier unless the provider who submitted the Supplier:</p> <ol style="list-style-type: none"> a) has furnished the Employer with that provider's: <ul style="list-style-type: none"> full name; identification number or company or other registration number; and tax reference number and VAT registration number, if any; b) has indicated whether: <ul style="list-style-type: none"> • the provider is in the service of the state, or has been in the service of the state in the previous twelve months; • the provider is not a natural person, whether any of the directors, managers, principal shareholders or stakeholders is in the service of the state, or has been in the service of the state in the previous twelve months; or • whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to above is in the service of the state, or has been in the service of the state in the previous twelve months. <p>Irrespective of the procurement process followed, the Employer is prohibited from making an award to:</p> <ul style="list-style-type: none"> • a person who is in the service of the state; • a juristic entity of which any director, manager, principal shareholder or stakeholder is in the service of the state; • an advisor or consultant contracted with the Employer; or • a person, advisor or corporate entity involved with the tender specification committee, or a director of such corporate entity. <p>In this regard, Suppliers shall complete Returnable Schedules: Compulsory Enterprise Questionnaire. Failure to complete this schedule will result in the Supplier not being considered further.</p>

C.4.4	<p>Combating abuse of the Supply Chain Management Policy</p> <p>In terms of its Supply Chain Management Policy, the Employer may reject the Supplier of any Supplier if that Supplier or any of its directors has:</p> <ol style="list-style-type: none"> 1. failed, during the last five years, to perform satisfactorily on a previous contract with the Employer or any other organ of state after written notice was given to that Supplier that performance was unsatisfactory; 2. abused the supply chain management system of the Employer or has committed any improper conduct in relation to this system; 3. been convicted of fraud or corruption during the past five years; 4. will fully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or 5. been listed with the Register of Supplier Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004) or has been listed on National Treasury's database as a person or juristic entity prohibited from doing business with the public sector. <p>In this regard, Suppliers shall complete Part T2.2: Returnable Schedules: Certificate of Independent Supplier Determination and Declaration of Supplier's Past Supply Chain Management Practices. Failure to complete these schedules will result in the Supplier not being considered further.</p>
C.4.6	<p>Claims arising after submission of Supplier</p> <p>No claim for any extras arising out of any doubt or obscurity as to the true intent and meaning of anything contained in the Conditions of Contract, Scope of Work and Pricing Data, will be admitted by the Employer after the submission of any Tender and the Supplier shall be deemed to have:</p> <ol style="list-style-type: none"> 1. read and fully understood the whole text of the Contract Data, Scope of Work and Pricing Data and thoroughly acquainted himself with the nature of the works proposed and generally of all matters which may influence the Contract. 2. visited the site of any proposed works. 3. requested the Employer or his duly authorized agent to make clear the actual requirements of anything contained in the Scope of Work and Pricing Data, the exact meaning or interpretation of which is not clearly intelligible to the Supplier. 4. received any Addenda to the Supplier documents which have been issued in accordance with the Employer's Supply Chain Management Policy. <p>Before submission of any Supplier, the Supplier should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing indistinct, or if the Pricing Data contain any obvious errors, the Supplier must apply to the Employer's Agent at once to have the same rectified, as no liability will be admitted by the Employer in respect of errors in any Supplier due to the foregoing.</p>
C.4.7	<p>Imbalance in Supplier rates</p> <p>In the event of Supplier rates or lump sums being declared by the Employer to be unacceptable to it because they are either excessively low or high or not in proper balance with other rates or lump sums, the Supplier may be required to produce evidence and advance arguments in support of the Supplier rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the Employer is still not satisfied with the supplied rates or lump sums objected to, it may request the Supplier to amend these rates and lump sums along the lines indicated by it.</p>

	<p>The Supplier 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 Employer, but this shall be done without altering the Supplier offer as Supplied or, if applicable, the corrected total of prices in accordance with C.3.9.3. Should the Supplier fail to amend his tender in a manner acceptable to the Employer, the Employer may reject the Tender.</p>
C.4.8	<p>The Employer shall not formally issue Tender documents in electronic format as contemplated in C.2.13.2 and C.2.13.3 and shall only issue Supplier documents in hardcopy. An electronic version of the issued Tender documents may be made available to the Supplier, upon written request in terms of this clause, subject to the following:</p> <ul style="list-style-type: none"> (a) Electronic copies of the contract document, or parts thereof, will only be provided to Suppliers who have been issued with the Tender documents as contemplated in C.1.2 in hardcopy. (b) The electronic version shall not be regarded as a substitute for the issued Tender documents. (c) The Employer shall not accept tender submitted in electronic format. Suppliers may not complete and submit a printed copy of the electronic version of the Tender document or part thereof. Only those Suppliers that have been completed on the issued hard copy Tender document shall be considered. (d) The Employer accepts no responsibility or liability arising from any reliance on or use of the electronic version provided in terms of this clause. The Employer further does not guarantee that the electronic version corresponds with the issued Tender documents in all respects. Suppliers are alerted to the fact that electronic versions of the Tender documents may not reflect any notices or addenda that amend the Tender document. (e) Any non-compliance with these provisions, including effecting any unauthorized alterations to the Supplier document as contemplated in C.2.11, shall render the Tender invalid. The Employer reserves the right to take any action against such Supplier allowed in law including, in circumstances where the Supplier had already been awarded, the right to cancel the contract. (f) In requesting the electronic version of the Tender document or parts thereof, the Supplier is deemed to have read, understood and accepted all of the above conditions.

VOLUME 2: RETURNABLE DOCUMENTS

T2.1 LIST OF RETURNABLE DOCUMENTS

T2.1: LIST OF RETURNABLE SCHEDULES/DOCUMENTS

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

T2.2: RETURNABLE SCHEDULES REQUIRED FOR SUPPLIER EVALUATION PURPOSES

	Returnable Documents	Number of pages issued	Returnable Document
T2.1	List of Returnable Schedules/Documents	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2a	Resolution for Signatory	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2b	Resolution of Board of Directors to Enter into Consortium or Joint Venture (JV) Agreements	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2c-1	Schedule of Proposed Subcontractors	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2c-2	Schedule of Proposed Mechanical/ Electrical Subcontractors	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2e	Schedule of Key Personnel	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2f	Bank Rating	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2n	Record of Addenda to Supplier Documents	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2r	Compulsory Enterprise Questionnaire	3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2u	CIDB Grading Certificate	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2v	CIPC – company registration certificate	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2z	Valid Letter of Good Standing (COIDA)	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SBD 1	Invitation to Bid: Part A and B	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SBD 4	Declaration of Interest	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SBD 6.1	Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022	4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C1.1a	Final Summary Page	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C2.2	Fixed Charge and Value related Items Applicable to All Work & Bill of Quantities	30	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

T2.2: OTHER DOCUMENTS REQUIRED FOR SUPPLIER EVALUATION PURPOSES

No.	Returnable Documents	Number of pages issued	Returnable Document
T2.2g	Specific Goals claimed (CIPRO Certificate)	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2y	Proof of Registration with Centralized Supplier Database	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.3	Returnable schedules or documents: annexures related to evaluation		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annexure A1	Method Statement (Generic)	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annexure A2	Method Statement (Summary Tasks)	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annexure A3	Method Statement (Programme with Timelines and planned Resources)	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annexure B1	Key Personnel qualification (Maintenance manager)	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annexure B2	Key Personnel qualification (Maintenance supervisor)	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annexure B3	Key Personnel qualification (OHS Safety officer)	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annexure B4	Key Personnel qualification (Skilled installation/maintenance staff)	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annexure B5	Key personnel qualifications (Skilled refrigeration artisan)	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annexure B6	Proof of Business address	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annexure B7	Company Experience	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2x	References	4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

(The following list of returnable schedules/documents is duplicated from the tables above however these will not appear in duplicate within the Tender document. The purpose is to bring to the Suppliers' attention the list of returnable documents/schedules that shall be incorporated into the contract)

T2.2: OTHER DOCUMENTS REQUIRED TENDER EVALUATION PURPOSES

No.	Returnable Documents	Number of pages issued	Returnable Document
T2.2n	Record of Addenda to Supplier Documents	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T2.2e	Schedule of Key Personnel:	1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SBD 6.1	Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022	4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

T2.2: OTHER DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

No.	Returnable Documents	Number of pages issued	Returnable Document
C1.1	Form of Offer and Acceptance	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C1.2	Contract Data	7	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C1.3	Fixed Performance Guarantee	3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

C2.2	Fixed Charge and Value related Items Applicable to All Work & Bill of Quantities & Final Summary	30	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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T2.2: RETURNABLE SCHEDULES REQUIRED FOR SUPPLIER EVALUATION PURPOSES

T2.2a: RESOLUTION FOR SIGNATORY

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

MUST BE ON COMPANY LETTERHEAD

A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form. **This must be on a company letterhead.**

An example is given below:



“By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorized to

sign all documents in connection with the Supplier for Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

1. _____ SIGNATURE: _____

2. _____ SIGNATURE: _____”

T2.2b: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER 1 – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS))
TENDER No.	SCMU3-2526-0267-HO

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____(place)

On _____(date)

RESOLVED that:

i) The Enterprise submit a Bid /Supplier, in consortium/Joint Venture with the followingEnterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Eastern Cape Department of Health in respect of the following project:

(Project description as per Bid /Supplier Document)

Bid Number: _____ (Bid Number as per Document)

ii) *Mr./Mrs./Ms:

in *his/her Capacity as: _____(Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorized to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

iii) The Enterprise accepts joint and several liability with the parties listed under item 1 for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

iv) The Enterprise chooses as its domicilium citandi et executandi for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

 _____ Postal Code _____

Postal Address: _____

 _____ Postal Code _____

Telephone number: _____

Fax number: _____

	NAME	CAPACITY	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

<p>Note:</p> <ol style="list-style-type: none"> 1. * Delete which is not applicable 2. NB. This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise 3. Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page 	<p>ENTERPRISE STAMP</p>
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T2.2c-1: SCHEDULE OF PROPOSED SUBCONTRACTORS

T2.2c-1 IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

	<p>We notify you that it is our intention to employ the following subcontractors for work in this contract.</p> <p>If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.</p>			
	Name and address of proposed Subcontractor	Nature and extent of work	Value of Work	Subcontractor CIDB grading
1.				
2.				
3.				

Signed Date

Name Position

Supplier

**T2.2c-2: SCHEDULE OF PROPOSED ELECTRICAL/ MECHANICAL
SUBCONTRACTORS**

**T2.2c-2 IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT
THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER**

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

<p>We notify you that it is our intention to employ the following subcontractors for work in this contract.</p> <p>If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.</p>				
	Name and address of proposed Subcontractor	Nature and extent of work	Value of Work	Subcontractor CIDB grading
1.				
2.				
3.				

Signed Date

Name Position

Supplier

T2.2e: SCHEDULE OF KEY PERSONNEL

T2.2e IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

The Supplier is referred to clause C.2.1.3 of the Tender Data and shall insert in the spaces provided below details of the key personnel required to be in the employment of the Supplier or a specialist consultant/firm, in order for the Supplier to be eligible to submit a Tender for this project. The Curriculum Vitae of the individual must be appended to this schedule.

Notwithstanding having appended the Curriculum Vitae of the key personnel to this schedule, the Supplier must **also** append to this schedule in terms of clause C.2.1.3, a statement for the individual identified, which indicates any field(s) of specialization and any recent experience that is relevant to this particular project (which may or may not have formed part of the individual's CV). Suppliers should indicate what particular aspect of the project the specialization or experience is relevant to.

Name	Qualifications	No. of Years Specified Experience

Signed _____ Date _____

Name _____ Position _____

Supplier _____

T2.2f: BANK RATING

T2.2f IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Suppliers must submit a bank rating from a recognized financial institution as required in clause C.3.11.9 of the Tender Data. The bank rating must be attached to this schedule. Failure to comply with the requirements of C.3.11.9 shall result in the Tender not being evaluated further.

Minimum of Grade C bank required

Signed _____ Date _____
Name _____ Position _____
Supplier _____

T2.2n: RECORD OF ADDENDA TO SUPPLIER DOCUMENTS

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

We confirm that the following communications received from the Employer before the submission of this Supplier offer, amending the Tender documents, have been taken into account in this Supplier offer:		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed..... Date

Name..... Position

Supplier

*This document must form part of the returnable schedules as it is referenced in the offer portion of the Form of Offer and Acceptance.

T2.2r: COMPULSORY ENTERPRISE QUESTIONNAIRE

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.		
Section 1: Name of enterprise:		
Section 2: VAT registration number:		
Section 3: Particulars of sole proprietors and partners in partnerships		
Name*	Identity number*	Personal income tax number*
* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners		
Section 5: Particulars of companies and close corporations		
Company registration number		
.....		
Close corporation number		
.....		
Tax reference number		
.....		
Section 6: Record of service of the state		
Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:		
1 a member of any municipal council	<input type="checkbox"/>	Y an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
2 a member of any provincial legislature	<input type="checkbox"/>	Y a member of an accounting authority of any national or provincial public entity
Y a member of the National Assembly or the National Council of Province	<input type="checkbox"/>	Y an employee of Parliament or a provincial legislature
3 a member of the board of directors of any municipal entity	<input type="checkbox"/>	
4 an official of any municipality or municipal entity	<input type="checkbox"/>	

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, manager, shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- | | |
|---|--|
| <ul style="list-style-type: none"> 2 a member of any municipal council 3 a member of any provincial legislature 4 a member of the National Assembly or the National Council of Province 5 a member of the board of directors of any municipal entity 6 an official of any municipality or municipal entity | <ul style="list-style-type: none"> 3 an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) 4 a member of an accounting authority of any national or provincial public entity 5 an employee of Parliament or a provincial legislature |
|---|--|

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

*insert separate page if necessary

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

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

Signed..... Date

Name..... Position

Enterprise name

* The schedule should be used where Suppliers are subject to the Local Government: Municipal Finance Management Act

T2.2u: CIDB grading Certificate- Proof of Registration

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Tenderers must submit valid proof of registration with the Construction Industry Development Board (CIDB) reflecting the required grading designation relevant to this project as per C.2.1 of T1.2: Tender Data

T2.2v: CIPC – Company registration certificate

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Tenderer to submit necessary company registration certificate.

T2.2z: Valid Letter of Good Standing

T2.2z IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Tenderer to submit valid and up to date Letter of Good Standing certificate with COIDA (Compensation for Occupational Injuries and Diseases Act).

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SCMU3-2526-0267-HO	CLOSING DATE:	17 April 2026	CLOSING TIME:	11:00
DESCRIPTION	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Thabisa Notshe		CONTACT PERSON	Thabisa Notshe	
TELEPHONE NUMBER	040-608-9641		TELEPHONE NUMBER	040-608-1873	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Thabisa.notshe@ehealth.gov.za		E-MAIL ADDRESS	Thabisa.notshe@ehealth.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

SBD 4: DECLARATION OF INTEREST

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder’s declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise?

Employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

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

2.3.1 If so, furnish particulars:
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

² 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.

regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM

INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

The applicable preference point system for this tender is the **80/20** preference point system.

The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation,

and includes all applicable taxes;

- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. **FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

3.1. **POINTS AWARDED FOR PRICE**

3.1.1 **THE 80/20 PREFERENCE POINT SYSTEMS**

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

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

3.2.1. **POINTS AWARDED FOR PRICE**

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

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = Price of highest acceptable tender

4. **POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 preference point system will apply and that the

lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individuals Ownership	20% (4)	
Women Ownership	20% (4)	
Youth Ownership	20% (4)	
Disability Ownership	20% (4)	
Military Veterans Ownership	10% (2)	
Locality Ownership (Eastern Cape)	10% (2)	
TOTAL	100% (20)	

- a) *Service providers must submit proof of its Specific Goals points claimed / status of contributor.*
- b) *The Specific Goals supporting documents required to verify claimed points may inline with the specified requirements include:*
 - *Historically Disadvantaged Individuals Ownership: Proof of ownership (CIPRO certificate) with id no.*
 - *Women Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.*
 - *Youth Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no.*
 - *Disability Ownership: Proof of ownership (CIPRO certificate) with valid medical documentary proof.*
 - *Military Veterans Ownership: Proof of ownership (CIPRO certificate) with valid proof of veteran status.*
 - *Ownership: Proof of business address (municipal account or valid lease agreement)*
 - *Updated CSD report*

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have -
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF BIDDER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

T2.2: OTHER DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

T2.2g: SPECIFIC GOALS CLAIMED (CIPRO CERTIFICATE)

T2.2g IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Suppliers must attach CIPRO CERTIFICATE.

T2.2y: Proof of Registration with Centralized Supplier Database

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Suppliers must attach Full CSD report.

T2.3: RETURNABLE SCHEDULES OR DOCUMENTS: ANNEXURES RELATED TO EVALUATION

Annexure A1: Method Statement (Generic)

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Suppliers are required to submit a method statement relevant to the scope of work.

Annexure A2: Method Statement (Summary Task)

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Suppliers are required to submit a summary task. The summary task must indicate the major tasks and subtasks of the work. The contractor must indicate how they would approach the works to achieve the required outcomes from start to end of the project.

Annexure A3: Method Statement (Programme with Timelines and Resources)

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS))
TENDER No.	SCMU3-2526-0267-HO

Suppliers are required to submit Programme with timelines such as a Gantt Chart (quarterly and biannual inspections) and planned resources (human resources and tools) relevant to the scope of work.

Annexure B1: Key Personnel Qualification (Maintenance manager)

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

ANNEXURE B1 IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER

Suppliers are required to submit proof of maintenance manager's experience (CV), qualification, and/or registration documents. All certified documents **must not be older than three (3) months**.

Key Person	Requirements	Returnable
Maintenance Manager Mechanical/Electrical Engineering	<ol style="list-style-type: none"> Electrical/ Mechanical Engineering Degree. Registration as per Act 46 of 2000 (Pr. Eng) (Candidate Registration will not be accepted) <p>OR</p>	Attach certified copies of qualification and registration certificate with a CV.
	<ol style="list-style-type: none"> Electrical / Mechanical Engineering Diploma Registration (Pr. Tech. Eng/ Pr Techni) as per Act 46 of 2000 (Candidate Registration will not be accepted) <p>OR</p>	Attach certified copies of qualification and registration certificate with a CV.
	<ol style="list-style-type: none"> Trade certificate (Mechanical/ Electrical) (Issued by the Department of Labour/ SETA accredited) Minimum experience of 10 years in refrigeration. 	Attach certified copies of qualification with a CV.

Annexure B2: Key Personnel Qualification (Maintenance supervisor)

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

ANNEXURE B2 IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER

Suppliers are required to submit proof of maintenance supervisor's experience (CV), and qualification.

All certified documents **must not be older than three (3) months**.

Key Person	Requirements	Returnable
Maintenance Supervisor Mechanical /Electrical Engineering	1. A Mechanical or Electrical Engineering Diploma or Degree 2. Minimum of five (5) years' post-qualification experience. 3. Minimum of one (1) year of post-qualification experience in refrigeration and heat pump equipment maintenance and installation.	Attach certified copies of qualification and proof of experience (CV).
	OR 1. Trade certificate (Mechanical/ Electrical) (Issued by the Department of Labour/ SETA accredited), or higher qualification. 2. Minimum of five (5) years' post-qualification experience. 3. Minimum of one (1) year post-qualification experience in refrigeration and heat pump equipment maintenance and installation.	Attach certified copies of qualification and proof of experience (CV).

Annexure B3: Key Personnel Qualification (OHS Safety officer)

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

ANNEXURE B3 IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER

Suppliers are required to submit proof of OHS safety officer’s experience (CV) and qualifications. All certified documents must not be older than three (3) months.

Key Person	Requirements	Returnable
OHS Safety Officer	Relevant NQF level 5/ or equivalent with 2 years or more relevant experience in OHS safety.	Attached certified copies of qualification

**Annexure B4: Key Personnel Qualification
(Skilled installation/maintenance Staff)**

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

ANNEXURE B4 IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER

Suppliers are required to submit proof of Skilled installation/maintenance staff experience (CV) and qualifications. All certified documents must not be older than three (3) months.

Annexure B5: Key personnel qualifications (Skilled refrigeration artisan)

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

ANNEXURE B5 IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER

Suppliers are required to submit proof of Skilled installation/maintenance staff experience (CV) and qualifications. All certified documents **must not be older than three (3) months**.

Key Person	Requirements	Returnable
Skilled refrigeration artisan	<ol style="list-style-type: none"> 1. Trade tested artisan in refrigeration- National Certification or obtained through a SETA. 2. Valid SAQCC Authorized Practitioner Card- Refrigeration Gas and a skill level of B6. 	Attached certified copies of Trade Test Certificate in Refrigeration and SAQCC Practitioner Card.

Annexure B6: Proof of Business Address

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

ANNEXURE B6 IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER

Suppliers are required to submit proof of business address (municipal account or valid lease agreement not later than 3 months). All certified documents must not be older than three (3) months.

Annexure B7: Company Experience

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

ANNEXURE B7 IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER

Suppliers are required to submit proof of company experience in the field of mortuary, refrigeration & heat pump systems and associated equipment.

T2.2x References

Bidders must provide references demonstrating their ability to undertake projects similar in scale and complexity to those outlined in this tender document, meeting or surpassing the CIDB grading specified.

T2.2x IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WITHOUT A COMPANY STAMP WILL RESULT IN DISQUALIFICATION OF THE TENDERER

Reference No. 1

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Sir/Madam,

We are in the process of evaluating _____ for the above project.

They have listed you as a reference. Please evaluate the Suppliers performance on the criteria listed below by ticking the appropriate boxes. Please return upon completion as soon as possible. If you have any questions please do not hesitate to contact us.

NAME OF EMPLOYER	NAME OF PROJECT	CONTRACT PERIOD (Start and End Date)	VALUE OF WORK

1. QUALITY

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
5	4	3	2	1

2. TIME PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
5	4	3	2	1

3. FINANCIAL PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
5	4	3	2	1

4. COMMENTS:

Project Manager/Principal Agent: _____

Tel. No: _____

E-mail Address: _____

Signature: _____ Date: _____

<p>Place Company Stamp Here</p>
--

Reference No. 2

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Sir/Madam,

We are in the process of evaluating _____ for the above project.

They have listed you as a reference. Please evaluate the Suppliers performance on the criteria listed below by ticking the appropriate boxes. Please return upon completion as soon as possible. If you have any questions please do not hesitate to contact us.

NAME OF EMPLOYER	NAME OF PROJECT	CONTRACT PERIOD (Start and End Date)	VALUE OF WORK

1. QUALITY

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
5	4	3	2	1

2. TIME PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
5	4	3	2	1

3. FINANCIAL PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
5	4	3	2	1

4. COMMENTS:

Project Manager/Principal Agent: _____

Tel. No: _____

E-mail Address: _____

Signature: _____ Date: _____

Place Company Stamp Here

Reference No. 3

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Sir/Madam,

We are in the process of evaluating _____ for the above project.

They have listed you as a reference. Please evaluate the Suppliers performance on the criteria listed below by ticking the appropriate boxes. Please return upon completion as soon as possible. If you have any questions please do not hesitate to contact us.

NAME OF EMPLOYER	NAME OF PROJECT	CONTRACT PERIOD (Start and End Date)	VALUE OF WORK

1. QUALITY

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
5	4	3	2	1

2. TIME PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
5	4	3	2	1

3. FINANCIAL PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
5	4	3	2	1

4. COMMENTS:

Project Manager/Principal Agent: _____

Tel. No: _____

E-mail Address: _____

Signature: _____ Date: _____

<p>Place Company Stamp Here</p>
--

Reference No. 4

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Sir/Madam,

We are in the process of evaluating _____ for the above project.

They have listed you as a reference. Please evaluate the Suppliers performance on the criteria listed below by ticking the appropriate boxes. Please return upon completion as soon as possible. If you have any questions please do not hesitate to contact us.

NAME OF EMPLOYER	NAME OF PROJECT	CONTRACT PERIOD (Start and End Date)	VALUE OF WORK

1. QUALITY

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
5	4	3	2	1

2. TIME PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
5	4	3	2	1

3. FINANCIAL PERFORMANCE

EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
5	4	3	2	1

4. COMMENTS:

Project Manager/Principal Agent: _____

Tel. No: _____

E-mail Address: _____

Signature: _____ Date: _____

<p>Place Company Stamp Here</p>
--

VOLUME 3: CONTRACT

PART C1: AGREEMENT AND CONTRACT DATA

C1.1 FORM OF OFFER AND ACCEPTANCE

C1.1 IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER

OFFER

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

CONTRACT NUMBER: SCMU3-2526-0267-HO

CONTRACT NAME: SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

The Tenderer, identified in the offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

The offered total of the prices inclusive of Value-Added Tax is:

.....
.....
..... Rand (in words)
R(in figures)

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in terms of the Conditions of Contract identified in the Contract data.

For and on behalf of the Tenderer:

Name
Capacity
Signature Date:

Name and address of tenderer:
.....
.....
.....

Witness Name
Witness Signature Date:

ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer’s offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract data. Acceptance of the Tenderer’s offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the Contract that is the subject of this agreement.

The terms of the Contract are contained in:

- Part C1: Agreements and Contract data (which includes this agreement)
- Part C2: Pricing data
- Part C3: Scope of work
- Part C4: Site Information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto, as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be duly signed by the authorised representative(s) of both parties.

The Tenderer shall, within two weeks after receiving a completed copy of this agreement including the schedule of deviation (if any), contact the Employer’s Agent (whose details are given in the Contract data) to arrange the delivery of any securities, bonds, guarantees, proof insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract data at or just after, the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Tenderer (now Contractor), within five (5) working days of the date of such receipt, notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding Contract between the parties.

For and on behalf of the Employer:

Name
 Capacity
 Signature Date:

Name and address of employer:

Witness Name
 Witness Signature Date:

SCHEDULE OF DEVIATIONS

Notes:

- The extent of deviations from the tender documents issued by the Employer prior to the tenderclosing date is limited to those permitted in terms of the conditions of tender.
- A Tenderer’s covering letter shall not be included in the final Contract document. Should anymatter in such letter, which constitutes a deviation as aforesaid become be the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
- 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 becomesan obligation of the Contract, shall also be recorded here.
- 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.

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, be the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.

Subject
 Details

 Subject
 Details

..... By the duly authorized representatives signing this schedule of deviations, the Employer and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

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

C1.2 Contract Data

Part 1– Data provided by the Employer

Clause	Statement	Data
1. General		
	<p>The conditions of contract are the core clauses and the clauses for main Option:</p> <p>dispute resolution Option and secondary Options</p> <p>of the NEC3 Term Service Contract (April 2013)</p>	<p>A Priced contract with price list</p> <p>W1 Dispute resolution procedure</p> <p>X1 Price adjustment for inflation</p> <p>X13 Performance Bond</p> <p>X17 Low service damages</p> <p>X18 Limitation of liability</p> <p>X19 Task Order</p> <p>X20 Key Performance Indicators</p>
10.1	<p>The Employer is (name):</p> <p>Address</p> <p>Represented By:</p> <p>Tel No.</p> <p>Fax No.</p>	<p>Eastern Cape Department of Health</p> <p>Department of Health Global Life Centre Corner Phalo Avenue and R63 (opposite Engen garage) Bhisho 5605</p> <p>Mr Lamkelo Mdingi</p>
10.1	<p>The Service Manager is (name):</p> <p>Tel</p> <p>e-mail</p>	<p>Zutari (Pty) Ltd</p>
	<p>The Service Manager is (name):</p>	<p>Zutari (Pty) Ltd</p>
11.2(2)	<p>The Affected Property is</p>	<p>OR Tambo and Alfred Nzo District Health Facilities in the Eastern Cape Province as per Service Information</p>

11.2(13)	The service is	Scheduled and Re-Active Maintenance works
11.2(14)	The following matters will be included in Risk register	N/A
11.2(15)	The Service Information is in	The Contract Part C3: Service Information - Scope of Works. Works Information and all documents and drawings to which it makes reference.
12.2	The law of the contract is the law of	the Republic of South Africa
•	The language of this contract is	English
•	The period for reply is	7 days

2. The Contractor's responsibility (If the optional statement for this section is not used, no data will be required for this section)	
21.1	The Contractor submits a first Plan for 2 weeks of the Contract Date acceptance within

3. Time		
•	The starting date is	at the Site Handover Meeting Date.
•	The service period is	36 Months.

4. Testing and defects	Special testing may be requested by the Service Manager.
------------------------	--

5. Payment		
50.1	The assessment interval is	Monthly
51.1	The currency of this contract is the	South African Rand
51.2	The period with which payments are made is	30 Days after submission of a valid TAX Invoice to the Employer
51.4	The interest rate is	(i) zero percent above the publicly quoted prime rate of interest (calculated on a 365-day year) charged by from time to time by the South African Reserve Bank (as certified, in the event of any dispute, by any manager of such bank, whose appointment it shall not be necessary to prove) for amounts due in Rands

6. Compensation Events	(if the optional statement for this section is not used, no data will be required for this section)
These are additional compensation	N/A events

7. Use of Equipment Plant and Materials		No data is required for this section of the conditions of contract.
8. Risks and Insurance		
80.1	These are additional Employer's risks	N/A
83.1	The Employer provides these insurances from the Insurance Table	N/A
83.1	The Employer provides these additional insurances	N/A
83.1	The minimum amount of cover for insurance against loss and damage caused by the Contractor to the Employer's property is	R 5 000 000.00
83.1	The insurance against loss of or damage to the works, Plant and Materials is to include cover for Plant and Materials provided by the Employer to an amount of	R 5 000 000.00
83.1	The minimum amount of cover for insurance in respect of loss of or damage to property (except the Employer's property, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) arising from or in connection with the Contractor's Providing the Service for any one event is:	R 5 000 000.00
83.1	The Minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the Contractor arising out of and in course of their employment in connection with this contract for any one event is:	As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the Contractor's common law liability for people falling outside the scope of the Act with a limit of Indemnity of not less than R 5 000 000.00
9. Termination		No data is required for this section of the conditions of contract.
10. Data for main Option Clauses		
A	Priced Contract with Price List	Option A
20.5	The Contractor prepares forecasts of the final total of the Prices for the whole of the service at intervals of no longer than	4 Weeks
11. Data for Option W1		
W1.1	The Adjudicator is (Name)	The person selected from the ICE-SA Division (or its successor body) of the South African Institution of Civil Engineering Panel of Adjudicators by the party intending to refer a dispute to him. (See www.icesa.org.za)
	Address	
	Tel. No,	
	Fax No.	
	Email	

W1.2(3)	The Adjudicator nominating body is:	The Chairman of ICE-SA a joint Division of the South African Institution of Civil Engineering
W1.4(2)	The Tribunal is:	Arbitration
W1.4(5)	The Arbitration Procedure is	The latest edition of Rules for the Conduct of Arbitrations published by the Association of Arbitrators (South Africa) or its successor body.
	The place where arbitration is to be held is	South Africa
	The person or organization who will choose an arbitrator	The Chairman for the time being or his nominee of the Association of Arbitrators (South Africa) or its successor
1	If the Parties cannot agree a choice body.or	
2	If the procedure does not state who selects an arbitrator, is	

12. Data for Secondary Option Clauses

X1	Price Adjustment for Inflation																
X1.1	The base date for indices is October 2025	Tender Closing Date: 17 April 2026															
	The proportions used to calculate the Price Adjustment Factor are:																
	<p>Note: Requirements for CPA/Price inflation is that Prices must be Fixed and Firm for the First 12 months of the contract and only subject to escalation thereafter. A minimum of 10% of the contract price / prices is not adjustable throughout the life of the contract</p>	<table border="1"> <thead> <tr> <th>Proportion</th> <th>Linked to Index for</th> <th>Index prepared by (Source)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Non-Adjustable**</td> <td></td> </tr> <tr> <td>100%</td> <td></td> <td></td> </tr> </tbody> </table>	Proportion	Linked to Index for	Index prepared by (Source)								Non-Adjustable**		100%		
Proportion		Linked to Index for	Index prepared by (Source)														
		Non-Adjustable**															
100%																	

X13	Performance Bond	
X13.1	The Contractor gives the Employer a performance bond	The Tenderer must provide a Performance Bond in the form of a Fixed Performance Guarantee by means of a Bank Guarantee, or from an Insurer approved by the Service Manager, in the amount of 2.5% of the Awarded Contract Value, once the Contract has been awarded to him. This Bond must be given to the Employer with in four (4) weeks of the Contract Date.

X17	Low Service Damages	
X17.1	The service level table is in	As per Demerit Table in Contact Data – Annexure CD1

X18	Limitation of Liability	
X18.1	The Contractor's liability to the Employer for indirect or consequential loss is limited to	R0.0 (zero Rand)
X18.2	For any one event, the Contractor's liability to the Employer for loss of or damage to the Employer's property is limited to	R2 500 000.00

X18.3	The Contractor's liability for Defects due to his design of an item of Equipment is limited to	The greater of (a) the total of the Prices at the Contract Date and 1 R2 500 000
X18.4	The Contractor's liability to the Employer for all matters arising under or in connection with this contract, other than the excluded matters, is limited to	N/A
X18.5	The end of liability date is	3 Months after the end of the Service Period.
X19	Task Order The Contractor submits a Task Order programme to the Service Manager within	Authorization to commence with any Task will be done by Task Order. This Task Order will be issued to the Contractor by the Service Manager. Maintenance Turn- around times are stated in the Works Instructions under specification clause GM7.
X20	Key Performance Indicators	Key performance Indicators will be used to monitor Contractor performance on a monthly basis

C1.2 CONTRACT DATA

Part Two – Data provided by the Contractor

Clause	Statement	Data
10.1	The Contractor is (Name): Address: Tel No. Fax No.	
11.2(8)	The Direct Fee Percentage is	_____ %
	The Subcontracted Fee Percentage Is	_____ %
11.2(14)	The following matters will be included in the Risk Register	
11.2(15)	The Service Information for the Contractor's plan is in:	
21.1	The plan identified in the Contract Data is contained in:	
24.1	The Key Persons are: Name : Job : Responsibilities : Qualifications : Experience	
	Name : Job : Responsibilities : Qualifications : Experience	
		CV's and further key person's data are in _____
A	Priced Contract with Price List	
11.2(12)	The price list is in	
11.2(19)	The tendered total of the Prices is	
X1	Price adjustment for inflation	

X1.1

Proportion	Linked to Index for	Index prepared by (Source)
	Non-Adjustable**	
100%		

Annexure CD1 – Demerit Table and Penalty Calculation System

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

ANNEXURE CD1: DEMERIT TABLE AND PENALTY CALCULATION SYSTEM

If the Contractor fails to remedy any sub-standard work within the time frame stipulated by the Service Manager, the conditions as per GM 3.1 will apply.

The contractor will incur demerit points for specific measurable poor performance incidents which can lead to the early termination of the Contract as described below.

DESCRIPTION	DEMERIT POINT
Failure to submit the Functional Condition Assessment Report by the due date	1 point/ week that the report is late
Exceeding the maximum allowable response and resolve time for a P1 Breakdown	3 points/ incident
Exceeding the maximum allowable response and resolve time for a P2 Breakdown	2 points/ incident
Exceeding the maximum allowable response and resolve time for a P3 or P4 Breakdown	1 point/ incident
Not meeting the Planned Maintenance Performance KPI	1 point/ incident
Not meeting the Rework Rate KPI	1 point/ incident
Not meeting the Contractor Contactability KPI	1 point/ incident

The demerit points will accumulate and trigger the following actions:

ACCUMULATED DEMERIT POINTS	ACTION
6	Service Manager to discuss Contractor’s performance deviation and agree on improvement measures. If improvement measures are successful and the Contractor has been consistently meeting the required KPI targets for the following two months, the demerit points can be cancelled by the Service Manager.

12	Service Manager to issue notice that Contractor is in Breach of Contract and that Contract Can be terminated if the Contractor does not improve his performance in line with the agreed improvement measures.
15	Service Manager to Terminate Contract as per Clause 9 of the NEC3 Term Service Contract.

Poor performance by the Contractor due to late payments by the Employer will not incur demerit points.

Financial penalties, as per the requirements of Secondary Options Clause X17, will be applied on the effected payments at 1% penalty per demerit point by the Service Manager, in the month that the demerit points are allocated to the Contractor.

Annexure CD2 – Key Performance Indicator Listing

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

ANNEXURE CD2: KEY PERFORMANCE INDICATOR LISTING

The following Key Performance Indicators (KPI's) will be applicable to this Contract and must be monthly updated and reported on by the Service Manager:

KPI Name	KPI Equation		Frequency	Target
Emergency Job Rate	=	$\frac{\text{Total Number of Emergency Jobs Done}}{\text{Total Number of Jobs Done}} \times 100\%$	Monthly	<10%
Planned Maintenance Performance	=	$\frac{\text{Total Number of Scheduled Planned Maintenance Jobs Completed}}{\text{Total Number of Planned Maintenance Jobs Scheduled}} \times 100\%$	Monthly	100%
Cost Estimation Accuracy	=	$\frac{\text{Total Actual Cost of Work}}{\text{Total Estimated Cost Of Work}} \times 100\%$	Monthly	100%
Response Performance	=	$\frac{\text{Number of Service Calls Completed within Targeted Response Time}}{\text{Total Number of Service Calls}} \times 100\%$	Monthly	100%
Rework Rate	=	$\frac{\text{Number of Jobs Requiring Rework}}{\text{Total Number of Jobs Done}} \times 100\%$	Monthly	0%
SHEQ	=	Number of SHEQ Incidents Involving the Contractor	Monthly	0
Contractor Contactability	=	Number of Times that Contractor was not Contactable by the Call Cen _{tre}	Monthly	0

The Service Manager must also ensure that the following items are routinely inspected and reported on by the Site Representative for each Health Facility:

1. Compliance with general maintenance requirements as specified in the ServiceInformation.

2. Manner in which preventative and corrective maintenance is carried out.
3. Manner in which the Maintenance Control Plan is implemented and updated.
4. Manner in which Task Orders received from the Service Manager is dealt with.
5. Manner in which records are kept as required by the Service Information as well as the Occupational Health and Safety Act, Act No 85 of 1993 as amended.
6. Quality of services carried out for the month prior to the inspection.

Note: The aim of the above inspection is to determine that all the requirements of the specification have been complied with. Should the Service Manager believe that one or more maintenance items referred to above, have been neglected or totally ignored by the Contractor he may decide to implement demerit points as penalty as per X17 for each type of non-compliance found during the inspection.

C1.3: PERFORMANCE GUARANTEE (PRO FORMA)

GUARANTOR DETAILS AND DEFINITIONS

“Guarantor” means:

Physical Address:

“Employer” means:

“Service Provider” means:

“Engineer” means:

“Works” means:

“Site” means:

“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.

“Contract Sum” means: The accepted amount inclusive of tax of R Amount in words:

Guaranteed Sum” means: The maximum aggregate amount of R Amount in words:

Type of Performance Guarantee: Fixed

“Expiry Date” means: Last day of the contract

CONTRACT DETAILS

Employer’s Agent: Interim Payment Certificates, Final Payment Certificate and the Certificate of Completion of the Works as defined in the Contract.

1. FIXED PERFORMANCE GUARANTEE

- 1.1 Where a fixed Performance Guarantee has been selected. The Guarantor’s liability shall be limited to the amount of the Guarantee Sum.
- 1.2 The Guarantor’s period of liability shall be from and including the date on which the Performance Guarantee is signed, up to and including the Expiry Date, or the date of issue by the Employer’s Agent of the Certificate of Completion of the Works, or the date of payment in full of the Guaranteed Sum, whichever occurs first.
- 1.3 The Employer’s Agent and/or the Employer shall advise the Guarantor in writing of the date on which the Certificate of Completion of the Works has been issued.

2. CONDITIONS APPLICABLE TO FIXED PERFORMANCES GUARANTEES

2.1 The Guarantor hereby acknowledges that:

2.1.1. Any reference in this Performance Guarantee to the Contract is made for the purpose of convenience and shall not be constructed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship.

2.1.2. Its obligation under this Performance Guarantee is restricted to the payment of money.

2.2. Subject to the Guarantor's maximum liability referred to in 1.1, the Guarantor hereby undertakes to pay the Employer the sum certified upon receipt of the documents identified in 2.2.1 to 2.2.3:

2.2.1. A copy of a first written demand issued by the Employer to the Service Provider stating that payment of a sum certified by the Employer's Agent in an Interim or Final Payment Certificate has not been made in terms of the Contract and failing such payment within seven (7) calendar days, the Employer intends to call upon the Guarantor to make payment in terms of 2.2.2;

2.2.2. A first written demand issued by the Employer to the Guarantor at the Guarantor's physical address with a copy to the Service Provider stating that a period of seven (7) days has elapsed since the first written demand in terms of 2.2.1 and the sum certified has still not been paid;

2.2.3. A copy of the aforesaid payment which entitles the Employer to receive payment in terms of the Contract of the sum certified in 2.2.

2.3. Subject to the Guarantor's maximum liability referred to in 1.1, the Guarantor undertakes to pay to the Employer the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the Employer to the Guarantor at the Guarantor's physical address calling up this Performance Guarantee, such demand stating that:

2.3.1. The Contract has been terminated due to the Service Provider's default and that this Performance Guarantee is called up in terms of 2.3; or

2.3.2. A provisional or final sequestration or liquidation court order has been granted against the Service Provider and that the Performance Guarantee is called up in terms of 2.3; and

2.3.3. The aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provision liquidation court order.

2.3.4. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 2.2 and 2.3 shall not exceed the Guarantor's maximum liability in terms of 1.1.

2.3.5. Where the Guarantor has made payment in terms of 2.3, the Employer shall upon the date of issue of the Final Payment Certificate submit an expense account to the Guarantor showing how all monies received in terms of this Performance Guarantee have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of the Performance Guarantee shall bear interest at the prime overdraft rate by the Employer's Bank compounded monthly and calculated from the date payment was made by the Guarantor to the Employer until the date of refund.

2.3.6. Payment by the Guarantor in terms of 2.2 or 2.3 shall only be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.

2.3.7. Payment by the Guarantor in terms of 2.3 will only be made against the return of the original Performance Guarantee by the Employer.

- 2.4. The Employer shall have the absolute right to arrange his affairs with the service provider in any manner which the Employer may consider fit and the Guarantor shall not have right to claim his release from this Performance Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.
- 2.5. The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
- 2.6. This Performance Guarantee is neither negotiable nor transferable and shall expire in terms of 1.2, where after no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.
- 2.7. This Performance Guarantee, with the required demand notices in terms of 2.2 or 2.3, shall be regarded as a liquid document for the purposes of obtaining a court order.
- 2.8. Where the Performance Guarantee 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 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)

CIDB ADJUDICATOR'S AGREEMENT

This agreement is made on the day of between:
 (name of company / organisation) of

 (address) and
 (name of company / organisation) of

 (address) (the Parties) and
 (name) of

 (address)
 (the Adjudicator).

Disputes or differences may arise/have arisen* between the Parties under a Contract dated and known as

and these disputes or differences shall be/have been* referred to adjudication in accordance with the CIDB Adjudication Procedure, (hereinafter called "the Procedure") and the Adjudicator may be or has been requested to act.

* Delete as necessary

IT IS NOW AGREED as follows:

- i The rights and obligations of the Adjudicator and the Parties shall be as set out in the Procedure.
- ii The Adjudicator hereby accepts the appointment and agrees to conduct the adjudication in accordance with the Procedure.
- iii The Parties bind themselves jointly and severally to pay the Adjudicator's fees and expenses in accordance with the Procedure as set out in the Contract Data.
- iv The Parties and the Adjudicator shall at all times maintain the confidentiality of the adjudication and shall endeavour to ensure that anyone acting on their behalf or through them will do likewise, save with the consent of the other Parties which consent shall not be unreasonably refused.
- v The Adjudicator shall inform the Parties if he intends to destroy the documents which have been sent to him in relation to the adjudication and he shall retain documents for a further period at the request of either Party.

SIGNED

SIGNED by:

SIGNED by:

by:

Name: _____

Name: _____

Name: _____

Witness

Witness:

Witness:

Name: _____

Name _____

Name: _____

Address: _____

Address: _____

Address: _____

Date: _____ Date: _____ Date: _____

Contract Data

1	The Adjudicator shall be paid at the hourly rate of R..... in respect of all time spent upon, or in connection with, the adjudication including time spent travelling.
2	<p>The Adjudicator shall be reimbursed in respect of all disbursements properly made including, but not restricted to:</p> <ul style="list-style-type: none"> i Printing, reproduction and purchase of documents, drawings, maps, records and photographs. ii Telegrams, telex, faxes, and telephone calls. iii Postage and similar delivery charges. iv Travelling, hotel expenses and other similar disbursements. v Room charges. vi Charges for legal or technical advice obtained in accordance with the Procedure.
3	The Adjudicator shall be paid an appointment fee of R..... This fee shall become payable in equal amounts by each Party within days of the appointment of the Adjudicator, subject to an Invoice being provided. This fee will be deducted from the final statement of any sums which shall become payable under item 1 and/or item 2 of the Contract Data. If the final statement is less than the appointment fee the balance shall be refunded to the Parties.
4	The Adjudicator is/is not* currently registered for VAT.
5	Where the Adjudicator is registered for VAT it shall be charged additionally in accordance with the rates current at the date of invoice.
6	All payments, other than the appointment fee (item 3) shall become due 7 days after receipt of invoice, thereafter interest shall be payable at 5% per annum above the Reserve Bank base rate for every day the amount remains outstanding.

* Delete as necessary

PART C2-1: PRICING DATA

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

C2.1 Pricing Data

GENERAL NOTES

1. Documents

The Schedule of Quantities form part of the Document and must be read in conjunction with the other parts forming the Document in order to gain the full meanings of the descriptions of the work to be done and materials and equipment to be used.

2. Alterations

No alterations, erasure or addition is to be made in the text of the Schedule of Quantities. Should any alteration, erasure or addition be made, it will not be recognised and the original wording of the Schedule of Quantities will be adhered to.

3. Issue of Schedule of Quantities in Electronic Format

The Engineers will make the Schedule of Quantities available to Tenderers in electronic (Microsoft Excel Workbook) format, upon request.

If utilised for tender submission, the Tenderer will be responsible for ensuring the correctness of all calculations. The Consulting Electrical Engineers cannot be held responsible for any arithmetic inaccuracies in the electronic Schedule of Quantities.

4. Pages

Before submitting his Tender, the Tenderer must check to ensure all pages have been included and are distinct. Should any obvious errors be found the Engineer is to be notified immediately to have them corrected as no liability whatsoever will be admitted by the Engineer in respect of errors in the Tender due to the foregoing.

5. Responsibility

The responsibility for the accuracy of the quantities written into the Schedule of Quantities remains with the person who prepared the Schedule of Quantities. The Tenderer shall be relieved of the responsibility of measuring quantities at the Tender stage, and the Tender Price submitted shall be in respect of the quantities set out in the Schedule of Quantities.

The Tenderer will be required to make his assessment of items such as brackets, fixings, etc., from details stated in the Schedule of Quantities and shall make allowances therefore within the rates tendered.

Tenderers shall make due allowance in their rates for any item of incidental or contingent work, labour and materials not contained in the Schedule of Quantities, but deemed necessary for the successful completion of the Works.

6. Offered rates in the Schedule of Quantities

The rates in the Schedule of Quantities shall be final and no further adjustment will be made.

7. Currency

All the offered rates in the Schedule of Quantities shall be in South African Rands (R). Any items purchased overseas must be converted to local currency with all exchange rates and export charges.

8. Unit Rates

Unless a separate rate for the supply and the installation of any item is specifically called for, the supply and installation costs of any items shall be fully included in the unit price.

The description of each item shall, unless otherwise stated herein, be held to include making, conveying and delivering, unloading, storing, unpacking, hoisting, setting, fitting and fixing in position, cutting and

waste, patterns, models and templates plant, temporary works, return of water establishment charges, profit and all other obligations arising out of the Conditions of Contract.

9. Variations

Variations in the scope and extent of the work included in the Schedule of Quantities shall be allowed in order to meet the Employer's requirements and shall be measured and costed at the rates entered in the Schedule of Quantities, where appropriate, forming an addition to or deduction from the total of the Schedule of Quantities. Any items or variations for which rates have not been added in the Schedule of Quantities shall be agreed and priced as non-scheduled items in accordance with the provisions of the contract.

The rules governing the extent and costing of the variations shall be those provided for in the Conditions of Contract and Variations to Sub-contract.

Variations to the planning before the work has been executed shall be priced as above. Alterations to work already executed cannot necessarily be priced as above and must be reviewed on its merits.

The appropriate portions of the Preliminary & General Costs are to be adjusted proportionately to the nett additions or omissions of the variations to the contract

10. Preliminary and General

Tenderers are to note that no allowances have been made in the Schedules of Quantities for the pricing of "Preliminary & General" items.

Tenderers shall therefore, include the "Preliminary & General" component of their Tender Price in their tendered rates for the respective items of equipment / Work.

11. Provisional Sums

All Provisional Sums shall be expended only as directed by the Client and Engineer and any balance remaining shall be deducted from the amount of the Sub-contract sum. No work for which Provisional Sums are provided shall be commenced without written instructions from the Engineer.

All Provisional Sums may be utilised in full or in part. These Provisional Sums may be deleted in full or in part if not required.

12. Contingency Sums

All Contingency Sums shall be expended only as directed by the Client and Engineer. No work for which Contingency Sums are provided shall be commenced without written instructions from the Engineer.

All Contingency Sums may be utilised in full or in part. These Contingency Sums may be deleted in full or in part if not required.

13. Dayworks

The rates included for daywork shall not form part of the Tender Price, but Tenderers shall note that this item must be regarded as provisional and will only be payable to the Sub-contractor if and when a written order to this effect has been issued.

14. Value Added Tax

This Schedule of Quantities shall be priced nett, excluding VAT.

VAT shall only be added at the Summary at the end of the Schedule of Quantities for the Principal Contract.

15. Adjustment

The Employer reserves the right to adjust arithmetical errors in the extension of rates and totals in the Tender, and the Tenderer will be informed of the effect of any corrections on his Tender Sum prior to the award of the Contract. In no case will tendered rates be adjusted when correcting such errors.

In the event of there being tendered rates or prices which are declared by the Employer to be unacceptable to him, because they are either excessively low or high or not in proper balance with other rates, the Tenderer may be required to produce evidence and advance arguments in support of the tendered rates or prices objected to. If after submission of such evidence and any further evidence requested, the Employer is still not satisfied with the tendered rates or prices objected to, he may request the Tenderer to amend these rates and prices along the lines indicated by him.

The Tenderer may or may not thereupon alter and amend the rates and prices objected to and such other related prices as are agreed to by the Employer. Should the Tenderer fail to amend his Tender in a manner acceptable to the Employer, or at all, it may prejudice his Tender.

In the case of Tenders with Schedule of Quantities, the total corrected Tender Price in the Tender Form shall constitute the Sub-contract Sum. Tenderers are advised to check their extensions and additions. In the case of a Lump Sum Tender, the original uncorrected Tender Price shall be considered. The Engineer shall negotiate adjustments to the rates tendered in order to correct the arithmetical extension or addition, whilst the Tender Price as submitted, remains unaltered.

In either case, the Tenderer shall be notified of any arithmetical error in his Tender, and shall be given the opportunity to withdraw the Tender at this stage.

16. Quantification

The successful Tenderer and the Employer or his Agent may agree that the total of any Schedule, including any variations by way of additions thereto or deductions there from, represents a fair and accurate quantification of the items set out in the Schedule of Quantities and the parties may agree final payment on that basis. In the event of any dispute as to the quantities, the disputed item or items shall be adjusted where necessary.

17. Ordering

The quantities in this Schedule of Quantities shall not be used for ordering materials. The onus is on the successful Tenderer to order the correct quantities of materials as per the drawings.

18. Payment

The measurement and payment of Work done shall be made in accordance with the unit price rates, and rates of pay listed in the Schedule of Quantities. No payment will be made for any item of associated work not specifically detailed in the Schedule of Quantities.

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

C2.2 Schedules of Quantities

C2.2 IS A MANDATORY RETURNABLE DOCUMENT. FAILURE TO COMPLETE AND SUBMIT THIS DOCUMENT WILL RESULT IN DISQUALIFICATION OF THE TENDERER.

CONTRACT REF NO

SCMU3-2526-0267-HO

Cluster/District: OR TAMBO DISTRICT & ALFRED NZO

ASSET TYPE MORTUARY, REFRIGERATION & HEAT PUMP

	DESCRIPTION	TOTAL AMOUNT OF WORKS (EXCL VAT)
1	OR TAMBO DISTRICT	
2	ALFRED NZO DISTRICT	
3	Schedule 4: Term Repairs Subject to Approval of Quotation of the Works	
4	Add contingencies (10%)	
SUBTOTAL AMOUNT OF WORKS (EXCL VAT)		
ALLOWANCE FOR VAT AT 15%		
TOTAL AMOUNT OF WORKS (INCL VAT) - ENTER THIS AMOUNT TO FORM OF OFFER		

CONTRACT REF NO

SCMU3-2526-0267-HO

Cluster/District: OR TAMBO DISTRICT

ASSET TYPE

Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE NUMBER	DESCRIPTION	TENDER AMOUNT
1B-1	OR DISTRICT - FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK	
1B-2	OR DISTRICT - FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (continued)	
1B-3	OR DISTRICT - FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (continued)	
1B-4	OR DISTRICT - FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (continued)	
1B-5	OR DISTRICT - FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK	
1B-6	OR DISTRICT - FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK	
2B-1	OR DISTRICT - FUNCTIONAL REPAIR SCHEDULE	
2B-2	OR DISTRICT - FUNCTIONAL REPAIR SCHEDULE (continued)	
2B-3	OR DISTRICT - FUNCTIONAL REPAIR SCHEDULE (continued)	
3B	OR DISTRICT - MAINTENANCE SERVICE SCHEDULE	
TOTAL AMOUNT OF WORKS (EXCL VAT) - ENTER THIS AMOUNT TO FORM OF OFFER		

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: OR TAMBO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 1B-1 : FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	GM 2.5	VERIFICATION OF ASSETS ON SITE : Verify assets on site vs Asset Register (C4.1), and compile plant layout line drawings as per GM 2.5 (1) and (2).				
1.1		Bambisana Hospital	Item	1		
1.2		Bedford Hospital	Item	1		
1.3		Canzibe Hospital	Item	1		
1.4		Dr Malizo Mpehle Hospital	Item	1		
1.5		Holy Cross Hospital	Item	1		
1.6		Isilimela Hospital	Item	1		
1.7		Lusikisiki Forensic Mortuary	Item	1		
1.8		Mthatha Forensic Mortuary	Item	1		
1.9		Mthatha Regional Hospital	Item	1		
1.10		Nelson Mandela Academic Hospital	Item	1		
1.11		Nessie Knight Hospital	Item	1		
1.12		Port St. Johns CHC	Item	1		
1.13		St Barnabas Hospital	Item	1		
1.14		St Elizabeth Hospital	Item	1		
1.15		St Lucy's Hospital	Item	1		
1.16		Zithulele Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) - OR TAMBO AND ALFRED NZO DISTRICT - HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO
ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster/District: OR TAMBO DISTRICT
Cluster 1

SCHEDULE 1B-2: FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (continued)

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
2	GM 2.5 & 3.2	VERIFICATION OF SPARE PART INVENTORY ON SITE : Find and verify all spares for the asset type that is currently available on site				
2.1		Bambisana Hospital	Item	1		
2.2		Bedford Hospital	Item	1		
2.3		Canzibe Hospital	Item	1		
2.4		Dr Malizo Mpehle Hospital	Item	1		
2.5		Holy Cross Hospital	Item	1		
2.6		Isilimela Hospital	Item	1		
2.7		Lusikisiki Forensic Mortuary	Item	1		
2.8		Mthatha Forensic Mortuary	Item	1		
2.9		Mthatha Regional Hospital	Item	1		
2.10		Nelson Mandela Academic Hospital	Item	1		
2.11		Nessie Knight Hospital	Item	1		
2.12		Port St. Johns CHC	Item	1		
2.13		St Barnabas Hospital	Item	1		
2.14		St Elizabeth Hospital	Item	1		
2.15		St Lucy's Hospital	Item	1		
2.16		Zithulele Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: OR TAMBO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 1B-3: FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (continued)

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
3	GM 2.7	COMPILING OF CONDITIONAL AND PERFORMANCE INSPECTION REPORT: Compile a inspection report on the current status and operation of the existing generating sets on site. The report shall be in line with the inspection report template included in this tender.				
3.1		Bambisana Hospital	Item	1		
3.2		Bedford Hospital	Item	1		
3.3		Canzibe Hospital	Item	1		
3.4		Dr Malizo Mpehle Hospital	Item	1		
3.5		Holy Cross Hospital	Item	1		
3.6		Isilimela Hospital	Item	1		
3.7		Lusikisiki Forensic Mortuary	Item	1		
3.8		Mthatha Forensic Mortuary	Item	1		
3.9		Mthatha Regional Hospital	Item	1		
3.10		Nelson Mandela Academic Hospital	Item	1		
3.11		Nessie Knight Hospital	Item	1		
3.12		Port St. Johns CHC	Item	1		
3.13		St Barnabas Hospital	Item	1		
3.14		St Elizabeth Hospital	Item	1		
3.15		St Lucy's Hospital	Item	1		
3.16		Zithulele Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: OR TAMBO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 1B-4: FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (continued)

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
4	GM 2.7	COMPILING OF OPERATING AND MAINTENANCE MANUALS : Compile three sets of O&M Manuals per site per asset type and asset model as per information from the Asset Register C4.1				
4.1		Bambisana Hospital	Item	1		
4.2		Bedford Hospital	Item	1		
4.3		Canzibe Hospital	Item	1		
4.4		Dr Malizo Mpehle Hospital	Item	1		
4.5		Holy Cross Hospital	Item	1		
4.6		Isilimela Hospital	Item	1		
4.7		Lusikisiki Forensic Mortuary	Item	1		
4.8		Mthatha Forensic Mortuary	Item	1		
4.9		Mthatha Regional Hospital	Item	1		
4.10		Nelson Mandela Academic Hospital	Item	1		
4.11		Nessie Knight Hospital	Item	1		
4.12		Port St. Johns CHC	Item	1		
4.13		St Barnabas Hospital	Item	1		
4.14		St Elizabeth Hospital	Item	1		
4.15		St Lucy's Hospital	Item	1		
4.16		Zithulele Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: OR TAMBO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 1B-5: FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (continued)

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
5	SS 8 & 9	OPERATOR AND MAINTAINER TRAINING : Provide Operator and Maintainer training as per SS8 and SS9				
5.1		Bambisana Hospital	Hrs	24		
5.2		Bedford Hospital	Hrs	24		
5.3		Canzibe Hospital	Hrs	24		
5.4		Dr Malizo Mpehle Hospital	Hrs	24		
5.5		Holy Cross Hospital	Hrs	24		
5.6		Isilimela Hospital	Hrs	24		
5.7		Lusikisiki Forensic Mortuary	Hrs	24		
5.8		Mthatha Forensic Mortuary	Hrs	24		
5.9		Mthatha Regional Hospital	Hrs	24		
5.10		Nelson Mandela Academic Hospital	Hrs	24		
5.11		Nessie Knight Hospital	Hrs	24		
5.12		Port St. Johns CHC	Hrs	24		
5.13		St Barnabas Hospital	Hrs	24		
5.14		St Elizabeth Hospital	Hrs	24		
5.15		St Lucy's Hospital	Hrs	24		
5.16		Zithulele Hospital	Hrs	24		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: OR TAMBO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 1B-6: FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
6	GM 3	MAINTENANCE CONTROL PLAN : Compiling of a detailed Maintenance Control Plan for each Health Facility included in this Tender (See SS 3 for facility listing)				
6.1		Bambisana Hospital	Item	1		
6.2		Bedford Hospital	Item	1		
6.3		Canzibe Hospital	Item	1		
6.4		Dr Malizo Mpehle Hospital	Item	1		
6.5		Holy Cross Hospital	Item	1		
6.6		Isilimela Hospital	Item	1		
6.7		Lusikisiki Forensic Mortuary	Item	1		
6.8		Mthatha Forensic Mortuary	Item	1		
6.9		Mthatha Regional Hospital	Item	1		
6.10		Nelson Mandela Academic Hospital	Item	1		
6.11		Nessie Knight Hospital	Item	1		
6.12		Port St. Johns CHC	Item	1		
6.13		St Barnabas Hospital	Item	1		
6.14		St Elizabeth Hospital	Item	1		
6.15		St Lucy's Hospital	Item	1		
6.16		Zithulele Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: OR TAMBO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 2B-1: FUNCTIONAL REPAIR SCHEDULE

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	GM 2.5	FUNCTIONAL CONDITION ASSESSMENT : Perform Functional Condition Assessment (Inspection and Testing) on all listed assets at all Health Facilities included in the Tender				
1.1		Bambisana Hospital	Item	1		
1.2		Bedford Hospital	Item	1		
1.3		Canzibe Hospital	Item	1		
1.4		Dr Malizo Mpehle Hospital	Item	1		
1.5		Holy Cross Hospital	Item	1		
1.6		Isilimela Hospital	Item	1		
1.7		Lusikisiki Forensic Mortuary	Item	1		
1.8		Mthatha Forensic Mortuary	Item	1		
1.9		Mthatha Regional Hospital	Item	1		
1.10		Nelson Mandela Academic Hospital	Item	1		
1.11		Nessie Knight Hospital	Item	1		
1.12		Port St. Johns CHC	Item	1		
1.13		St Barnabas Hospital	Item	1		
1.14		St Elizabeth Hospital	Item	1		
1.15		St Lucy's Hospital	Item	1		
1.16		Zithulele Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: OR TAMBO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 2B-2: FUNCTIONAL REPAIR SCHEDULE (continued)

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
2	GM 2.5.(5)	COMPILING OF PRICED SPARE PART LISTS : Compile detailed, comprehensive priced spare parts lists for each site and asset type (based on Contractor's cost price). NOTE: The Employer retains the right to negotiate the offered spare part prices, if they are not in line with national price norms.				
2.1		Bambisana Hospital	Item	1		
2.2		Bedford Hospital	Item	1		
2.3		Canzibe Hospital	Item	1		
2.4		Dr Malizo Mpehle Hospital	Item	1		
2.5		Holy Cross Hospital	Item	1		
2.6		Isilimela Hospital	Item	1		
2.7		Lusikisiki Forensic Mortuary	Item	1		
2.8		Mthatha Forensic Mortuary	Item	1		
2.9		Mthatha Regional Hospital	Item	1		
2.10		Nelson Mandela Academic Hospital	Item	1		
2.11		Nessie Knight Hospital	Item	1		
2.12		Port St. Johns CHC	Item	1		
2.13		St Barnabas Hospital	Item	1		
2.14		St Elizabeth Hospital	Item	1		
2.15		St Lucy's Hospital	Item	1		
2.16		Zithulele Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: OR TAMBO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 2B-3: FUNCTIONAL REPAIR SCHEDULE (continued)

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
3	GM 2.5	COMPILING OF DETAILED REPAIR SCHEDULE : Compile detailed, comprehensive repair schedule including defect description, recommended repair method, detailed quote including priced spare parts, outsourced work, and provisional work program, for each Health Facility and asset type.				
3.1		Bambisana Hospital	Item	1		
3.2		Bedford Hospital	Item	1		
3.3		Canzibe Hospital	Item	1		
3.4		Dr Malizo Mpehle Hospital	Item	1		
3.5		Holy Cross Hospital	Item	1		
3.6		Isilimela Hospital	Item	1		
3.7		Lusikisiki Forensic Mortuary	Item	1		
3.8		Mthatha Forensic Mortuary	Item	1		
3.9		Mthatha Regional Hospital	Item	1		
3.10		Nelson Mandela Academic Hospital	Item	1		
3.11		Nessie Knight Hospital	Item	1		
3.12		Port St. Johns CHC	Item	1		
3.13		St Barnabas Hospital	Item	1		
3.14		St Elizabeth Hospital	Item	1		
3.15		St Lucy's Hospital	Item	1		
3.16		Zithulele Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO
 ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster/District: OR TAMBO DISTRICT
 Cluster 1

SCHEDULE 3B : MAINTENANCE SERVICE SCHEDULE

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	EQUIPMENT /SYSTEM QTY	QTY OF SERVICE PER EQUIPMENT/ SYSTEM	RATE	AMOUNT
1	GM 3.2	MAINTENANCE WORKS : Standard servicing and planned Maintenance Costs including all parts, consumables and lubricants, labour, travelling, accommodation and subsistence allowances (Price per equipment/system)					
1.1		Heat Pump					
		Major Service Cost : Price per Annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.1.1		St Lucy's Hospital	No	6	3		
1.1.2		Bambisana Hospital	No	4	3		
1.1.3		Isilimela Hospital	No	1	3		
1.1.4		St Elizabeth Hospital	No	1	3		
		Minor Service Cost : Price per 6 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.1.5		St Lucy's Hospital	No	6	3		
1.1.6		Bambisana Hospital	No	4	3		
1.1.7		Isilimela Hospital	No	1	3		
1.1.8		St Elizabeth Hospital	No	1	3		
1.2		Mortuary Refrigeration					
		Major Service Cost : Price per Bi-annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.2.1		Mthatha Forensic Mortuary	No	48	6		
1.2.2		Nelson Mandela Academic Hospital	No	7	6		
1.2.3		Nessie Knight Hospital	No	7	6		
1.2.4		Bedford Hospital	No	5	6		
1.2.5		Dr Malizo Mpehle Hospital	No	5	6		
1.2.6		Holy Cross Hospital	No	4	6		
1.2.7		St Lucy's Hospital	No	3	6		
1.2.8		St Barnabas Hospital	No	3	6		
1.2.9		Zithulele Hospital	No	3	6		
1.2.10		Bambisana Hospital	No	2	6		
1.2.11		Isilimela Hospital	No	2	6		
1.2.12		St Elizabeth Hospital	No	3	6		
1.2.13		Canzibe Hospital	No	2	6		
1.2.14		Mthatha Regional Hospital	No	1	6		
1.2.15		Port St. Johns CHC	No	1	6		
		Minor Service Cost : Price per 3 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.2.16		Mthatha Forensic Mortuary	No	48	6		
1.2.17		Nelson Mandela Academic Hospital	No	7	6		
1.2.18		Nessie Knight Hospital	No	7	6		
1.2.19		Bedford Hospital	No	5	6		
1.2.20		Dr Malizo Mpehle Hospital	No	5	6		
1.2.21		Holy Cross Hospital	No	4	6		
1.2.22		St Lucy's Hospital	No	3	6		
1.2.23		St Barnabas Hospital	No	3	6		
1.2.24		Zithulele Hospital	No	3	6		
1.2.25		Bambisana Hospital	No	2	6		
1.2.26		Isilimela Hospital	No	2	6		
1.2.27		St Elizabeth Hospital	No	3	6		
1.2.28		Canzibe Hospital	No	2	6		
1.2.29		Mthatha Regional Hospital	No	1	6		
1.2.30		Port St. Johns CHC	No	1	6		

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	EQUIPMENT /SYSTEM QTY	QTY OF SERVICE PER EQUIPMENT/ SYSTEM	RATE	AMOUNT
1.3		Mortuary Body Lifters					
		Major Service Cost : Price per Annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.3.1		Mthatha Forensic Mortuary	No	2	3		
1.3.2		Nelson Mandela Academic Hospital	No	1	3		
1.3.3		Nessie Knight Hospital	No	1	3		
1.3.4		Holy Cross Hospital	No	1	3		
1.3.5		St Elizabeth Hospital	No	2	3		
1.3.6		Lusikisiki Forensic Mortuary	No	1	3		
		Minor Service Cost : Price per 6 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.3.7		Mthatha Forensic Mortuary	No	2	3		
1.3.8		Nelson Mandela Academic Hospital	No	1	3		
1.3.9		Nessie Knight Hospital	No	1	3		
1.3.10		Holy Cross Hospital	No	1	3		
1.3.11		St Elizabeth Hospital	No	2	3		
1.3.12		Lusikisiki Forensic Mortuary	No	1	3		
1.4		Chest Freezers					
		Major Service Cost : Price per Annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.4.1		Bambisana Hospital	No	7	3		
1.4.2		Zithulele Hospital	No	4	3		
1.4.3		Holy Cross Hospital	No	2	3		
1.4.4		Nessie Knight Hospital	No	1	3		
1.4.5		St Elizabeth Hospital	No	1	3		
1.4.6		St Barnabas Hospital	No	1	3		
1.4.7		Isilimela Hospital	No	1	3		
		Minor Service Cost : Price per 6 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.4.7		Bambisana Hospital	No	7	3		
1.4.8		Zithulele Hospital	No	4	3		
1.4.9		Holy Cross Hospital	No	2	3		
1.4.10		Nessie Knight Hospital	No	1	3		
1.4.11		St Elizabeth Hospital	No	1	3		
1.4.12		St Barnabas Hospital	No	1	3		
1.4.13		Isilimela Hospital	No	1	3		

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	EQUIPMENT /SYSTEM QTY	QTY OF SERVICE PER EQUIPMENT/ SYSTEM	RATE	AMOUNT
1.5		Freezer Rooms					
		Major Service Cost : Price per Bi-annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.5.1		Zithulele Hospital	No	1	6		
1.5.2		Holy Cross Hospital	No	1	6		
1.5.3		Nessie Knight Hospital	No	1	6		
1.5.4		St Barnabas Hospital	No	1	6		
1.5.5		Isilimela Hospital	No	1	6		
1.5.6		Mthatha Forensic Mortuary	No	1	6		
1.5.7		Lusikisiki Forensic Mortuary	No	1	6		
1.5.8		Bedford Hospital	No	1	6		
1.5.9		Dr Malizo Mpehle Hospital	No	1	6		
1.5.10		St Elizabeth Hospital	No	1	6		
1.5.11		St Lucy's Hospital	No	1	6		
1.5.12		Canzibe Hospital	No	1	6		
1.5.13		Mthatha Regional Hospital	No	1	6		
		Minor Service Cost : Price per 3 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.5.13		Zithulele Hospital	No	1	6		
1.5.14		Holy Cross Hospital	No	1	6		
1.5.15		Nessie Knight Hospital	No	1	6		
1.5.16		St Barnabas Hospital	No	1	6		
1.5.17		Isilimela Hospital	No	1	6		
1.5.18		Mthatha Forensic Mortuary	No	1	6		
1.5.19		Lusikisiki Forensic Mortuary	No	1	6		
1.5.20		Bedford Hospital	No	1	6		
1.5.21		Dr Malizo Mpehle Hospital	No	1	6		
1.5.22		St Elizabeth Hospital	No	1	6		
1.5.23		St Lucy's Hospital	No	1	6		
1.5.24		Canzibe Hospital	No	1	6		
1.5.25		Mthatha Regional Hospital	No	1	6		
1.6		Cold Rooms					
		Major Service Cost : Price per Bi-annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.6.1		Zithulele Hospital	No	1	6		
1.6.2		Holy Cross Hospital	No	3	6		
1.6.3		Nessie Knight Hospital	No	2	6		
1.6.4		St Barnabas Hospital	No	3	6		
1.6.5		Isilimela Hospital	No	1	6		
1.6.6		Mthatha Forensic Mortuary	No	1	6		
1.6.7		Lusikisiki Forensic Mortuary	No	1	6		
1.6.8		Bedford Hospital	No	1	6		
1.6.9		Dr Malizo Mpehle Hospital	No	3	6		
1.6.10		St Lucy's Hospital	No	1	6		
1.6.11		Canzibe Hospital	No	1	6		
1.6.12		Mthatha Regional Hospital	No	1	6		
1.6.13		Bambisana Hospital	No	1	6		
1.6.14		Nelson Mandela Academic Hospital	No	1	6		
1.6.15		St Elizabeth Hospital	No	6	6		
		Minor Service Cost : Price per 3 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.6.15		Zithulele Hospital	No	1	6		
1.6.16		Holy Cross Hospital	No	3	6		
1.6.17		Nessie Knight Hospital	No	2	6		
1.6.18		St Barnabas Hospital	No	3	6		
1.6.19		Isilimela Hospital	No	1	6		
1.6.20		Mthatha Forensic Mortuary	No	1	6		
1.6.20		Lusikisiki Forensic Mortuary	No	1	6		

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	EQUIPMENT /SYSTEM QTY	QTY OF SERVICE PER EQUIPMENT/ SYSTEM	RATE	AMOUNT
1.6.22		Bedford Hospital	No	1	6		
1.6.23		Dr Malizo Mpehle Hospital	No	3	6		
1.6.24		St Lucy's Hospital	No	1	6		
1.6.25		Canzibe Hospital	No	1	6		
1.6.26		Mthatha Regional Hospital	No	1	6		
1.6.27		Bambisana Hospital	No	1	6		
1.6.28		Nelson Mandela Academic Hospital	No	1	6		
1.6.29		St Elizabeth Hospital	No	6	6		
1.7		Pharmacy Storage					
		Major Service Cost : Price per Annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.7.1		Mthatha Regional Hospital	No	1	3		
1.7.2		Isilimela Hospital	No	3	3		
1.7.3		Holy Cross Hospital	No	2	3		
1.7.4		St Barnabas Hospital	No	3	3		
1.7.5		Bedford Hospital	No	1	3		
1.7.6		Nessie Knight Hospital	No	1	3		
1.7.7		St Lucy's Hospital	No	1	3		
1.7.8		Canzibe Hospital	No	1	3		
1.7.9		Bambisana Hospital	No	3	3		
1.7.10		Nelson Mandela Academic Hospital	No	1	3		
1.7.11		St Elizabeth Hospital	No	17	3		
		Minor Service Cost : Price per 6 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.7.11		Mthatha Regional Hospital	No	1	3		
1.7.12		Isilimela Hospital	No	3	3		
1.7.13		Holy Cross Hospital	No	2	3		
1.7.14		St Barnabas Hospital	No	3	3		
1.7.15		Bedford Hospital	No	1	3		
1.7.16		Nessie Knight Hospital	No	1	3		
1.7.17		St Lucy's Hospital	No	1	3		
1.7.18		Canzibe Hospital	No	1	3		
1.7.19		Bambisana Hospital	No	3	3		
1.7.20		Nelson Mandela Academic Hospital	No	1	3		
1.7.21		St Elizabeth Hospital	No	17	3		
1.8		Under-counter chillers					
		Major Service Cost : Price per Annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.8.1		St Barnabas Hospital	No	9	3		
		Minor Service Cost : Price per 6 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.8.2		St Barnabas Hospital	No	9	3		
TOTAL CARRIED TO SUMMARY PAGE							

CONTRACT REF NO

SCMU3-2526-0267-HO

Cluster/District: ALFRED NZO DISTRICT

ASSET TYPE

Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE NUMBER	DESCRIPTION	TENDER AMOUNT
1B-1	AN DISTRICT - FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK	
1B-2	AN DISTRICT- FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (continued)	
1B-3	AN DISTRICT - FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (continued)	
1B-4	AN DISTRICT - FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (continued)	
1B-5	AN DISTRICT - FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK	
1B-6	AN DISTRICT - FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK	
2B-1	AN DISTRICT - FUNCTIONAL REPAIR SCHEDULE	
2B-2	AN DISTRICT - FUNCTIONAL REPAIR SCHEDULE (continued)	
2B-3	AN DISTRICT - FUNCTIONAL REPAIR SCHEDULE (continued)	
3B	AN DISTRICT - MAINTENANCE SERVICE SCHEDULE	
TOTAL AMOUNT OF WORKS (EXCL VAT) - ENTER THIS AMOUNT TO FORM OF OFFER		

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: ALFRED NZO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 1B-1 : FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	GM 2.5	VERIFICATION OF ASSETS ON SITE : Verify assets on site vs Asset Register (C4.1), and compile plant layout line drawings as per GM 2.5 (1) and (2).				
1.1		Bizana Forensic Mortuary	Item	1		
1.2		Greenville Hospital	Item	1		
1.3		Khotsong Hospital	Item	1		
1.4		Madzikane Ka Zulu Hospital	Item	1		
1.5		Mount Ayliff Hospital	Item	1		
1.6		Mt. Frere Forensic Mortuary	Item	1		
1.7		Sipetu Hospital	Item	1		
1.8		St Patrick's Hospital	Item	1		
1.9		Taylor Bequest Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) - OR TAMBO AND ALFRED NZO DISTRICT - HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO
ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster/District: ALFRED NZO DISTRICT
Cluster 1

SCHEDULE 1B-2: FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (continued)

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
2	GM 2.5 & 3.2	VERIFICATION OF SPARE PART INVENTORY ON SITE : Find and verify all spares for the asset type that is currently available on site				
2.1		Bizana Forensic Mortuary	Item	1		
2.2		Greenville Hospital	Item	1		
2.3		Khotsong Hospital	Item	1		
2.4		Madzikane Ka Zulu Hospital	Item	1		
2.5		Mount Ayliff Hospital	Item	1		
2.6		Mt. Frere Forensic Mortuary	Item	1		
2.7		Sipetu Hospital	Item	1		
2.8		St Patrick's Hospital	Item	1		
2.9		Taylor Bequest Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: ALFRED NZO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 1B-3: FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (continued)

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
3	GM 2.7	COMPILING OF CONDITIONAL AND PERFORMANCE INSPECTION REPORT: Compile a inspection report on the current status and operation of the existing generating sets on site. The report shall be in line with the inspection report template included in this tender.				
3.1		Bizana Forensic Mortuary	Item	1		
3.2		Greenville Hospital	Item	1		
3.3		Khotsong Hospital	Item	1		
3.4		Madzikane Ka Zulu Hospital	Item	1		
3.5		Mount Ayliff Hospital	Item	1		
3.6		Mt. Frere Forensic Mortuary	Item	1		
3.7		Sipetu Hospital	Item	1		
3.8		St Patrick's Hospital	Item	1		
3.9		Taylor Bequest Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: ALFRED NZO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 1B-4: FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (continued)

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
4	GM 2.7	COMPILING OF OPERATING AND MAINTENANCE MANUALS : Compile three sets of O&M Manuals per site per asset type and asset model as per information from the Asset Register C4.1				
4.1		Bizana Forensic Mortuary	Item	1		
4.2		Greenville Hospital	Item	1		
4.3		Khotsong Hospital	Item	1		
4.4		Madzikane Ka Zulu Hospital	Item	1		
4.5		Mount Ayliff Hospital	Item	1		
4.6		Mt. Frere Forensic Mortuary	Item	1		
4.7		Sipetu Hospital	Item	1		
4.8		St Patrick's Hospital	Item	1		
4.9		Taylor Bequest Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: ALFRED NZO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 1B-5: FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK (continued)

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
5	SS 8 & 9	OPERATOR AND MAINTAINER TRAINING : Provide Operator and Maintainer training as per SS8 and SS9				
5.1		Bizana Forensic Mortuary	Hrs	24		
5.2		Greenville Hospital	Hrs	24		
5.3		Khotsong Hospital	Hrs	24		
5.4		Madzikane Ka Zulu Hospital	Hrs	24		
5.5		Mount Ayliff Hospital	Hrs	24		
5.6		Mt. Frere Forensic Mortuary	Hrs	24		
5.7		Sipetu Hospital	Hrs	24		
5.8		St Patrick's Hospital	Hrs	24		
5.9		Taylor Bequest Hospital	Hrs	24		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: ALFRED NZO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 1B-6: FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
6	GM 3	MAINTENANCE CONTROL PLAN : Compiling of a detailed Maintenance Control Plan for each Health Facility included in this Tender (See SS 3 for facility listing)				
6.1		Bizana Forensic Mortuary	Item	1		
6.2		Greenville Hospital	Item	1		
6.3		Khotsong Hospital	Item	1		
6.4		Madzikane Ka Zulu Hospital	Item	1		
6.5		Mount Ayliff Hospital	Item	1		
6.6		Mt. Frere Forensic Mortuary	Item	1		
6.7		Sipetu Hospital	Item	1		
6.8		St Patrick's Hospital	Item	1		
6.9		Taylor Bequest Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: ALFRED NZO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 2B-1: FUNCTIONAL REPAIR SCHEDULE

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	GM 2.5	FUNCTIONAL CONDITION ASSESSMENT : Perform Functional Condition Assessment (Inspection and Testing) on all listed assets at all Health Facilities included in the Tender				
1.1		Bizana Forensic Mortuary	Item	1		
1.2		Greenville Hospital	Item	1		
1.3		Khotsong Hospital	Item	1		
1.4		Madzikane Ka Zulu Hospital	Item	1		
1.5		Mount Ayliff Hospital	Item	1		
1.6		Mt. Frere Forensic Mortuary	Item	1		
1.7		Sipetu Hospital	Item	1		
1.8		St Patrick's Hospital	Item	1		
1.9		Taylor Bequest Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: ALFRED NZO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 2B-2: FUNCTIONAL REPAIR SCHEDULE (continued)

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
2	GM 2.5.(5)	COMPILING OF PRICED SPARE PART LISTS : Compile detailed, comprehensive priced spare parts lists for each site and asset type (based on Contractor's cost price). NOTE: The Employer retains the right to negotiate the offered spare part prices, if they are not in line with national price norms.				
2.1		Bizana Forensic Mortuary	Item	1		
2.2		Greenville Hospital	Item	1		
2.3		Khotsong Hospital	Item	1		
2.4		Madzikane Ka Zulu Hospital	Item	1		
2.5		Mount Ayliff Hospital	Item	1		
2.6		Mt. Frere Forensic Mortuary	Item	1		
2.7		Sipetu Hospital	Item	1		
2.8		St Patrick's Hospital	Item	1		
2.9		Taylor Bequest Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: ALFRED NZO DISTRICT

ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster 1

SCHEDULE 2B-3: FUNCTIONAL REPAIR SCHEDULE (continued)

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
3	GM 2.5	COMPILING OF DETAILED REPAIR SCHEDULE : Compile detailed, comprehensive repair schedule including defect description, recommended repair method, detailed quote including priced spare parts, outsourced work, and provisional work program, for each Health Facility and asset type.				
3.1		Bizana Forensic Mortuary	Item	1		
3.2		Greenville Hospital	Item	1		
3.3		Khotsong Hospital	Item	1		
3.4		Madzikane Ka Zulu Hospital	Item	1		
3.5		Mount Ayliff Hospital	Item	1		
3.6		Mt. Frere Forensic Mortuary	Item	1		
3.7		Sipetu Hospital	Item	1		
3.8		St Patrick's Hospital	Item	1		
3.9		Taylor Bequest Hospital	Item	1		
TOTAL CARRIED FORWARD TO SUMMARY						

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO
 ASSET TYPE: Mortuary, Refrigeration and Heat Pump

Cluster/District: ALFRED NZO DISTRICT
 Cluster 1

SCHEDULE 3B : MAINTENANCE SERVICE SCHEDULE

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	EQUIPMENT /SYSTEM QTY	QTY OF SERVICE PER EQUIPMENT/ SYSTEM	RATE	AMOUNT
1	GM 3.2	MAINTENANCE WORKS : Standard servicing and planned Maintenance Costs including all parts, consumables and lubricants, labour, travelling, accommodation and subsistence allowances (Price per equipment/system)					
1.1		Heat Pump					
		Major Service Cost : Price per Annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.1.1		Khotsong Hospital	No	6	3		
1.1.2		St Patrick's Hospital	No	6	3		
1.1.3		Greenville Hospital	No	2	3		
		Minor Service Cost : Price per 3 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.1.1		Khotsong Hospital	No	6	3		
1.1.2		St Patrick's Hospital	No	6	3		
1.1.3		Greenville Hospital	No	2	3		
1.2		Mortuary Refrigeration					
		Major Service Cost : Price per Bi-annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.2.1		Bizana Forensic Mortuary	No	12	6		
1.2.2		St Patrick's Hospital	No	5	6		
1.2.3		Madzikane Ka Zulu Hospital	No	5	6		
1.2.4		Sipetu Hospital	No	4	6		
1.2.5		Greenville Hospital	No	3	6		
1.2.6		Mount Ayliff Hospital	No	3	6		
1.2.7		Taylor Bequest Hospital	No	2	6		
1.2.8		Khotsong Hospital	No	1	6		
		Minor Service Cost : Price per 3 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.2.1		Bizana Forensic Mortuary	No	12	6		
1.2.2		St Patrick's Hospital	No	5	6		
1.2.3		Madzikane Ka Zulu Hospital	No	5	6		
1.2.4		Sipetu Hospital	No	4	6		
1.2.5		Greenville Hospital	No	3	6		
1.2.6		Mount Ayliff Hospital	No	3	6		
1.2.7		Taylor Bequest Hospital	No	2	6		
1.2.8		Khotsong Hospital	No	1	6		
1.3		Mortuary Body Lifters					
		Major Service Cost : Price per Annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.3.1		Madzikane Ka Zulu Hospital	No	2	3		
1.3.2		Khotsong Hospital	No	1	3		
1.3.3		Bizana Forensic Mortuary	No	1	3		
1.3.4		St Patrick's Hospital	No	1	3		
1.3.5		Sipetu Hospital	No	1	3		
1.3.6		Greenville Hospital	No	1	3		
1.3.7		Mt. Frere Forensic Mortuary	No	1	3		

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	EQUIPMENT /SYSTEM QTY	QTY OF SERVICE PER EQUIPMENT/ SYSTEM	RATE	AMOUNT
		Minor Service Cost : Price per 6 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.3.1		Madzikane Ka Zulu Hospital	No	2	3		
1.3.2		Khotsong Hospital	No	1	3		
1.3.3		Bizana Forensic Mortuary	No	1	3		
1.3.4		St Patrick's Hospital	No	1	3		
1.3.5		Sipetu Hospital	No	1	3		
1.3.6		Greenville Hospital	No	1	3		
1.3.7		Mt. Frere Forensic Mortuary	No	1	3		
1.4		Chest Freezers					
		Major Service Cost : Price per Annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.4.1		Madzikane Ka Zulu Hospital	No	5	3		
1.4.2		Sipetu Hospital	No	5	3		
1.4.3		Taylor Bequest Hospital	No	5	3		
1.4.4		Khotsong Hospital	No	3	3		
1.4.5		Mount Ayliff Hospital	No	3	3		
1.4.6		St Patrick's Hospital	No	2	3		
1.4.7		Greenville Hospital	No	2	3		
		Minor Service Cost : Price per 6 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.4.1		Madzikane Ka Zulu Hospital	No	5	3		
1.4.2		Sipetu Hospital	No	5	3		
1.4.3		Taylor Bequest Hospital	No	5	3		
1.4.4		Khotsong Hospital	No	3	3		
1.4.5		Mount Ayliff Hospital	No	3	3		
1.4.6		St Patrick's Hospital	No	2	3		
1.4.7		Greenville Hospital	No	2	3		
1.5		Freezer Rooms					
		Major Service Cost : Price per Bi-annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.5.1		St Patrick's Hospital	No	2	6		
1.5.2		Madzikane Ka Zulu Hospital	No	1	6		
1.5.3		Sipetu Hospital	No	1	6		
1.5.4		Taylor Bequest Hospital	No	1	6		
1.5.5		Khotsong Hospital	No	1	6		
1.5.6		Greenville Hospital	No	1	6		
1.5.7		Mt. Frere Forensic Mortuary	No	1	6		
		Minor Service Cost : Price per 3 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.5.1		St Patrick's Hospital	No	2	6		
1.5.2		Madzikane Ka Zulu Hospital	No	1	6		
1.5.3		Sipetu Hospital	No	1	6		
1.5.4		Taylor Bequest Hospital	No	1	6		
1.5.5		Khotsong Hospital	No	1	6		
1.5.6		Greenville Hospital	No	1	6		
1.5.7		Mt. Frere Forensic Mortuary	No	1	6		
1.6		Cold Rooms					
		Major Service Cost : Price per Bi-annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.6.1		St Patrick's Hospital	No	2	6		
1.6.2		Madzikane Ka Zulu Hospital	No	2	6		
1.6.3		Sipetu Hospital	No	2	6		

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	EQUIPMENT /SYSTEM QTY	QTY OF SERVICE PER EQUIPMENT/ SYSTEM	RATE	AMOUNT
1.6.4		Taylor Bequest Hospital	No	2	6		

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	EQUIPMENT /SYSTEM QTY	QTY OF SERVICE PER EQUIPMENT/ SYSTEM	RATE	AMOUNT
1.6.5		Khotsong Hospital	No	4	6		
1.6.6		Greenville Hospital	No	1	6		
1.6.7		Mt. Frere Forensic Mortuary	No	1	6		
1.6.8		Mount Ayliff Hospital	No	1	6		
		Minor Service Cost : Price per 3 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.6.1		St Patrick's Hospital	No	2	6		
1.6.2		Madzikane Ka Zulu Hospital	No	2	6		
1.6.3		Sipetu Hospital	No	2	6		
1.6.4		Taylor Bequest Hospital	No	2	6		
1.6.5		Khotsong Hospital	No	4	6		
1.6.6		Greenville Hospital	No	1	6		
1.6.7		Mt. Frere Forensic Mortuary	No	1	6		
1.6.8		Mount Ayliff Hospital	No	1	6		
1.7		Pharmacy Storage					
		Major Service Cost : Price per Annual Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.7.1		St Patrick's Hospital	No	19	3		
1.7.2		Madzikane Ka Zulu Hospital	No	5	3		
1.7.3		Taylor Bequest Hospital	No	3	3		
1.7.4		Khotsong Hospital	No	3	3		
1.7.5		Greenville Hospital	No	2	3		
1.7.6		Mount Ayliff Hospital	No	2	3		
1.7.7		Sipetu Hospital	No	1	3		
		Minor Service Cost : Price per 6 month Service / Inspection per machine, as per tasks from the Annual Service Inspection Guideline in C6.					
1.7.1		St Patrick's Hospital	No	19	3		
1.7.2		Madzikane Ka Zulu Hospital	No	5	3		
1.7.3		Taylor Bequest Hospital	No	3	3		
1.7.4		Khotsong Hospital	No	3	3		
1.7.5		Greenville Hospital	No	2	3		
1.7.6		Mount Ayliff Hospital	No	2	3		
1.7.7		Sipetu Hospital	No	1	3		
TOTAL CARRIED TO SUMMARY PAGE							

SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) - OR TAMBO AND ALFRED NZO DISTRICT - HEALTH FACILITIES (36 MONTHS)

CONTRACT REF. NO: SCMU3-2526-0267-HO

Cluster/District: OR TAMBO & ALFRED NZO

ASSET TYPE: Mortuary, Refrigeration & Heat Pump

Cluster 1

SCHEDULE 4 : TERM REPAIRS SUBJECT TO APPROVAL OF QUOTATION OF THE WORKS

ITEM Nr.	PAYMENT REFERS	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	GM 2.8	LABOUR RATES APPLICABLE TO UNSCHEDULED WORK (DAY RATES): Labour rates that Contractor will charge for additional adhoc work that is not contained in Schedules 1 to 3.				
1.1		Technician	R/Hr	300		
1.2		Senior Artisan (Trade Tested & Additional Certification)	R/Hr	600		
1.3		Artisan (Trade Tested)	R/Hr	430		
1.4		Utility Man (Non-Trade Tested)	R/Hr	850		
1.5		Artisan Aid	R/Hr	500		
1.6		General Worker	R/Hr	990		
2	GM 2.8.3	TRAVELLING : Travelling cost will be as per the rates for reimbursable expenses published monthly by the National Department of Public Works at the time of rendering the service/repair.				
2.1		Vehicle Travelling Estimate	Km	80,000		
3	GM 2.8.3	ACCOMMODATION AND SUBSISTENCE : Daily Rates per person that the Contractor will claim for approved trips lasting more than one day at a time.				
3.1		Accommodation	Per/night	60		
3.2		Subsistence	Per/day	60		
4.1	GM 2.5 (10), GM 2.8.1 & GM 2.10.3	PROVISION TO COVER REPAIRS DURING THE TERM OF THE CONTRACT : Lump Sum Provision to cover repairs and breakdowns during the course of the Contract in addition to the agreed routine servicing of the Assets.	PSum	1	R 4,000,000.00	R 4,000,000.00
4.2	GM 2.5 (10), GM 2.8.1 & GM 2.10.3	PROVISION TO COVER REPAIRS FOR DOMESTIC FRIDGES IN VARIOUS HEALTH FACILITIES DURING THE TERM OF THE CONTRACT : Lump Sum Provision to cover repairs and breakdowns of domestic fridges during the course of the Contract in addition to the agreed routine servicing of the Assets.	PSum	1	R 2,500,000.00	R 2,500,000.00
5	GM 2.8.1 & Clause 11.2(8)	DIRECT FEE PERCENTAGE (MARK-UP) ON MATERIALS AND SERVICES THAT IS NOT INCLUDED IN PRICE LISTS : Mark-up on proven cost for materials and/or Outsourced Services based on the Provisional sum listed in Item 4. above. (Apply % to provisional sum in Item 4 above when pricing the tender)	%			
6	GM 2.15	ENVIRONMENTAL MANAGEMENT PLAN : The Contractor must compile a basic Environmental plan specific to the type of work that he will be performing at the Health Facilities as per C3.2	Item	1		
7	GM 2.15	OCCUPATIONAL HEALTH AND SAFETY ACT COMPLIANCE COST : The Contractor must comply to the project Health and Safety Specification specific to the type of work that he will be performing on site as per C3.2	Month	36		
8	Clause 83.1	INSURANCE : LIMITATION OF LIABILITY (Amounts applicable for whole Contract)				

8.1		Provision for General Contractor's Insurance (Minimum liability limit must be equal to R5,000 000) to cover requirements of Clause 83.1 in Contract Data	Month	36		
9	X13	PERFORMANCE BOND (Amounts applicable for whole Contract)				
9.1		Provision for a Performance bond of not less than 2,5% of the Tender Value	Month	36		
10	SS15	IN-SERVICE TRAINING OF GRADUATES AND INTERNS : Provisional Sum to pay the costs associated with employing nominated Interns and Graduates for the duration of the Contract				
10.1		Interns(1 Interns @R5000 per month)	Months	36	R 5,000.00	R 180,000.00
10.2		Graduates(1 Graduates @R7000 per month)	Months	36	R 7,000.00	R 252,000.00
11	GM 6	PROVISION FOR SPECIAL TESTING BY SERVICE MANAGER : Lump sum provision for doing special tests at the Health Facilities as per the prerogative of the Service Manager	PSum	1	R 345,000.00	R 345,000.00
11.1	Clause 11.2(8)	Direct Fee Percentage (Mark-up) to be charged by Contractor on amounts above	%			
12	GM 2.6	MAINTENANCE DOCUMENTATION SITE STORAGE CONSOLE: Provisional sum to supply and install O&M Manual, Log Books, and site Maintenance Records at each equipment type location as directed by the Service Manager	PSum	1	105,000.00	105,000.00
12.1	Clause 11.2(8)	Direct Fee Percentage (Mark-up) to be charged by Contractor on amounts above	%			
TOTAL CARRIED FORWARD TO SUMMARY						

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

DECLARATION (In respect of completeness of Tender)

Department of Health
 Eastern Cape Department of Health
 Global Life Centre
 c/o R63 and Phalo Avenue
 Bhisho

I/We, the undersigned, do hereby declare that these are the properly priced Schedules of Quantities forming Part C2.2 of this Contract Document which contains 30 pages numbered 1 to 30 and in consecutive order in Volume 3 and the number of pages in consecutive order in Volume 2 as stated on page 27 and 28 thereof, upon which my/our tender for **TENDER NO. SCMU3-2526-0267-HO: SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)**

has been based.

SIGNED ON BEHALF OF TENDERER:

DATE:

PART C3: SCOPE OF WORKS

C3.1: SCOPE OF WORKS

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

Asset Register for the equipment / services of the tender document.

Alfred Nzo District:

Heat Pumps Register

Facility Name	Asset Type	Quantity
Khotsong Hospital	Heat Pump	6
St Patrick's Hospital	Heat Pump	6
Greenville Hospital	Heat Pump	2
Total		14

Mortuary Refrigeration Register

Facility Name	Asset Type	Quantity
Bizana Forensic Mortuary	Mortuary refrigeration	12
St Patrick's Hospital	Mortuary refrigeration	5
Madzikane Ka Zulu Hospital	Mortuary refrigeration	5
Sipetu Hospital	Mortuary refrigeration	4
Greenville Hospital	Mortuary refrigeration	3
Mount Ayliff Hospital	Mortuary refrigeration	3
Taylor Bequest Hospital	Mortuary refrigeration	2
Khotsong Hospital	Mortuary refrigeration	1
Mt. Frere Forensic Mortuary	Mortuary refrigeration	2
Madzikane Ka Zulu Hospital	Mortuary Body Lifts	2
Khotsong Hospital	Mortuary Body Lifts	2
Bizana Forensic Mortuary	Mortuary Body Lifts	1
St Patrick's Hospital	Mortuary Body Lifts	1
Sipetu Hospital	Mortuary Body Lifts	1
Greenville Hospital	Mortuary Body Lifts	1
Mt. Frere Forensic Mortuary	Mortuary Body Lifts	1
Total		46

Storage/ Pharmacy Refrigeration

Facility Name	Asset Type	Quantity
Madzikane Ka Zulu Hospital	Chest Freezers	5
Sipetu Hospital	Chest Freezers	5
Taylor Bequest Hospital	Chest Freezers	5
Khotsong Hospital	Chest Freezers	3
Mount Ayliff Hospital	Chest Freezers	3
St Patrick's Hospital	Chest Freezers	2
Greenville Hospital	Chest Freezers	2
Mount Ayliff Hospital	Chest Freezers	1

St Patrick's Hospital	Freezer Room	2
Madzikane Ka Zulu Hospital	Freezer Room	1
Sipetu Hospital	Freezer Room	1
Taylor Bequest Hospital	Freezer Room	1
Khotsong Hospital	Freezer Room	1
Greenville Hospital	Freezer Room	1
St Patrick's Hospital	Cold Room	2
Madzikane Ka Zulu Hospital	Cold Room	2
Sipetu Hospital	Cold Room	2
Taylor Bequest Hospital	Cold Room	2
Khotsong Hospital	Cold Room	4
Greenville Hospital	Cold Room	1
Mount Ayliff Hospital	Cold Room	1
St Patrick's Hospital	Pharmacy Storage	19
Madzikane Ka Zulu Hospital	Pharmacy Storage	5
Taylor Bequest Hospital	Pharmacy Storage	3
Khotsong Hospital	Pharmacy Storage	3
Greenville Hospital	Pharmacy Storage	2
Mount Ayliff Hospital	Pharmacy Storage	2
Sipetu Hospital	Pharmacy Storage	1
Total		82

OR Tambo District:

Heat Pumps Register

Facility Name	Asset Type	Quantity
St Lucy's Hospital	Heat Pump	6
Bambisana Hospital	Heat Pump	4
Isilimela Hospital	Heat Pump	1
St Elizabeth Hospital	Heat Pump	1
	Total	12

Mortuary Refrigeration

Facility Name	Asset Type	Quantity
Mthatha Forensic Mortuary	Mortuary refrigeration	48
Nelson Mandela Academic Hospital	Mortuary refrigeration	7
Nessie Knight Hospital	Mortuary refrigeration	7
Bedford Hospital	Mortuary refrigeration	5
Dr Malizo Mpehle Hospital	Mortuary refrigeration	5
Holy Cross Hospital	Mortuary refrigeration	4
St Lucy's Hospital	Mortuary refrigeration	3
St Barnabas Hospital	Mortuary refrigeration	3
Zithulele Hospital	Mortuary refrigeration	3
Bambisana Hospital	Mortuary refrigeration	2
Isilimela Hospital	Mortuary refrigeration	2
St Elizabeth Hospital	Mortuary refrigeration	3
Canzibe Hospital	Mortuary refrigeration	2

Mthatha Regional Hospital	Mortuary refrigeration	1
Port St. Johns CHC	Mortuary refrigeration	1
Mthatha Forensic Mortuary	Body Lifters	2
Nelson Mandela Academic Hospital	Body Lifters	1
Nessie Knight Hospital	Body Lifters	1
Holy Cross Hospital	Body Lifters	1
St Elizabeth Hospital	Body Lifters	2
Lusikisiki Forensic Mortuary	Body Lifters	1
Total		104

Storage / Pharmacy Refrigeration

Facility Name	Asset Type	Quantity
Bambisana Hospital	Chest Freezers	7
Zithulele Hospital	Chest Freezers	4
Holy Cross Hospital	Chest Freezers	2
Nessie Knight Hospital	Chest Freezers	1
St Barnabas Hospital	Chest Freezers	1
Isilimela Hospital	Chest Freezers	1
Zithulele Hospital	Freezer Room	1
Holy Cross Hospital	Freezer Room	1
Nessie Knight Hospital	Freezer Room	1
St Barnabas Hospital	Freezer Room	1
Isilimela Hospital	Freezer Room	1
Mthatha Forensic Mortuary	Freezer Room	1
Lusikisiki Forensic Mortuary	Freezer Room	1
Bedford Hospital	Freezer Room	1
Dr Malizo Mpehle Hospital	Freezer Room	1
St Lucy's Hospital	Freezer Room	1
St Elizabeth Hospital	Freezer Room	1
Canzibe Hospital	Freezer Room	1
Mthatha Regional Hospital	Freezer Room	1
Holy Cross Hospital	Cold Room	3
St Barnabas Hospital	Cold Room	3
Dr Malizo Mpehle Hospital	Cold Room	3
Nessie Knight Hospital	Cold Room	2
Zithulele Hospital	Cold Room	1
Isilimela Hospital	Cold Room	1
Mthatha Forensic Mortuary	Cold Room	1
Lusikisiki Forensic Mortuary	Cold Room	1
Bedford Hospital	Cold Room	1
St Lucy's Hospital	Cold Room	1
St Elizabeth Hospital	Cold Room	6
Canzibe Hospital	Cold Room	1
Mthatha Regional Hospital	Cold Room	1
Bambisana Hospital	Cold Room	1
Nelson Mandela Academic Hospital	Cold Room	1
Mthatha Regional Hospital	Pharmacy Storage	7

Isilimela Hospital	Pharmacy Storage	3
Holy Cross Hospital	Pharmacy Storage	2
St Barnabas Hospital	Pharmacy Storage	2
Bedford Hospital	Pharmacy Storage	2
Nessie Knight Hospital	Pharmacy Storage	1
St Lucy's Hospital	Pharmacy Storage	1
St Elizabeth Hospital	Pharmacy Storage	17
Canzibe Hospital	Pharmacy Storage	1
Bambisana Hospital	Pharmacy Storage	1
Nelson Mandela Academic Hospital	Pharmacy Storage	1
St Barnabas Hospital	Under Counter Chiller	9
Total		103

Details of the work required shall be as listed in the Price Lists which have been subdivided into the following categories:

- SCHEDULE 1:** FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK
- SCHEDULE 2:** FUNCTIONAL REPAIR SCHEDULE
- SCHEDULE 3:** MAINTENANCE SERVICE SCHEDULE
- SCHEDULE 4:** TERM REPAIRS SUBJECT TO APPROVAL OF QUOTATION FOR THE WORKS



PART C3.1a

EASTERN CAPE DEPARTMENT OF HEALTH

STANDARD SPECIFICATION

FOR THE

GENERAL MAINTENANCE AND REPAIRS

OF

MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT

VARIOUS HOSPITALS AND HEALTH FACILITIES IN

THE

CLUSTER ONE (1) - OR TAMBO AND ALFRED NZO DISTRICTS

OF THE EASTERN CAPE PROVINCE

CONTENTS

GM 1 GENERAL

GM 2 MAINTENANCE REQUIREMENTS

GM 2.1 CALL CENTRE

GM 2.2 ASSET TYPE LEAD CONSULTING ENGINEER

GM 2.3 CONTRACTOR'S RESPONSIBILITIES

GM 2.4 TASK ORDERS

GM 2.5 FUNCTIONAL CONDITION ASSESSMENT

GM 2.6 FUNCTIONAL CONDITION ASSESSMENT REPORT

GM 2.7 OPERATING AND MAINTENANCE MANUALS

GM 2.8 RATES

GM 2.9 REPAIR WORK

GM 2.10 MAINTENANCE WORK

GM 2.11 SUPPLY OF LABOUR, EQUIPMENT AND MATERIAL

GM 2.12 SITE MAINTENANCE RECORD KEEPING

GM 2.13 SERVICE SHEETS

GM 2.14 VOLTAGE SURGES DUE TO LIGHTING AND OTHER CAUSES

GM 2.15 SHEQ: SAFETY, HEALTH, ENVIRONMENTAL AND QUALITY

GM 3 MAINTENANCE CONTROL PLAN

GM 3.1 WORK QUALITY

GM 3.2 PRELIMINARY MAINTENANCE CONTROL PLAN

GM 3.3 MAINTENANCE CONTROL PLAN

GM 4 COMMUNICATION

GM 5 PERFORMANCE MEASUREMENT

GM 6 SPECIAL TESTING OF AN INSTALLATION

GM 7 MAXIMUM MAINTENANCE DOWN-TIME

GM 8 MEASUREMENT AND PAYMENT

STANDARD SPECIFICATION FOR THE GENERAL MAINTENANCE AND REPAIRS OF ELECTRICAL AND MECHANICAL INSTALLATIONS

GM 1 GENERAL

The successful Contractor will be responsible for, and is expected to, maintain all the plant and installations detailed in the Price List and the Inventory of Equipment attached to this Contract.

The intention of this comprehensive maintenance Contract is to assess the current condition of mortuary, refrigeration & heat pump equipment, repair what is needed, and maintain all equipment included as part of the Contract, in such a manner that, except for normal wear and tear, their condition don't deteriorate during the initial Service Period of 36 (thirty six) months. Instruction to proceed with any work related to this Contract shall be authorized by means of a Task Order from the Service Manager.

As skills transfer are an integral part of this Contract the Employer's Operating and Maintenance staff will be responsible for all operating and daily inspections on the equipment, unless otherwise specified in the relevant asset specific Supplementary Specification and/or Relevant Price List.

The Contractor is required to provide pricing for the following items in the Contract as expanded on in this specification for each asset type and equipment quantity as covered by this Tender:

1. Verify the Assets and update the Asset Inventory List that is provided with this Contract;
2. Compile a Preliminary Maintenance Control Plan (Annexure I) to determine what routine servicing should take place on each type of equipment covered by the Contract, and at what frequency the services should take place during the Contract Period if this does not correlate to the Price List service frequency proposed by the Service Manager. With reference to the Price List and C3.1b Supplementary Specification requirements, the Contractor must submit an all-inclusive price and quantity of, for each Service Activity required. Service Activities may include Operations, Minor Services, Major Services or Statutory Inspections as detailed in the Supplementary Specification related to this bid as well as the Price List.
3. Cost to do a full functionality test and condition assessment of all equipment and installations included in the Contract (after Contract award), and provide a priced key spare part pricelist for this equipment;
4. Cost to provide a detailed Functional Condition Assessment Report based on the findings from the functionality test and condition assessment process.

It is to be noted that the aim of the maintenance Contract is NOT to replace random components at the beginning of the Contract in anticipation of a possible breakdown during the Service Period. Only known defects shall be repaired once approved by the Service Manager. It is the Contractor's responsibility to decide if he/she wants to visit each site and familiarize themselves with the actual condition of each installation before submitting a Tender, or to rely on the information as contained in the Inventory of Equipment that is attached to this Contract.

Maintenance of the installation shall be performed in accordance with the mortuary, refrigeration & heat pump equipment **Service Information** which will include:

1. This Standard Specification for the General Maintenance and Repairs of Electrical and Mechanical Installations,
2. The Technical Specifications that may be applicable,
3. The Supplementary Specification for this Asset Type,
4. The Operating and Maintenance Manuals (where applicable) for this Asset Type,
5. Relevant Inspection Check sheets for this Asset Type,
6. The Maintenance Control Plan per Health Facility,
7. All relevant SANS Standards and Legislation that is referred to in the above listed documents, and
8. All relevant drawings forming part of this Contract.

The main mechanical and electrical sections of a facility with their subsections as set out in the Service Information and in the Price List will each be deemed "an installation". Maintenance, as specified, will be applicable to all these installations.

All Contractors are to undergo an approximately three-hour long Contractor's induction process before being allowed to work at any of the sites. This induction shall cover the General Rules for Contractors on Site, the penalty system applicable to this Contract, as well as the minimum work quality standards for the work to be done on site.

Major equipment replacement, major upgrades and/or redesigned functionality will be handled outside of this Contract via a separate projects program, and are therefore not part of this Contract. The maintenance and repair work phase will run parallel to each other at the same time.

GM 2 MAINTENANCE REQUIREMENTS

- i The Contractor will adhere to the Task Order and when completed, contact the Service Manager for formal approval and signing off, of the Task Order. The Engineering Representative will assist the Service Manager in verifying completed work.
- ii The Contractor is expected to be fully aware of his obligations in so far as this Contract is concerned and he shall attend to the maintenance procedure within the time limits specified for each class of maintenance procedure.
- iii The completed Task Order will be returned to the Service Manager, who will forward it to the Call Centre to log the completed Task Order into the system. When the completed Task Order is logged into the system the job will be closed.
- iv When a maintenance procedure cannot be completed within the specified downtime the Contractor should apply in writing to the Service Manager for an extension of time with reasons for the delay. This application should be submitted as soon as the details of the maintenance procedure and availability of spare parts are known.

- v The Call Centre Manager will submit a weekly response performance report to the Service Manager, who will make a decision on the implementation of penalties which will depend on the nature of each breakdown, as well as valid claims on delays received from the Contractor. The recorded report date and time as well as the recorded completion date and time will be regarded as sufficient and final proof for the proper administration of this aspect of the Contract.

GM 2.2 SERVICE MANAGER

Eastern Cape Department of Health's agent will be appointed as **Service Manager** (Project Manager) to manage and administrate all work and financial aspects related to this particular bid. He/she will be supported on the ground by an Engineering Representative to verify workmanship and compliance of completed activities to Contract requirements. The Service Manager will be responsible for the following:

1. Perform duties as per the NEC3 Term Services Contract Standard Clauses;
 - i. Ensure that either he/she, or the Facility Specific Site Representative, visit the Facility and compile reports on the status of the Facility infrastructure that forms part of this bid;
2. Liaise with the Call Centre and check on call outs;
3. Determine routine maintenance work to be done, and issue Task Orders for routine maintenance and repairs/refurbishment/upgrades (that was accepted by the Employer), to the relevant Contractor;
4. Consult and co-ordinate with the Program Lead Consulting Engineer as needed on specific maintenance aspects, designs and specifications to be done;
5. Assess the completed work for the assessment period, consider the payment applications lodged by the Contractor during this period, Certify the payment due, and issue a Payment Certificate for the accepted work as per the Standard Contract clauses;
6. Monitor the logging of regular maintenance work done;
7. Prepare reports on maintenance and repair work done;
8. Liaise with the hospital Site Representative regarding all work to be done on this asset type at the facility;
9. Liaise with management of the facility;
10. Obtain approvals from the Employer where required for

GM 2.3 CONTRACTOR'S RESPONSIBILITIES

The Contractor shall maintain the complete installation as specified in the **Service Information** for the full Contract period subject to the agreed repairs and performance criteria.

Maintenance implies and shall include routine preventative maintenance on a schedule as approved by the Service Manager, corrective maintenance, as well as breakdown maintenance of all components of the specified installation.

The Contractor shall be responsible to perform all tasks as specified in this specification, subject to the requirements of the NEC3 Term Service Contract Standard Clauses. In addition, the Contractor must:

1. Record work done, performance indicators, defects identified and/or corrected, and spares used;
2. Obtain work done sign-off on site as well as from the Engineering Representative;
3. Submit completed Task Orders and invoices to the Service Manager;
4. Attend scheduled project meetings with the Service Manager.

The Contractor shall, as part of his maintenance responsibilities repair or replace faulty equipment upon logging of a breakdown, within the down-time as defined in Paragraph GM 7, and against the Tendered rates as provided for in the Price List, and within the down-time as specified in the applicable Task Order. In the event of any repair item for which a rate is not available in the Price List, the rate as specified in the Task Order will apply.

GM 2.4 TASK ORDERS

All works required to be done by the Contractor will be instructed by issuing of a **Task Order** by the **Service Manager**. No Works shall be conducted without a Task Order.

The Call Centre may issue breakdown and defects correction/repair Task Orders to the Contractor at any time during the Service Period, but they must all be copied to the Service Manager. The time for the completion of the Breakdown Task Order will be as per the allowable response times in Table 1 in Section GM 7.

If the exact nature and possible cost of rectifying a breakdown is not known when the Breakdown Task Order is issued to the Contractor, the task order will be issued with provisional information and costs estimates. The Contractor shall respond to such a Breakdown Task Order by traveling to the site to evaluate the breakdown (scope of repair work), estimate the realistic cost as well as downtime and provide feedback to the Service Manager to form the basis of the revised Task Order.

Should the Contractor not be able to complete the Breakdown Task Order within the agreed and approved time for completion, it shall be the Contractor's responsibility to obtain an extension of time from the Call Centre Manager. The written report shall clearly state the reasons for requiring the extension, as well as the actual extension period required.

Should the actual time for completion of the Breakdown Task Order exceed the agreed time allowed, including any extension of time, the Contractor shall be liable for damages at the rate stated in the Task Order.

The Service Manager will issue Task Orders for the routine maintenance services, and approved repair/upgrade work once the Maintenance Control Plan has been approved and updated with the relevant information from the Repair Schedule as per GM 3.

Routine maintenance, approved repairs and breakdown repairs will all be done parallel to each other on the equipment as per the Maintenance Control Plan and Call Centre priorities.

GM 2.5 FUNCTIONAL CONDITION ASSESSMENT

Immediately after handing over of the site, and having attended the Contractor's Induction Training Session, the Contractor shall start with a **detailed functional test and condition assessment process** of the specified installation/equipment at each Health Facility and **submit a detailed report** to the Service Manager regarding the functionality, performance and condition of the equipment. It is this Contract's intention that this task be completed within **two weeks** of each site handover to the Contractor, but the Service Manager will arrange and agree specific deliverable dates for each Health Facility with the Contractor in this regard as part of the Contractor's Maintenance Control Plan.

The following work shall be carried out during the time allowed for the execution of the Functional Condition Assessment:

- **Verify the Asset Data** from the Asset Inventory List in C4.1, obtain the additional asset information that might be required for a specific piece of equipment, and update the Inventory of Mechanical and Electrical Equipment for each Health Facility with make and model numbers, capacities and general condition, year of manufacture (age), additional equipment to be added to the list, and equipment to be deleted from the list (i.e. equipment not on site anymore), etc., as per the fields provided in the format provided by the Service Manager after Contract award.
- **Prepare a clear A4 size line drawing** of the building/ward/room in which the plant is installed, typically as per one of the two examples below, and show positions of the equipment schematically on this drawing. Please provide basic information regarding the general condition of the room/facility/building where the asset is located (this will assist to provide information to the facility repair teams), next to, or below the line drawing; One line drawing per location per Health Facility must be provided and can be hand drawn, provided that the drawing is clear, neat and all info is readable. Where applicable the position of the equipment on the walls must be shown
- Record the number/name of each piece of equipment on the line drawing. If no name/number exists on the equipment itself, allocate a descriptive number (i.e. Washer) and mark this on the equipment with a black permanent marker pen. Reference shall be made to this ID number in the defects listed in the Repair Schedules for each item of equipment to identify the equipment accurately.
- **Verify what spare parts (if any) are available** on site for the equipment covered by the Contract, as well as the condition there-off;
- **Compile a Priced Spare Part List**, (based on the Contractor's cost price for the spares) for the relevant spare parts required for a repair of all the types of equipment listed in the Asset Inventory, and indicate on this list what spares should be kept in stock on site for use by the site maintenance staff. The Employer however retains the right to negotiate the offered spare part prices with like type spares prices solicited through the Tender process, if they are not in line with national price norms.
- **Inspect the condition and test the functionality** of all components of the installation to confirm the extent of the repair work required (if any). If the equipment is not in an operable state record this and proceed with item 7 below;
- **Verify if the equipment meets current standard technical specifications** for the specific application (**for example: a split system air conditioner may be functionally good and serviceable, but does not meet the criteria to operate inside an operating theatre or infection control area**). Advise on an alternative if applicable. Please consult the Facility Manager when doing the assessment to get information regarding any issues that they are experiencing with the equipment.
- **Verify the estimated remaining service life** for the equipment based on the equipment's age and current condition. If the equipment is old and in a bad state it might be more cost effective to replace the unit rather than rebuilding it. Please advise in this regard;
- Should it be impossible to determine the details of the defect without dismantling the machine/equipment item, the Contractor shall nevertheless prepare an estimate with a cost breakdown for repairs he/she anticipates will be needed. After a written instruction has been received to repair the machine/equipment item, the final cost will be determined after the machine/equipment item has been dismantled for repairs. **Equipment shall not be dismantled for inspections during the equipment functional condition assessment period.**
- **Compile a detailed Repair Schedule for each separate equipment unit (machine).** This Repair Schedule will consist out of a clear identification of the equipment unit, a detailed

description of what is wrong with the equipment unit, a detailed repair or replacement method statement (and explanation on why it is recommended that the unit be replaced if applicable), and an accurate detailed quote, with estimated lead times and a high-level project plan to enable the work to proceed if the approval to do so is granted by the Service Manager via a Task Order. (See GM 2.8 for the rates requirements)

- The Employer does not guarantee that any, or all, of the repairs/replacements recommended via the repair schedules, will be accepted for implementation by the Contractor. Accepted Repair Schedules will however become part of the Final Maintenance Control Plan once approved by the Employer, and will then be included in the work scheduled for this Contract. Depending on the cost and complexity, equipment replacement recommendations might be transferred to the Repair Project Work Stream of the Employer's Mechanical and Electrical Equipment Repair Programme.
- **Compare the identified defects of each item of equipment with the components already included under the standard minor and major services scopes** in the Contract Price List, and remove costing for these from the repair requirements. Include all identified defects into the Functional Condition Assessment Report, but only price the defects not covered by the standard servicing scope of works. (See GM 3.2 (3) for costing of the standard services)
- Where applicable, **obtain copies of Statutory Inspection and Test Reports** from the Health Facility (if available) and attach these to the Defects Inspection Report.
- **Submit the detailed Functional Condition Assessment Report** to the Services Manager who shall thereafter demarcate any areas to be repaired and forward this information to the Contractor. Once approval is granted, the Service Manager will instruct the Contractor about the repair work to be done.

GM 2.6 FUNCTIONAL CONDITION ASSESSMENT REPORT

A Functional Condition Assessment Report must be compiled for each Health Facility, and shall contain the following:

1. The updated Asset Inventory List (both hard and electronic copies) completed in the Excel Format provided by the Service Manager after Contract Award;
2. Clear location identifiable layout line drawings of the equipment, with ID numbers and brief room/facility/building condition description as per GM 2.5 (2)
3. A list of spare parts, and their condition, that is currently available on site;
4. A priced spare part list of the typical spare parts that might be needed to do repairs on the equipment if it should breakdown or fail. The Contractor must also indicate on this spare part price list which consumable spare parts (i.e. fanbelts, filters, oil, fuses, light globes, etc.) that can be replaced by the site maintenance staff, should be kept in stock at the Health Facility;
5. A summary of the equipment per Health Facility indicating:
 1. Condition;
 2. If the equipment meets current technical specifications;
 3. Estimated remaining Service life before replacement will be due; and
 4. Recommended work to be done (i.e. service only, minor repairs required, major repairs required, replacement or upgrade recommended).
6. A Repair Schedule for each repair that is required. This information will be used to populate the Task Orders for accepted repairs, or feed the Tender document information in case it is moved to the Project Work Stream;

7. A description of the defect for which repair work is not easily identifiable with an estimate of the final cost for repairs. This item will typically apply to breakdowns or defects where the machine or equipment must be de-commissioned and at least partially dismantled before the extent of the work can be fully established;
8. Compile a list of equipment for which a Statutory Inspection and Test is, or will become due during the Contract period. Copies of previous Inspection and Test Certificates to be attached to the report (if available).

Should the Contractor not be able to complete the Functional Condition Assessment Report within the period as specified GM 2.5, it shall be his responsibility to obtain extension of the Functional Condition Assessment period from the Service Manager. The written report shall clearly state the reasons for the extension, as well as the actual extension required. An extension of time shall only be considered by the Service Manager if the Engineering Representative believes the Contractor has carried out the already completed portion of the report with the due diligence and attention to detail.

Should the actual time for the completion of the report exceed the specified time for completion, including any extension granted, the Contractor shall be liable to a payment reduction for the difference between actual and approved completion periods. The value of the payment reduction for each health facility shall be as specified in Section X18 of the Secondary Options Clauses of the Contract.

After the repair phase work and costs have been accepted, the Contractor shall commence with the known and approved repair work only after site access for repair work has been approved and the Task Order issued. The Contractor shall complete the work within the period allowed for the repair work as specified in the applicable Task Order.

GM 2.7. OPERATING AND MAINTENANCE MANUALS

The Contractor shall, where specified, and as part of the repairs to each installation, compile and submit a comprehensive Operating and Maintenance Manual based on the Original Equipment Manufacturer's requirements. The Contractor shall ensure through training that the operating and maintenance personnel of the Health Facility are conversant with the instructions as presented in the Operating and Maintenance Manual, as per SS 8 and SS 9.

The Operating and Maintenance Manual, as accepted by the Service Manager, shall be used as a basis for preventative maintenance. The Contractor shall perform all preventative and corrective maintenance as described in the Operating and Maintenance Manual. This shall be in accordance with the Standard and Supplementary Specifications.

The Operating and Maintenance manuals must be based on the updated Inventory of Equipment (C4.1) data after completion of the Functional Condition Assessment, and shall be updated with respect to Make, Model Number, Capacity and any other relevant data.

The Contractor must provide three (3) sets of each required Operating and Maintenance Manual as follows:

1. One set to be installed at a suitable position on a short chain, against a wall in the room/area where the equipment is located, or as otherwise instructed by the Service Manager for outside and spread out equipment;

2. Two sets to the Services Manager.

The Operating and Maintenance Manuals must be delivered as soon as possible after the Functional Condition Assessment Report has been completed. Also see Section GM 3.3 (15).

Where several of the same equipment is in the same room/area, only one set of three Operating and Maintenance Manuals is required. If the same equipment is spread out throughout the health facility the Contractor must install one Operating and Maintenance Manual near each one, or group of the equipment unless otherwise instructed by the Service Manager. This does not apply to equipment like split air conditioners, etc. for which only one set of three Operating and Maintenance Manuals per make and model will be required. The Service manager will instruct the Contractor where to install the chained Operating and Maintenance Manual for equipment like air conditioners.

The Contractor will be required to install several Document Consoles (storage and writing platform units) with sleeve anchors or bolts, into the walls at different locations of each Health Facility, to secure and store the chained manuals and maintenance logs. A Provisional sum will be included for this in the Price List.

GM 2.8. RATES

Scheduled work is all planned routine servicing of the equipment at the all-inclusive Contracted Rates contained in Schedule 3 of the Contract. Unscheduled work is all repairs, breakdowns, special maintenance activities, special tests and/or replacement tasks, that is ordered via a Task Order by the Service Manager, in addition to the scheduled work. Payment for this work will be based on the Contracted Rates from Schedule 4.

Where no rates exist in the Contract, the itemized breakdown shall be accompanied by documentary proof from the Supplier, Manufacturer, Engineering Works, etc., where materials were bought or services out-sourced from. The Employer however retains the right to verify and test these rates against the market.

The Contractor shall submit quotes for all Unscheduled work with an itemized breakdown of the total cost involved for acceptance by the Service Manager, in a quotation as detailed below:

GM 2.8.1 MATERIALS AND OUTSOURCED SERVICES

Unscheduled:	List	all items with quantities and rates as per quotations or price lists obtained from suppliers or service providers (proven reasonable cost), and attach a copy of the quotation/price list to the quotation. Apply the Direct Fee Percentage (Mark-up %) to all proven reasonable material costs and outsourced services. Direct Fee % (Mark-up %): Mark up percentage on proven cost to cover P's & G's, overheads, profit, etc. as per Schedule 4 based on NEC3 TSC Contract Data.
Scheduled:		All materials required for Scheduled Servicing are included into the pricing for the Service as per Schedule 3.

GM 2.8.2 LABOUR

Unscheduled:		List time required for travelling to and back from site (subject to conditions contained in GM 2.8.3 below), actual repair and/or replacement, testing and commissioning time of all
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unscheduled items at the applicable labour rates as stated in Schedule 4. No Direct Fee % will be applicable to Contracted labour rates.

Scheduled: Cost is included in Service costs as per Schedule 3.

GM 2.8.3 TRANSPORT AND ACCOMMODATION

Unscheduled:

Traveling and Accommodation claims will be subject to the condition contained in GM 2.8.4 below. Travelling cost will be as per the rates for reimbursable expenses published monthly by the National Department of Public Works applicable at the time of rendering the service/repair. Allow for the actual distance travelled (and specify the reason for the traveling). All travel time and disbursements need to be supported by a Google Maps route planner printout for proof of travelling distance and time. Kilometre claims can be claimed from point of departure to destination and back, but must be linked to the indicated kilometres as per the Google Map attached and referenced to. The Contractor must submit proof of registration to verify the engine cubic capacity of the vehicle, in respect of any vehicle to be claimed for. Allow for the actual accommodation and disbursements (and specify the reason for the accommodation requirement) at the rates as per Schedule 4. **Trips must be combined with Scheduled Servicing trips where possible, to minimize additional expenditure. Trips will be in accordance with the approved Maintenance Control Plan.**

GM 2.8.4 The Employer requires that the Contractor be based in a location inside the Cluster or District Area that the Contract is awarded for.

The home base (departure point) must therefore be located inside the Cluster Area. If the Contractor does not have a home base in the Cluster Area, the traveling rates (for both distance and labour) will be calculated based on a location inside the Cluster which will typically be the largest Town or City located inside the Cluster or District, as may be applicable as instructed by the Service Manager.

GM 2.8.5 PROVISIONAL SUMS

It is the Employer's sole discretion to decide on spending any, all or none of the Provisional Amounts listed in the different Price List Schedules of this Contract.

GM 2.9 REPAIR WORK

GM 2.9.1 Definitions

1. Defect

For this maintenance Contract, a defect shall mean a deficiency in any component of an installation which impairs the functionality of that component or equipment. Worn parts of a component which do not impair the functionality and/or performance of the component will not be regarded as a defect.

Defects may be classified in the following three groups:

1.1 Type A defect

Those deficiencies which can be rectified by proper maintenance only, i.e. set parameters of a control system, proper lubrication, balancing, alignment, set pressures on safety valves, cleaning and de-staining, etc.

1.2 Type B defect

Those deficiencies which can only be rectified by replacing parts of, or the complete component as in the case of a breakdown or where a certain amount of upgrading is necessary such as the provision of anti-vibration mountings, removal of rust and re-painting, etc.

1.3 Type C defect

Those deficiencies which are visible but which do not impair on the functionality of the installation or system yet, such as structural cracks in parts of a component, rust, bad workmanship during a previous Contract, etc.

Components in which abnormal noise and/or vibration is present shall be serviced in accordance with the Manufacturer's recommendations and if the noise and/or vibration persists, the deficiency will be classified as a defect.

2. Repairs

Repairs of an installation shall mean the elimination of the deficiencies classified as types B and C defects in Paragraph (1.) above.

The specific repair phase commences as indicated on the Task Order issued by the Service Manager for each approved repair. The repairs must be completed within the period as determined by the Task Completion Date as stated in the Task Order. Delay damages for late completion will be applicable as indicated on the Task Order.

Depending on the nature of the work and availability of funds access may be given at any time during the Service Period and not necessarily directly after site hand-over.

A representative of the user department or person in charge of the plant, system or building shall endorse the schedule after completion of the maintenance or servicing procedure to the effect that the maintenance or service is, to his opinion, completed satisfactorily and shall countersign the service schedule. Where necessary the Site Representative will inspect the work done and report his findings to the Service Manager.

GM 2.9.2 Scope of Repair Work

The repair work shall be completed within the time allowed for repairs for each installation as defined in the applicable Task Order. If the work is to be carried over two or more financial year's the work will be segmented and prioritized according to the Final Maintenance Plan. The Contractor will be informed of the work to be completed within each financial year. **The starting date for repair work for the current financial year will be the date of acceptance of the measured Price List from the Functional Condition Assessment Report.** The starting dates for subsequent years will be on 1 April of that particular year.

All repair work shall be executed using resources (labour, equipment materials and spare parts) that comply with the requirements of GM 2.11.

The said repair work shall be executed in accordance with the relevant codes of practice, standards, regulations, municipal laws and by-laws, manufacturers' specifications and codes of practice included in this specification.

GM 2.10 MAINTENANCE WORK

Maintenance work commences with the acceptance of the Tender bid and expires at the end of the Service Period. As compensation, the Contractor is paid the **remeasured** Contracted quantities, distributed in agreed intervals and amounts over the Service Period as per the Final Maintenance Control Plan, at the rate Contracted for the applicable maintenance work, subject to the requirements of GM 8.

GM 2.10.1 ROUTINE PREVENTATIVE MAINTENANCE

This entails the rendering of services and servicing of equipment according to a predetermined Maintenance Control Plan to:

- i. Repair, lubricate, clean and service components of equipment, units or parts thereof for each installation at pre-scheduled intervals regardless of condition;
- ii. Re-adjust, reset, clean, balance, corrosion protect all components of equipment, units or parts thereof for each installation, and
- iii. Carry out all necessary and implied actions to maintain installations in a functional condition (i.e. replace or clean filters, replace or top up fluids, etc.)

Preventative maintenance shall be aimed at prevention or at least minimization of breakdowns.

GM 2.10.2 CORRECTIVE MAINTENANCE

This entails regular observation of the equipment, identifying impending breakdowns, maladjustment or anomalies of equipment, units or parts of installations and subsequent action to restore installations to a fully functional condition before a breakdown occurs.

The Maintenance Procedures for Corrective Maintenance shall be compiled by the Contractor and is included in the Maintenance Control Plan for each system or plant. Inspection items shall include, inter alia, the following:

Checking for:

- Unusual noise and vibration;
- Abnormal surface temperature of machines such as electric motors;
- High temperatures of equipment and wiring inside switchboards;
- Incorrect settings or operation of safety devices;
- Alarm conditions of any instrument or control panel;
- Gas or fluid leaks from the equipment or associated piping systems.

The frequency of corrective maintenance shall be determined by the Contractor himself in line with the recommendations from the Operating and Maintenance Manuals, and actual operational environment where the equipment is operating. This may vary from once every day for high-risk, sensitive installations to once a month for low-risk installations such as exhaust fans and office air conditioners. The frequency of corrective maintenance must be accepted by the Service Manager in the Maintenance Control Plan.

GM 2.10.3 BREAKDOWN MAINTENANCE

This entails repair and/or replacement of defective equipment, units or parts of installations following a breakdown that leaves the installation inoperable or unsafe, and subsequent action to restore the installation to their normal functional condition, within the maximum down-time allowed.

Breakdown repairs will be controlled via the Call Centre and approved Breakdown Repair Task Order process as per GM 2.1. A provisional amount will be included in the Contract Price List Schedules to cover Break Down Task Order expenditure.

GM 2.10.4 COMMENCEMENT OF SERVICE PERIOD

The Contractor shall accept full maintenance responsibilities for each installation from the date on which the site has been handed over to the Contractor. **An annual maintenance service shall be carried out on all installations during the period in which the Defects Inspection Report is compiled, or as soon as possible thereafter.** If the current statutory compliance of a qualifying asset cannot be verified with the correct documentation of proof, a statutory inspection must be performed immediately after the first annual service has been completed.

For equipment or installations where the complete installation is shut down for the repair phase, no maintenance services will be required during the repair period.

GM 2.11 SUPPLY OF LABOUR, EQUIPMENT AND MATERIAL

1. Labour

Only competent, qualified personnel shall be allowed to execute all maintenance work.

2. Equipment

All tools, equipment and consumables required for performing maintenance work shall be supplied by the Contractor at his own cost (except where otherwise agreed to in writing and provided by the Employer). The Contractor may use already installed Employer equipment such as crawl beams and crawls, etc. provided that they obtain written approval from the site Maintenance/Technical Manager to do so. Such site approval will be based on the serviceability of the equipment, and upon confirmation of the Contractor's competency compliance in being able to use and operate this equipment during maintenance.

3. Materials and Parts

All materials, spare parts, components, equipment and appurtenances necessary for the complete maintenance of each installation shall be supplied and installed by the Contractor **at the rates and quantities as instructed by the Service Manager**, after the Functional Condition Assessment Report as specified in GM 2.5 has been accepted.

Only original parts as specified by the Original Equipment Manufacturer may be used for replacement purposes. Generic or alternative parts will only be allowed if they comply fully with all the specifications of the original parts, but may only be used upon written acceptance by the Service Manager.

Substitute electronic components will be acceptable, **PROVIDED** that they are equal to, and

of the same quality as, or superior to, the original components and are accepted, in writing, by the Service Manager.

All parts, spares and materials which are used, shall conform to the applicable SANS Specifications and shall, where possible, carry the SANS mark of approval.

Substitute parts, as well as the serial numbers (where available) of the original and new components, shall be entered on the service sheets and in the maintenance/repair log-book.

The Contractor shall obtain, and cede any supplier's or factory guarantee of repaired or replaced components to the Employer. All workmanship, new equipment, materials, components, systems, etc. used for servicing and repairs shall be guaranteed for 12 months unless otherwise agreed to in writing with the Service Manager. The guarantee cards for repaired or replaced components or equipment shall also be attached to service sheets and the maintenance/repair log-book. New equipment and system installations will in addition to the above requirements also have a twelve (12) month defects liability period, valid from the date of successful commissioning and hand over to the Employer as acceptance by the Service Manager.

All scrapped and/or removed parts and equipment that might be installed elsewhere, or that will not be returned to service again, must remain on site after removal or disassembly of the equipment as they remain the property of the Employer. The Maintenance/Technical Manager of the facility will indicate to the Contractor where to place these items after removal. Removal of any parts and/or equipment for whatever reason from site, may only occur with the written approval to do so by the Maintenance/Technical Manager subject to the rules and regulations that the Employer has in this regard.

GM 2.12 SITE MAINTENANCE RECORD KEEPING

The Contractor shall provide and maintain hard-cover A4 size maintenance files for each installation for the duration of the Service Period. Copies of all schedules, checklists, breakdown reports, preventative maintenance records, component replacement records, service sheets, etc. shall be filed in these.

An A4 size register book shall be kept for all work performed on the equipment, to state the service technician's name, surname, date of work performed, and a short description of the work performed. This book must be installed on a short chain next to the relevant Operating and Maintenance Manual as per GM 2.7.

Copies of the site maintenance records and all service sheets, shall be submitted to the Service Manager at each monthly meeting, while copies of the service sheets must also accompany all claims and invoices.

Statutory Logbooks must be supplied and maintained on site for all statutory equipment such as pressure vessels, boilers and lifts.

GM 2.13 SERVICE SHEETS

Every service, repair, test, inspection, etc. related to the maintenance portion of the Contract, shall be fully described on a service sheet which must be completed and signed by the Contractor and attached to the Task Order when it is returned to the Service Manager. The following minimum information shall appear on service sheets:

- The company name and address;

- A unique work sheet serial number;
- The corresponding Task Order unique number;
- The district and health facility names;
- The building/area name or alternatively the building/area code;
- The plant identity code and description;
- The nature of the call, i.e. P1, P2, P3 or P4 (see GM 7);
- A general description of the problem or purpose of the work to be done, alternatively the complaint as received by the Call Centre;
- A statement as to whether the individual system is operational or not in terms of the specification;
- Should the system not be operational (in case of a breakdown) the response time and repair time shall be recorded individually and details of a preliminary service sheet shall be forwarded to the Call Centre Manager;
- The description of the repairs/replacements carried out on each machine/equipment item on that specific system;
- A list of materials used for each machine/component. Where scheduled items are used, only the description can be listed. For non-scheduled items, a copy of the quotation must be attached to the service sheet;
- A detailed report on the extent of the work done together with the total cost involved;
- Suggestions to avoid similar future problems;
- A list of the Contractor's personnel responsible for the work with the date, starting time, completion time, distance travelled, and any accommodation and S&T costs;
- Signature and name of the responsible Employer site technician/artisan/engineer and the Site Representative, confirming the work was completed to the required quality and performance standards, and that the equipment is operational again;
- Signature and telephone number of the User of the equipment or the person who initiated a call or Task Order (if it was a defect, or breakdown).

Service sheets shall also be used for normal routine maintenance services and other non-maintenance activities such as training of the health facility's operating and maintenance personnel and administration duties of heads of firms when managing the Contract.

The Service sheets shall be completed in three categories as follows:

1. **For repairs on machines:** The same data as above must be captured with one service sheet to be completed for each repair (See below for grouping of like type equipment for servicing).
2. **For normal maintenance on an installation:** The same data as above must be captured with one service sheet to be completed for each service (See below for grouping of like type equipment for servicing).
3. **For Administration and Training:** In this case only the name of the Head of the Company is required on the service sheet with no other reference to Building- or Plant codes or machine ID numbers. A full description of the service provided must be included.

Copies of the completed Service Sheet and Task Orders must be attached to all invoices and shall be submitted to the Service Manager for discussions and acceptance.

An example of the Service Sheet is attached to the Contract Documentation as C7.

The standard requirement for normal services carried out on a specific plant is to complete one service sheet for all the equipment within any one building. This standard requirement applies to installations where all such machines can be serviced within a period of approximately five working days, but all equipment serviced must be listed on the service sheet.

For larger installations where the time required for a maintenance service is more than five working days, the machines may be grouped together to form several groups within the building with the provision that each group can be serviced within a period of approximately five working days. One service sheet shall be completed for each group in a building, but all equipment included in the group must be listed on the service sheet.

For smaller installations where the complete installation inside a building can be serviced in less than one working day, the installations in more than one building may be grouped together, but all the equipment covered by the service sheet must be listed.

The definition of the groups must be determined by the Contractor and clearly specified in the Maintenance Control Plan for acceptance by the Service Manager.

GM 2.14 VOLTAGE SURGES DUE TO LIGHTING AND OTHER CAUSES

The area in which most of the sites are situated is known for heavy lightning storms. Damage caused by voltage surges due to lightning, phase imbalance, low and high voltages, power failures, etc. will be dealt with in the same manner as any other breakdown. Contractors are advised to investigate available surge protection systems, if any, on each plant during the Functional Condition Assessment stage, and to decide for themselves whether additional protection will be required or not.

The provision of additional surge protection systems shall form part of the repair activities, if accepted by the Service Manager, and the cost thereof must be allowed for in the Functional Condition Assessment Report.

Contractors may as an alternative provide and install one or more Universal Disturbance

Analysers to record any voltage surges at their own cost. Breakdowns caused by voltage surges which can be proved beyond any doubt will be dealt with in the same manner as operational damage and other normal breakdowns.

GM 2.15 SHEQ: SAFETY, HEALTH, ENVIRONMENTAL AND QUALITY

The Contractor must comply with all the Safety, Health, Environmental and Quality requirements as per C3.2 and GM 3.1, and must provide pricing to cover all the applicable requirements under this specification. The Contractor must take note of any specific Safety, Health and/or Environmental risks that might be highlighted in section SS 13.

GM 3 MAINTENANCE CONTROL PLAN

The Contractor is responsible to compile a detailed Preliminary Maintenance Control Plan (Annexure I) as per GM 3.2 which he need to submit with his Tender Bid. This plan must contain the details of what maintenance will be done (itemized), how often, what resources will be involved, what spares and consumables will be used, how long it will take to perform the work, and the cost breakdown per service for a specific Asset Type. The Service Manager gave service interval recommendations in Schedule 3, but the Contractor can recommend alternative intervals for consideration and approval by the Service Manager.

After Contract Award the Contractor will be required to expand the Preliminary Maintenance Control Plan to a Health Facility specific plan for each asset type with the assistance of the Service Manager.

GM 3.1 WORK QUALITY

Maintenance quality control shall be the responsibility of the Contractor who shall introduce a Maintenance Control Plan to assist him in ensuring that all preventative, corrective and breakdown maintenance is performed as described in the Service Information. The Contractor will be responsible to correct any sub-standard work that is discovered after the Contractor has done his work. The rework will be for the Contractor's own account and must be signed off by the Site Representative after completion.

If the Contractor fails to remedy any sub-standard work within the time frame stipulated by the Service Manager, the Service Manager may at his/her discretion appoint another Contractor to execute the repair work. In this case, the replacement Contractor will be paid with the funds that were earmarked for the first Contractor to do the work, and the first Contractor will not be paid for that specific work.

GM 3.2 PRELIMINARY MAINTENANCE CONTROL PLAN

A preliminary version of the Maintenance Control Plan, based on the Asset Inventory Data, must be submitted with the Contractor's Tender bid. This plan is a high-level plan on what maintenance tasks the Contractor will be performing on all the equipment across all Health Facilities covered by the Contract and must be completed on the forms of Annexure I. The information from the Preliminary Maintenance Control Plan will be expanded into that of the final Maintenance Control Plan as specified in Section GM 3.3 below. Details contained in this preliminary Maintenance Control Plan shall include:

1. A Maintenance Schedule containing all the different tasks that will be performed on all the equipment covered by this Contract, and captured on the **Preliminary Annual Equipment Maintenance Schedule** Form contained in Annexure I.
2. A brief Capacity Statement where the Contractor describes his company's capacity and experience that will be applicable to this Contract. This must include a description and location of his home base (workshop/home/bakki based, number of staff with qualifications and experience, what staff and/or Sub-Contractors will be used to support on the Contract, available tools and/or specialized equipment, transport capacity and where staff will be based, as well as capacity/ability to repair defective equipment (i.e. overhauling a pump or compressor);

3. A detailed **Maintenance Task Planning Sheet** (See Annexure I) for each of the Minor, Major, and other, service activities priced in the Price List. This Maintenance Task Planning Sheet will describe the pricing and details of scheduled maintenance activities to be performed during services conducted as per the recommendations of the **Preliminary Annual Equipment Maintenance Schedule**, and will also be used to populate the respective Task Order. These prices must be all inclusive and must include all labour, service parts, lubricants and consumables, special equipment (if required), accommodation (if applicable) and any travelling and subsistence costs, etc. that might be applicable to do the service. The service price must indicate clearly if more than one piece of equipment will be combined for servicing during a single trip to avoid double payment for Travel and Subsistence related payments by the Employer.
4. The service methodology;
5. Preliminary grouping of equipment for maintenance purposes as per GM 2.13 (if applicable);
6. A breakdown of which sub-Contractors will be used (as per T2.2c), and for what activities, by the Contractor in rendering the services required by this Contract **Sub-Contractors must also be registered on the Treasury Central Supplier Database**

GM 3.3 MAINTENANCE CONTROL PLAN

One Maintenance Control Plan must be compiled for each Health Facility covered by the Contract. The Maintenance Control Plan shall be based on the Contractor's Preliminary Maintenance Control Plan information, and updated with the findings and data from the Functional Condition Assessment process. The Maintenance Control Plan shall be bound in a neat, A4 sized, ring bound document with a cover page and back cover and an original copy presented to the Service Manager. The contents of the document shall be indexed.

The Maintenance Control Plan will become the main plan for all work to be done under this Contract, as per the Main Contract Clauses, after the Contract has been awarded.

When the documents are compiled, the Contractor may reproduce relevant paragraphs from any of the specifications forming part of the Contract documents, or Operating and Maintenance Manuals, but should there be any discrepancies between such paragraphs and paragraphs in the Maintenance Control Plan and those in the Contract documents, those in the Contract documents shall be regarded as being correct and shall apply.

The Maintenance Control Plan shall also contain the following in addition to the items listed in Section GM 3.2:

1. Detailed Maintenance Schedule per equipment type, per Health Facility on the **Annual Equipment Maintenance Schedule Asset Specific** Form;
2. Remeasured service quantities for the routine services of Schedule 3 in the Price List, based on actual equipment condition and the ability to perform a service on them or not in their current condition. **The Contractual payments will be based on these remeasured quantities, accepted by the Service Manager, and not on the original Tendered quantities which might have been based on incorrect information at the time;**
3. A risk register containing all the foreseen risks that can have an impact on the cost and/or deliverables of this Contract as per the NEC3 Term Service Contract Standard Contract Clauses numbers 11.2(14), 16.1, and 16.4;
4. A summary of the repair and maintenance work to be carried out in terms of the Contract giving details of the conditions of the various installations at the facility affected by the activities under the Contract.
5. Details of how the Contractor intends to carry out the various types of maintenance work

especially breakdown maintenance should breakdowns occur.

6. Details of the procedures agreed upon between the Service Manager and the Contractor on how breakdown calls will be handled (Call Centre process).
7. A list of organisations and persons directly involved with the Contract or whose requirements must be considered during the entire Service Period. Each person's position within his organisation as well as the applicable phone numbers shall be given. (See T2.2c)
8. Details of monthly meetings (dates, times and venues) to be held between the Contractor, Employer Representative and Site Representative.
9. Service Sheets and Reports to be submitted after every routine inspection (a copy of all reports, checklists, breakdown records, etc. for each system of an installation shall be kept on the site in a hardcover file);
10. A priced spare parts list for relevant spares that might be required for repairs and/or breakdowns for each equipment type. The Employer retains the right to negotiate the listed prices based on price comparisons with like type spares prices solicited through the Tender process;
11. A recommended spares list for items that should be held in stock at the facility;
12. Copies of the Repair Schedules from the Functional Condition Assessment process that has been approved to proceed;
13. An updated Cost Forecast of the estimated final total of the Prices for the whole of the services in consultation with the Service Manager at intervals as stated in the Contract Data Clause 20.5;
14. Procedures to address complaints and logged breakdowns.
15. Details of reports in electronic format, summarizing all inspections, together with inspection data such as nature of test, names of persons carrying out tests and inspection results. Detail of repairs and replacements, together with testing of repaired equipment shall also be reflected in this report, and shall be obtained from the service sheets.
16. Assistance to be given to the Service Manager and Engineering Representative with decisions regarding material, equipment and other recommendations.
17. An updated list of the inventory of equipment complete with the ID number (if available), make and model number, serial number, year of manufacture/age and capacity.
18. The Maintenance Control Plan shall be upgraded when its contents are no longer representative of actual conditions.
19. The Contractor shall check the contents of existing Operating and Maintenance Manuals (if available) and shall update or modify them and then incorporate applicable data into his own manuals. Where no manuals exist, the Contractor shall draw up his own Operating and Maintenance Manuals based on the OEM Operating and Maintenance manuals as per the requirements of GM 2.7.
20. The way maintenance data as recorded on service sheets will be captured and processed for submission to the Services Manager, for invoicing, and as part of the maintenance report. Pertinent data contained in the Operating and Maintenance Manuals may be transferred to the Maintenance Control Plan to make it a document which can be used as an independent handbook for maintenance work in future.

The Maintenance Control Plan (Paragraph GM 3.3) will provide, after agreement between the Contractor and the Service Manager, with the assistance of the Site Representative, for the following communication procedure to be implemented:

1. The Contractor shall establish a telephone and fax line and a cellular telephone connection to ensure that he can be reached at any time.
2. Should the Service Manager determine or suspect that preventative, corrective or breakdown maintenance is required, a call shall be logged through any communication channel available to reach the Contractor as soon as possible. This will be followed up with a Task Order.
3. Maximum down times will be as described in Paragraph GM 7.
4. All breakdown calls from the Health Facility will be reported to the Call Centre who will follow the procedure as detailed in Section GM 2.1.

GM 5 PERFORMANCE MEASUREMENT

The Contractor's performance shall be measured against the criteria specified in Section X20 of the Secondary Options Clauses of the Contract and C1.2b Annexure CD.

Poor performance by the Contractor will lead to penalties being imposed by the Service Manager as per X17 and C1.2b Annexure CD, and can lead to early termination of the Contract.

GM 6 SPECIAL TESTING OF AN INSTALLATION

An amount has been allowed in the Price List to cover the cost of additional tests that the Service Manager may request at his own discretion from time to time on the equipment and installations covered by this Contract. The Service Manager will have the sole authority to spend the amount or part thereof under sub-paragraph.

The Service Manager reserves the right to select, at random, component equipment and trade practices to be tested by the Contractor or independent authorities for compliance with specifications as specified in this Contract document.

The Contractor shall provide all equipment, tools and instruments required for such testing.

The Service Manager shall upon completion of the tests or inspections issue an inspection report including any corrective actions (if any) to be taken by the Contractor.

The Contracted markup percentage will be paid to the Contractor on the value of each payment made to the approved testing authority if any special testing is ordered by the Service Manager.

GM 7 MAXIMUM MAINTENANCE DOWN-TIME

After a breakdown, defect or complaint has been logged the Contractor will be expected to remedy the defect in the system/component with as little delay as possible, notwithstanding the maximum down-time allowed and listed in the following paragraphs or as stipulated in the Task Order. **Should the Contractor not respond within the maximum down-time, the Service Manager may arrange, at the cost of the Contractor, for the necessary repair work to be done by others.**

The Contractor shall respond to a breakdown registration by traveling to the site to evaluate the breakdown (scope of repair work), estimate the realistic cost as well as downtime and provide feedback to the Service Manager and Site Representative to form the basis of a Task Order.

Should the Contractor not be able to complete the required repair work within the maximum down-time period allowed, it shall be his responsibility to obtain extension of down-time from the Service Manager. The written report shall clearly state the reasons for the extension, as well as the actual extension required.

Extension of down-time will only be granted by the Service Manager if:

1. The maximum down-time is unreasonable in relation to the scope of the repair work required.
2. The delivery time of a new component/subassembly/machine or spares required for the repair of the defective component/subassembly does not enable the Contractor to successfully complete the repair work within the maximum breakdown down-time allowed.

Should the actual down-time exceed the maximum down-time, the Contractor shall be penalized as per X17 and C1.2b Annexure CD.

PRIORITY	DESCRIPTION	RESPONSE
P1	Emergency (Life Threatening)	Immediate response from the time of logging a call and the emergency to be resolved (at least temporarily) within 8 hours
P2	Urgent	Immediate response from the time of logging a call and to be resolved within 12 hours
P3	Planned Maintenance Repairs	Scheduled Maintenance is to be scheduled and performed within 3 business days of the scheduled date
P4	Emergency Facility Repairs	7 Days planning and execution subject to supply chain regulations

Table 1: Maximum allowable response times

"Maximum down-time" shall mean the period of time allowed to repair a breakdown, and "actual down-time" shall mean the measured period from the instant when the breakdown was reported or located until the installation has been repaired to its functional specification.

A guideline classification for typical P1, P2, P3 and P4 breakdowns for each installation are specified in the Supplementary Specification for each asset type.

The job card (Task Order) issued for the repair will state whether the repair is regarded as P1, P2, P3 or P4 and it will be required of the Contractor to react accordingly.

GM 8 MEASUREMENT AND PAYMENT

Measurement and payment will be done as per the Secondary Options Clauses of the Contract. See X1, X13, X17, X18, X19 and X20, supplemented by C1.2b Annexure CD.

**SCHEDULED MAINTENANCE OF MORTUARY,
REFRIGERATION & HEAT PUMP EQUIPMENT IN
CLUSTER 1 – HEALTH FACILITIES**

**PART C3.6: Health and Safety
Specification**

Occupational Health and Safety Specification

Issued in terms of the Occupational Health and Safety Act, 1993
Construction regulations 2014

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)
LOCATIONS	VARIOUS HEALTH FACILITIES IN ALFRED NZO AND O.R. TAMBO DISTRICT
DISTRICT	CLUSTER ONE (1) – ALFRED NZO AND O. R. TAMBO DISTRICT
BID NO	SCMU3-2526-0267-HO

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1 SCOPE

This health and safety specification in respect to the services for Cluster One (1) – Alfred Nzo and O. R. Tambo Districts. This specification is for the repair and fixed term maintenance of mortuary, refrigeration & heat pump equipment at various healthcare facilities within the O. R. Tambo & Alfred Nzo District.

The facilities that will require maintenance of refrigeration, heat pump and associated equipment are listed below:

1.	Bizana Forensic Mortuary
2.	Greenville Hospital
3.	Khotsong Hospital
4.	Madzikane Ka Zulu Hospital
5.	Mount Ayliff Hospital
6.	Mt. Frere Forensic Mortuary
7.	Sipetu Hospital
8.	St Patrick's Hospital
9.	Taylor Bequest Hospital
10.	Bambisana Hospital
11.	Bedford Hospital
12.	Canzibe Hospital
13.	Dr Malizo Mpehle Hospital
14.	Holy Cross Hospital
15.	Isilimela Hospital
16.	Lusikisiki Forensic Mortuary
17.	Mthatha Forensic Mortuary
18.	Mthatha Regional Hospital
19.	Nelson Mandela Academic Hospital
20.	Nessie Knight Hospital
21.	Port St. Johns CHC
22.	St Barnabas Hospital
23.	St Elizabeth Hospital
24.	St Lucy's Hospital
25.	Zithulele Hospital

1.1 This specification is for the repair and fixed term maintenance of mortuary, refrigeration & heat pump and associated equipment at various health facilities listed in table above of the Cluster One (1) – Alfred Nzo and O. R. Tambo Districts.

- a) Cold rooms
- b) Freezer rooms
- c) Chest freezers
- d) Pharmacy refrigerators
- e) Mortuary cold rooms
- f) Pharmacy refrigerators
- g) Heat pumps and associated equipment
- h) Kitchen under-counter chillers

The scope provides the overarching framework within which the Principal Contractor is required to demonstrate compliance with certain requirements for occupational health and safety established by the Occupational Health and Safety Act 85 of 1993 during construction work;

- o Establishes the way the Principal Contractor is to manage the risk of health and safety incidents during construction; and
- o Establishes the way the Client or Clients Agent will interact with The Principal Contractor.

This specification establishes general requirements to enable the Principal Contractor to satisfy aspects of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Construction Regulations, 2014. The Principal Contractor is required to develop, implement and maintain a site-specific health and safety plan. The Client is required to provide certain site-specific information to the Principal Contractor or a health and safety specification for the works to enable such a plan to be formulated. Accordingly, this specification on its own cannot ensure compliance with the requirements of the Act.

The Construction Regulations, 2014, requires a client to stop any contractor from executing construction work which is not in accordance with the contractor's health and safety plan for the project or which poses to be a threat to the health and safety of persons.

2 DEFINITIONS

As per the Occupational Health and Safety Act (85 of 1993) and the relevant regulations and applicable standards.

2.1 List of Abbreviations

AIA	Authorized Inspection Authority
CC	Compensation Commissioner
CHSA	Construction Health and Safety Agent
CHSO	Construction Health and Safety Officer
CR	Construction Regulations (CR 2014)
DoL	Department of Labour
GAR	General Administration Regulations
GSR	General Safety Regulations
HCSR	Hazardous Chemical Substances Regulations
HIRA	Hazard Identification Risk Assessment
H&S	Health and Safety
OHSA	Occupational Health and Safety Act No. 85 of 1993 (as amended)
OHSS	Occupational Health and Safety Specification

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PA	Principal Agent
PSHSS	Project Specific Health and Safety Specification
PC	Principal Contractor
PPE	Personal Protective Equipment
SANS	South African National Standards (Authority)
SDS	Safety Data Sheet
SWP	Safe Work Procedure

2.2 Key References

Occupational Health and Safety Act No. 85 of 1993 and Regulations (as amended)

Construction Regulations 2014.

Compensation for Injury and Occupational Diseases Act No. 100 of 1993 (as amended).

SANS codes.

3 INTERPRETATION

The Act and its associated regulations shall have precedence in the interpretation of any ambiguity or inconsistency between it and this specification.

3.1 PURPOSE OF THE PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (PSHSS)

The PSHSS is a performance specification to ensure that the Client and any bodies that enter into formal agreements with the Client / Agents, Professional Service Consultants (Engineers, Quantity Surveyors etc.), Principal Contractors and Contractors achieve an acceptable level of OHS performance.

No advice, approval of any document required by the PSHSS, such as hazard identification and risk assessments, or any other form of communication from the Client shall be construed as acceptance by the Client of any obligation that absolves the Principal Contractor from achieving the required level of performance and compliance with legal requirements. Furthermore, there is no acceptance of liability by the Client, which may result from the Principal Contractor failing to comply with the PSHSS, i.e. the Principal Contractor remains responsible for achieving the required performance levels.

A Mandatory Agreement in terms of Section 37.2 of the OHS Act will be signed between parties prior to any works commencing. The PSHSS highlights the aspects to be implemented over and above the minimum requirements of current legislation. Requirements may be changed should new risks or issues are identified that could not have been foreseen during the planning phase of the project, or during the implementation phase. Any new legislation or standards (legislated or determined by the Client) that are promulgated or accepted during the contract will automatically be applied.

It should be noted that this OHS in no way relieves the Contractor of any of his responsibilities set out in the Act and Regulations

3.2 REQUIREMENTS

A project specific H&S Plan in response to this PSHSS will be subject to approval by the Client or Client's Agent. This must include all supporting documentation as required to verify the H&S system:

4 GENERAL REQUIREMENTS.

4.1 RISKS

Principal Contractor to provide a detailed risk assessment for the maintenance works in the facilities. The items noted are for information only and must be expanded as required by the project.

Summary of Risk on the project:

- a) Driving on public roads/ Driver not competent or medically and psychologically fit/ under the influence of drugs and/or alcohol/ Pre-start check not completed

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- b) Offloading equipment, machinery, materials
- c) Storage of Materials and Tools
- d) Mechanical failure/ not maintained as per maintenance schedule/ Wear and Tear
- e) Biological hazards
- f) Handling Heavy Equipment and Material
- g) Sharp Object
- h) Hot Surface
- i) Pressurized system release
- j) Confined space hazards
- k) Slips and falls (wet surfaces)
- l) Exposure to dust/ lint/ fabric/ particles
- m) Plant and Equipment
- n) Overhead systems and services (Working nearby)
- o) Lifting Operations
- p) Cleaning
- q) Chemical Hazards
- r) Plumbing
- s) Equipment Erection
- t) Equipment Fixing
- u) Fire Risk
- v) Exposed Live Electrical Wire
- w) Exposed Moving Parts
- x) Excessive Noise (>82dB)
- y) Ergonomic risks

Existing structures at health facilities and surrounding land use (with a significant impact on Health & Safety):

- a) Public Health Facility Staff safety a concern.
- b) SMME (Construction Mafia)
- c) Access
- d) Exposure noise
- e) Exposure to dust
- f) Waste Management
- g) Contact with Biohazardous Waste
- h) Barricading / Demarcating / Hoarding
- i) Security
- j) Epidemic and Pandemic Control
- k) Infection Prevention
- l) Fraternization

4.2 SPECIFIED HAZARDOUS CHEMICAL SUBSTANCES

The PC is to supply the products required as per the bill of quantities-, materials safety data sheets (MSDSs) for each of the products envisaged to be utilized on the project.

4.3 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

It should be noted that this OHSS in no way relieves the Contractor of any of his responsibilities set out in the Act and Regulations.

The file must be submitted for approval to the Client or Clients Agent before any maintenance/ repair/ replacement work commences on the project.

It should be noted that this OHSS in no way relieves the Contractor of any of his responsibilities set out in the Act and Regulations.

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4.4 HEALTH AND SAFETY PLAN FRAMEWORK

The H&S aspects related to the project outlined in the previous sections are to be taken into account when drawing up the H&S Plan. The PC is required to demonstrate competence by providing an H&S system that will address the requirements of the project.

The Client or Clients Agent may from time-to-time request additions or systems as they relate to the works or legislative requirements at the time.

4.5 APPOINTMENT OF COMPETENT PROJECT PERSONNEL

The CEO (OHS Act S16.1) of the PC will take overall responsibility for the appointment of competent staff for the duration of the project. Should the CEO not be personally involved in the project, the H&S responsibilities are to be delegated to the Site Agent (OHS Act 16.2). Knowledge and training in H&S are required, and certificates indicating H&S training as well as experience to be included in CVs.

All other legal appointments are to be made with relevance to the type of work required.

4.6 MAINTENANCE MANAGER / SUPERVISORS

Competent FULL TIME Maintenance Managers (CR 8.1) must be appointed to manage part or all the works and have training and/or experience in the area of responsibility. All site supervisors must show evidence of appropriate training in H&S, and an understanding or training in areas of responsibility (i.e., risk assessments, method statements etc.). Multiple competent Assistant Maintenance Managers (CR8.2) may be appointed where justified by the scope and complexity of the works.

Curriculum Vitae (CVs) are to be submitted for approval by the Client or Client Agent. The Maintenance Supervisor will be held responsible for the safety of working teams and subordinates, housekeeping and stacking and storage of materials. The Maintenance Supervisor must, as a minimum, have a supervision course.

If the Maintenance Manager (CR8.1) changes throughout the project. The Principal Contractor must ensure to provide the proposed Maintenance Manager CV and certificates for approval and ensure that the appointment letter as well as proof of competency is available in the Health and Safety File.

4.7 CONSTRUCTION HEALTH AND SAFETY OFFICER

Competent registered Part-Time Safety Officer to be appointed for the duration of the project.

The HSO must provide a CV and relevant certificates/qualifications. The officer will be required to compile a monthly report, see Annexure A.

The site supervisor may not act as the Officer.

Should any of the key personnel be replaced the principal contractor is required to submit the CV, applicant's competency certificates and a valid registration certificate for approval by the Client or Clients Agent

4.8 HEALTH AND SAFETY REPRESENTATIVE

Irrespective of the number of employees on the project, the PC must appoint Full-Time Health and Safety Representatives, who at least has completed the necessary health and safety representative course.

The H&S representatives will liaise and report to the full-time health and safety officer.

4.9 OTHER APPOINTMENTS

Not limited too but other legal appointments must be made as per the OHS Act 85 of 1993 and related regulations.

5 GENERAL RISK MANAGEMENT

5.1 HEALTH RISKS AND MEDICAL SURVEILLANCE

All workers (including those of Contractors) are required to be in possession of a medical certificate of fitness issued by a registered Occupational Medical Practitioner prior to commencing work. Medical surveillance will commence at pre-employment.

Many of the processes may be labour intensive and ergonomic risks are to be noted. All workers (including Contractors) are to be included in the medical surveillance programme.

Workers will be exposed to biological risk, noise, dust, and physical risks from extended periods of work of a repetitive nature, materials specified and the general nature of the business.

Environmental monitoring results and risk assessments are to be made available to the occupational health professionals doing the medical surveillance. The use of occupational risk exposure profiling (OREPS) and job descriptions are to be used to determine specific exposures for management.

All workers (including Contractors) are required to be in possession of a medical certificate of fitness prior to commencing work.

Employees required to perform work at heights or from fall risk position must be medically fit to perform such work, such employee's medicals must specify "Fall Risk" or "Working at heights" in the exposure section of the annexure 3 template.

Annual medical surveillance is required (unless identified as being required more frequently e.g. Noise, Dust, Asbestos etc.), as well as exit medical.

Arrangements for keeping medical records for the required time are to be noted.

It is preferable that the PC has a medical surveillance plan.

5.2 HAZARDOUS BIOLOGICAL AGENTS

Employees might be exposed to biological risks during the execution of the project by the mere fact that the project will be undertaken at the health facility, the following should be considered before the project proceed:

1. Identify the HBAs: Determine which HBAs are present in the workplace and classify them into the appropriate groups (Group 1, Group 2, Group 3, or Group 4) based on their potential to cause human disease.
2. Evaluate the Risks: Assess the potential risks associated with each HBA. This includes considering the likelihood of exposure, the severity of the potential health effects, and the number of people who could be affected.
3. Implement Control Measures: Based on the risk evaluation, implement appropriate control measures to minimize or eliminate the risks. This may include engineering controls, administrative controls, and personal protective equipment (PPE).
4. Monitor and Review: Continuously monitor the effectiveness of the control measures and review the risk assessment regularly to ensure it remains up-to-date and effective.

By following these steps, you can effectively manage the risks associated with HBAs and ensure the safety and health of individuals who might be exposed to these agents.

Hepatitis A & B vaccination is required for all contractor's employees that will be working in areas where they will have direct contact with patients' body fluids e.g. Mortuary fridges.

5.3 NOISE AND DUST CONTROL AND RISK

All plant from plant hire companies (suppliers) or that of the PC is to be compliant with the Noise Induced Hearing Loss Regulations when visiting the facilities.

Audiometric testing of all workers is noted as required in the medical surveillance programme for all permanent workers prior to work/maintenance activities commences.

Suitable SANS approved hearing protective equipment shall be issued and worn where applicable.

The PC must ensure that the health facilities will be fully operational and take extra care and planning is communicated to the Facility Management to ensure that noise and dust does not interfere with daily activities.

5.4 EMERGENCY PROCEDURES

An emergency plan and procedure that is appropriate to the risks is required prior to commencement of the project. It is advised that the system should be simple and easy for any worker to follow.

The emergency plan is to ensure the inclusion of local service providers where possible. Such arrangements should be made with these persons prior to the commencement of the project.

Local emergency telephone numbers must be displayed and made part of the emergency procedure.

The general principals of emergency management are to be applied as it applies to the hierarchy of control and management. The PC must consult with the Client in preparation of the emergency as facilities will be operational.

Fire Prevention and Emergency Preparedness

A Fire Risk Assessment must be conducted before maintenance activities begins and updated throughout the project as site conditions change.

Principal Contractor must ensure compliance with fire prevention, emergency preparedness, and fire-fighting measures as outlined in General Safety Regulations 2025 (GSR) and the Construction Regulations, 2014.

5.5 FIRST AIDERS AND FIRST AID EQUIPMENT

Irrespective of the number of employees on the project, the PC will appoint at least 1 First Aiders who will be trained to Level 3.

First aiders shall be available and accessible on the project always and be able to work as a team when responding to any emergency on the project.

Appropriately stocked first aid kits, at least to the requirements of the Annexure to the GAR, are to always be available to assure continual availability in every vehicle used to work on sites.

THIS SHOULD BE AVAILABLE FOR EVERY TEAM AND EMERGENCY FIRST-AID EQUIPMENT MUST BE AVAILABLE IN THE VEHICLES USED FOR MAINTAINING EQUIPMENT WITH THE TRAINED FIRST AIDER AVAILABLE IN EACH WORKING TEAM AT THE FACILITY WHERE MAINTENANCE/ REPAIRS ARE TAKING PLACE.

5.6 FIRES AND EMERGENCY MANAGEMENT

Attention to emergency planning and procedures is very important. Requirement in terms of identified risks:

- Fire;
- Public Safety;
- Falls from heights,
- Hot Works (Permit from the project).

The emergency plan is to ensure the inclusion of local service providers where possible. Such arrangements should be made with these persons prior to the commencement of the project; the emergency plan is to include the risks of fire on site and related to any specific activities.

Fire extinguishers will be appropriate for the risk and in sufficient numbers to deal with the type of fires that could occur. All mobile plants are to have appropriate, accessible fire extinguishers. Hot work permits are required for any such activities.

If the Fire Warning / Alarm is deactivated or not working- a communication session is required with the Health Facility Management and avail Mobile Air Horn for Staff.

5.7 INCIDENT MANAGEMENT AND COMPENSATION CLAIMS

All incidents and accidents are to be investigated. All serious incidents involving any form of disabling injury or fatality are to be reported to the Client /Client or Clients Agent immediately. This shall be confirmed in writing following the incident.

Any person who contracts an Occupational Disease will need to be reported to the Compensation Commissioner as an occupational disease where their work is to monitor and in contact with others. Such details are provided in the Compensation for Injuries and Diseases Act (COIDA).

Failure to comply with emergency provisions will be considered a serious offence, and the operation or project may be stopped if deemed inadequate for the work at the time of assessment or inspection.

5.8 PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING

The PC is to provide PPE to all employees free of charge.

The wearing of the identified SANS approved PPE at all times is non-negotiable.

- Hard hats.
- Protective footwear.
- Overalls fitted with reflective strips that ensure worker visibility.
- Eye protection (if required)
- Hearing protection.
- Reflective jackets for Supervisors (no bibs).
- Respiratory protection (minimum of FFP2).
- Safety Gloves
- Any other necessary PPE identified from SDS's and/or risk assessments.

5.9 OCCUPATIONAL HEALTH AND SAFETY SIGNAGE

On-site H&S signage is required. Signage shall be posted up at fixed or temporary working areas, or other potential risk areas/operations. These signs shall be in accordance with the requirements of the General Safety Regulations or SANS requirements as amended.

Signs shall be posted at areas of work on site indicating that a construction/maintenance site is being entered and that persons should take note of H&S requirements. The Principal Contractor must ensure that members of the public that need to access the facility will not be able to gain access to the area where maintenance or repair work is taking place. It should be noted that the facility will be fully operational, and the area where maintenance/ repair works are taking place should be properly and securely barricaded at all times.

5.10 INDUCTION OF EMPLOYEES AND VISITORS, GENERAL H&S TRAINING

A simple, formal induction program is to be prepared which is site specific. Inductions must be carried out for all workers and visitors (including Client) to the site.

DSTi training is required to ensure workers are familiar with the risks and H&S measures of the work or tasks to be done. Any person found on site without proof of induction in the H&S File will be removed from site until the proof is supplied and, and a penalty issued per non-compliance.

5.11 Area closure for maintenance

OHS Spec prepared by: N. Mcopele, Occupational Health and Safety Manager,
ECDOH for repair and fixed term scheduled maintenance of Mortuary, Refrigeration & Heat Pump Equipment.

Blocking access to patients and employees:

Care should be taken to ensure that construction or maintenance activities are always being separated from employees as well as patients are reallocated where necessary.

6 COMMUNICATION ON THE PROJECT

All H&S communication during the project between the Client or Client's Agent and the PC will be done in writing, including the issue and responses to non-conformances and H&S audit results.

7 AUDITING

At the request of the Client or the Client's Agent, contractor documentation may be audited to ensure compliance with the Construction Regulations and project-specific requirements.

The Principal Contractor (PC) must ensure that all Health & Safety (H&S) files and related documentation from their Contractors are maintained accurately and made available for auditing when requested by the Client or Client's Agent. The Client or Client's Agent may act or require further outcomes if non-compliances are noted, or unsafe acts are noted on site.

Audit frequency will be determined by the Client or Client's Agent and may be adjusted based on project needs or concerns identified. The format and content of all documentation submitted for audit must be acceptable to the Client or Client's Agent.

The PC is responsible for facilitating access to these files and ensuring that Contractors comply with any corrective actions or documentation requirements identified during audits. Compliance with legislative requirements and the systems provided by the PC to manage the H&S on site will be measured. Full compliance is required. Time limits for corrective actions will be set and must be adhered to.

8 SITE ACCESS POINTS AND SECURITY CONTROL

Facility access - Entry to facilities may only be through pre-arranged security-controlled access points.

- Work areas should be Demarcated
- Signage in Place
- Access Controlled
- All Electrical to have LOCK OUT Procedure in place
- Follow the above but not limited to the above

9 CARE OF WORKERS ON SITE (WELFARE)

Adequate toilets, clean, safe drinking water and decent shelter must be afforded to workers at all times.

It is the responsibility of the contractor to inform and agree with the Health Facilities Management for the use of Ablutions and Water.

10 DISCIPLINE, ALCOHOL AND SUBSTANCE ABUSE

All employees (management included) are to follow instructions given in the interest of H&S. Disciplinary action is to be imposed on those who do not follow such instructions or company rules or policies.

No person can work or access any facility if under the influence of alcohol or other substances that could impact on their own or others safety.

11 WORKING AT HEIGHTS

A practical site-specific fall protection plan and rescue plans per CR 10 needs to be compiled by a competent person as per unit standard 229994.

OHS Spec prepared by: N. Mcopele, Occupational Health and Safety Manager,
ECDOH for repair and fixed term scheduled maintenance of Mortuary, Refrigeration & Heat Pump Equipment.

Only competent persons may be allowed to work at heights.

All employees working at heights shall be in possession of working at heights certificate US 229998.

No Homemade structures or ladders will be permitted on the project.

Surroundings to be clear of rubble.

Fall protection, fall prevention, and fall rescue plans to be in place and communicated to site employees.

Ladders to be structurally sound and not broken and in accordance with GSR 13A.

Correct personal protective equipment to be used (safety harness and lanyard) to be used.

Construction regulation 10 of 2014 to be implemented when working at heights and to prevent any person from falling from heights.

Trestle tables are not to be used.

Failure to comply with the above will lead to a fine as stipulated below.

12 ASBESTOS

Where a suspected asbestos containing material is identified at any of the health facilities, the contractor will notify the Engineering Representative/ Service Manager or Client for further instruction.

All Asbestos work will be done in accordance with the Asbestos Abatement Regulations 2020.

14 ELECTRICAL

In addition to the requirements of the Electrical Machinery Regulations and the General Machinery Regulations, any electrical distribution board used for construction work shall be fitted with suitable earth leakage protection.

Leads must be properly and firmly connected.

Plugs and sockets shall be in good and safe condition.

All electrical apparatus, other than electrical hand tools, shall have a physical "lock out" system which will prevent any operation other than that authorized by a supervisor.

A "lock out" sign shall be displayed when the apparatus is not in use.

Method statements and safe work procedures will be required for all work involving electrical apparatus.

Ensure that main power supply and gas line in service duct to be identified and method statement to be submitted to Electrical & Mechanical Engineer for approval.

A Certificate of Compliance (CoC) must be issued for any work carried out on the electrical infrastructure as part of the maintenance contract for all refrigeration and/ or heat pump equipment within any of the health facilities, including installations, modifications, or repairs as per the SANS 10142: Wiring Code.

15 INSPECTION AND HAND TOOLS

No handmade or damaged tools may be used on the project.

The Principal Contractor needs to exercise control over all contractors on the project. Hand tools may only be used for its intended purpose.

A competent person must be appointed to inspect hand tools weekly at the contractor's premises.

Inspections need to be recorded on a register and each tool identified with a unique number.

Inspection of equipment and tools.

The following items of equipment must be regularly inspected and maintained and appropriate records kept on file and must be readily available for the Client's audit.

1.1. First Aid dressing registers

1.2. Fire equipment

- 1.3. Portable electrical equipment
 - 1.4. Stacking and storage inspections
 - 1.5. Hazardous Chemical Substances (HCS)
 - 1.6. Ladders
 - 1.7. Excavations
 - 1.8. Construction vehicles and mobile plant.
 - 1.9. Health and Safety Representatives checklists.
- Not limited to just the above items.

16 LADDERS AND LADDER WORK

The Principal Contractor shall appoint a competent person in writing to inspect all ladders weekly and record such findings in a register.

Ladders are to extend one meter above a landing and must be secured at the top and have a secure, non-slip base. All ladders that do not comply with Health and Safety standards are to be removed from the site immediately. Electrical contractors to use Fiberglass ladder for non-conducting purposes.

17 SUBCONTRACTORS

The PC is to ensure that every sub-contractor will comply with the health and safety specifications. All subcontractors' health and safety files must be approved by the Principal Contractor prior to any work commencing. Contractor and SMMEs to be Audited by Principal contractor on monthly basis.

18 DELIVERY OF MATERIALS

The PC must reasonably manage all deliveries of material to site. Stacking and storage of materials to be properly coordinated. Deliveries to be made on the contractors' premises. The PC is to consider the neighbours and public in all its activities related to this construction work. Facility services, namely Gas, are not to be affected by construction activities.

19 HOARDING

Adequate hoarding to be done to reduce dust and noise and prevent public entrance to the facilities. Security features must accompany the hoarding to maintain a secure environment for the existing occupants.

No Unauthorized person signage should be installed and various entrances.

Maintenance of Hoarding to be done at regular intervals.

20 NON-CONFORMANCES

Should, at any time, the work, or part of the works, be stopped due to unsafe acts or non-compliance with the Clients OHS Spec or PCs H&S Plan; the PC shall have no claim for extension of time or any other compensation.

The following constitute examples of the types of non-conformances that will attract penalties, please note some of the activities might not be applicable on this project:

Minor: Penalty: R50/count	Medium: Penalty: R500/count and a non-conformance	Severe Penalty: R5000/count, a non-conformance and/or activity stoppage
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Non-use of PPE supplied	Toilets not supplied or regularly serviced; lack of drinking water	Contractors working without Health and Safety Plan approval
Non completion of registers for plant and equipment on site	Contractors not audited	Workers transported in contravention of the OHS plan or legal requirements
Lack of H&S signage at work areas	Working without training or the appropriate H&S method statements	Invalid Letters of Good Standing
Tools and equipment identified in poor condition during inspections	Legal non-conformances identified during the previous audit and not addressed within the agreed time frame	Non-compliance with traffic accommodation requirements: layout or physical conditions
	No monthly OHS report at monthly meeting to report on	Fall protection harness not tied off / not worn
	No certificates of fitness for workers as required	Any breach of legal requirements

21 HEALTH AND SAFETY FILE

The documentation submitted and approved following the awarding of the contract will be used to form the H&S file. The H&S file is required to be laid out in a logical manner, and documentation filed within the file is to be easily accessible.

The following completed information shall be included (but not be limited to) as part of the index:

- The Project-Specific Health and Safety Specification. (from Client)
- The H&S Plan and the approval by Client;
- Appointment by Client;
- Mandatory agreement with Client;
- H&S specifications issued;
- Record of Competencies (CVs) and appointments;
- Training Records;
- Method statements;
- Risk assessments;
- Safe work procedures;
- Emergency and injury management;
- Safety data sheets
- Medical surveillance records;
- Registers; and
- Employee records (who is on the project at various health facilities)



ANNEXURE A

CONTRACTORS MONTHLY HEALTH AND SAFETY REPORT

(To be submitted by the end of the first week of each month and be available with each audit)

CONTRACT NUMBER:		PROJECT NAME:	CONTRACT DETAILS:
1	GENERAL ACTIVITIES FOR THE MONTH (detail each area of work)		
2	NUMBER OF WORKERS (Permanent and local, contractors)		
3	TRAINING DONE (supplier, no of people, type)		
4	INCIDENTS / ACCIDENT (list number and details, attach reports)		
6	NON-CONFORMANCES (closed out or active)		
7	CONTRACTORS (list, approval status)		
8	AUDITS COMPLETED (internal and external)		
9	CRITICAL ISSUES		
10	GENERAL		

Health and Safety Officer: _____ Signature: _____ Date: _____

Maintenance Manager: _____ Signature: _____ Date: _____

OHS Spec prepared by: N. Mcopele, Occupational Health and Safety Manager,
ECDOH for repair and fixed term scheduled maintenance of Mortuary, Refrigeration & Heat Pump Equipment.

ANNEXURE B – REQUIREMENTS FOR THE SAFETY PLAN ASSESSMENT

The Contractor must note that the information below is pertinent to the compilation of their safety plan response to this project-specific safety specification and it would be preferred if the Safety Plan is written in the order of the assessment documented below.

Please note that some of the items might not be applicable on this project.

No	Item	Notes
1	Project Directory	Please state details of Project Client, Project Manager / Principal Agent, Safety Agent, Consulting Engineer, etc. (Name, address, contact details).
2	Contractors Directory	Please indicate if you will be using Contractors on this project, if yes, include their details, trade, and FEM details.
3	Other Parties Directory	Please indicate contact details for any services applicable (electricity, water, etc.) as well as Department of Labour and Emergency Services.
4	Project Safety Statement	The Project Safety Statement must be included in the Safety Plan.
5	Health and Safety standards for the project (OHS Act, construction regulations, basic conditions of employment, etc.)	Health and Safety standards must be included in the Safety Plan.
6	Project Particulars	Scope of works must be included in the Safety Plan. This is critical.
7	Existing environment – Structures and Surroundings, Services (Electrical, Water, Sewerage, etc.), Traffic Arrangements, Parking, Access to Facilities, Storage of Plant and Materials	Please include these items in the plan. The items must be Project Specific, the location of services and services that will be affected must be mentioned.
8	Management Structure for safety on the Project	A structured organogram with names of the responsible people must be included.
9	Appointed Persons, Supervision	The required appointments must be identified. A list of the appointed persons must be included in the Safety Plan.
10	Security Procedures	Please indicate if a security company will be appointed and include the contact information in the Safety Plan.
11	Registers list and inspection frequency	A list of the Inspection Registers that will be on file must be included in the Safety Plan.
12	Design Co-ordination	Please indicate your procedure for implementation of design changes by designer on the project, and the procedures for liaison and implementation of temporary works design on the project.



No	Item	Notes
13	Contractor Co-ordination	Mention must be made of how Contractors will be coordinated on site to ensure that they work together and not adversely affected health and safety.
14	Housekeeping, stacking and storage	Housekeeping policies and procedures must be included in the Safety Plan.
15	Waste Disposal Arrangements	Waste disposal arrangements procedures must be included in the Safety Plan.
16	Noise and dust control	Please indicate if any noisy operations (more than 85 decibels) will be carried out and what measures will be used to reduce noise exposure to workforce.
17	Training Requirements	Training requirements must be identified and recorded.
18	Plant and Equipment	A list of plant and equipment to be used on the project must be included in the Safety Plan.
19	Safety Monitoring Arrangements	The name, contact details of the Safety Officer must be included in the Safety Plan. State how often the Safety officer will be at the various facilities (note safety specification requirement in section 1.7).
20	Information for Contractors	State how information will be given to Contractors on the project.
21	Consultation/communication arrangements with Employees	State how information will be given to employees e.g., notice board.
22	Selection of Contractors Procedures	Principal contractor must state what health and safety procedures they will use to assess the competence and resources of their contractors on the project.
23	Activities with risk to Health and Safety (Risk Assessment)	A Baseline Risk Assessment must be included in the Safety Plan; it must address the Risks identified in the Safety Specification as well as the risk of any other hazards that the Principal Contractor is aware of that are relevant to the project.
24	Hazardous Substances	Must be listed in the Safety Plan and addressed in the Risk Assessment.
25	First Aid and Medical Procedures	Please indicate name of first aider, position of first aid box, location of nearest medical facility and emergency numbers.
26	Fire and Emergency Procedures	List of emergency telephone numbers must be drawn up and included in the Safety Plan. The position of Fire Extinguishers, Assembly Point location, fire drill frequencies, numbers of fire marshals, etc.
27	Accident and Incident Reporting and investigation	State the Accident and Incident Reporting and investigation procedures of your company.
28	Welfare and Site Facilities	Elaborate on toilets and eating areas, water provision, how will workers be protected during wet weather conditions etc.
29	Site Rules	The Site Rules must be included in the Safety Plan.



No	Item	Notes
30	Personal Protective Equipment	The necessity must be identified by Risk Assessments.
31	Health & Safety File arrangements	Please indicate arrangements for the return of the Health and Safety File to the safety agent at the end of the project.

No	Item	Notes
32	Method Statements/Safe System of Works	A list of Method Statements/Safe System of Works must be included in Safety Plan for all High-risk activities
33	Permits and wayleaves	List of activities that Principal Contractor anticipates will require permits and wayleaves (including those stated in the safety specification) to be included.
34	Fall Prevention and Protection Plan and Fall Rescue Plan	A copy of the Fall Prevention and Protection Plan, fall rescue plan and fall risk assessment must be included in the Safety Plan.
35	Demolition method statement	A copy of the Demolition Method Statement must be included in the Safety Plan.
36	Confined spaces	The Principal Contractors' procedures for managing access, egress and work in confined spaces must be specified in the Safety Plan. Includes permit procedures, air monitoring, PPE, etc.
37	Safety Representatives and Safety Committees	When a project has more than 20 employees a designated employee must be chosen by the labourers to represent them. A safety committee must be established if 2 or more safety representatives are appointed. Please note Safety Specification requirements regarding this section (section 2.12).
38	Have the significant hazards from the safety specification been addressed?	See section 1.9 of the Specifications and ensure practical measures have been detailed in the safety plan.
39	Safety File - Safety Policies in File and Signed by 16(1) CEO.	Safety Policies must be signed and explained to employees.
40	Safety File - A copy of the valid Letter of Good standing from FEM / Workman's Compensation must be on file.	A copy of the valid Letter of Good standing from FEM / Workman's Compensation must be on file.
41	Safety File - Signed copy of the 37.2 Mandatory Agreement	A 37.2 Mandatory Agreement needs to be signed between the Client and the Principal Contractor.
42	Safety File - Appointment letter from Client (as well as 5.1.K)	The Client must appoint the Principal Contractor in writing.
43	Safety File – Notification / Permit	A copy of the Annexure 2 Notification (and proof of submission) to Department of Labour must be available. This can be in the form of a Department stamp, email, or copy of Construction Work Permit.

ANNEXURE C – LEGAL APPOINTMENTS

The contractor shall make the following appointments, as required:

Chief Executive Officer (OSH Act 16(1))
Contract Director/Manager (OSH Act 16(2))
Maintenance Manager (CR 8(1))
Construction Supervisor (CR 8(7))
Assistant Construction Supervisor (CR 8(8))
Construction Safety Officer (CR 8(5))
Safety Representative (where > 20 employees on site)
Temporary work Designer (CR 12(1))
Temporary work Supervisor (CR12(2))
Construction risk assessor (CR 9(1))
Excavation Supervisor (CR13(1)(a))
Demolition Supervisor (CR14(1))
Scaffold Supervisor (CR16(1))
Suspended Platform Supervisor (CR17(1))
Material Hoist Inspector (CR19(8)(a))
Material Hoist Operator (CR19(6))
Bulk Mixing Plant Supervisor (CR20(1))
Bulk Mixing Plant Operator (CR20(2))
Controller of Explosive Actuated Fastening Devices Nails, Cartridges or Studs Issue and Collection (CR21(2)(g)(1))
Construction Vehicle and Mobile Plant Operator (CR23(1)(d)(i))
Controller of Temporary Electrical Installations (CR24(c))
Stacking Supervisor (CR28(a))
Fire Extinguishing Equipment Inspector (CR29(h))
Fall Protection Plan Developer (CR 10(1)(a))
Incident Investigator (OSH Act 9(2))

**ANNEXURE D – SAFETY SPECIFICATION AND BASELINE RISK ASSESSMENT
ISSUE REGISTER**

Date of Original Safety Specification Compilation	Compiled By	Issue Date
January 2024	N. Mcopele	January 2025

Revision Summary	Revised By	Revision Date
1	N Pumaphi	16 July 2025
2	N Mcopele	25 July 2025

Acknowledgement:

I, _____ representing.

_____ (Contractor), have satisfied myself with the content of this Health and Safety Specification and shall ensure that our employees and contractors on the project comply with the requirements of this document, our safety documentation and health and safety legislation.

Signature of Contractor

Date

Comments:



ANNEXURE E – OHS BILL OF QUANTITIES

DESCRIPTION	UNIT	QTY	RATE	AMOUNT	
				R	C
Preparation of principal contractor's project-specific health and safety plan and safety file	Lump sum	Lump sum			
DESCRIPTION	UNIT	QTY	RATE	AMOUNT	
				R	C
Provision of medical certificates of fitness for employees (Annexure 3)	Lump sum	Lump sum			
Provision of personal protective equipment (PPE) by to employees e.g. <ul style="list-style-type: none"> • Work suits with reflective strips. • hard hats (where applicable) • protective footwear • hearing protection • respiratory protection • safety eyewear • gloves • Spill Kits etc. 	Lump sum	Lump sum			



DESCRIPTION	UNIT	QTY	RATE	AMOUNT	
				R	C
Provision of First Aid Boxes per bakkie as per legal requirements	Lump sum	Lump sum			
Provision of sufficient fire extinguishing equipment per bakkie.	Lump sum	Lump sum			
Provision for safe disposal of waste, spill kits, safe housekeeping, and storage practices	Lump sum	Lump sum			
Compilation of consolidated Safety File at Close Out stage and handover of file to the client in a digital format	Lump sum	Lump sum			
SUMMARY TOTAL OHS COST PROVISION					



ANNEXURE F –BASELINE RISK ASSESSMENT

BASELINE RISK ASSESSMENT BID NO: SCMU3-2526-0267-HO: SCHEDULEd MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP ASSOCIATED EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

Risk Rating multiplier: Low = 1; Medium = 2; High = 3

low	med	high
1	4	12
2	6	18
3	8	27

The baseline risk assessment is to highlight hazards emanating from project risks identified.

Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
SCOPE AREA OF MAINTENANCE PROGRAMME								
		Driving on public roads/ Driver not competent or medically and psychologically fit/ under the influence of drugs and/or alcohol/ Pre-start check not completed	Financial loss/ Damage to equipment/ Injuries to employees/ Damage to property/ Possible fatalities	All drivers must be authorised in writing, be in possession of valid Competence and Medical Certificate. All employees shall undergo a mandatory alcohol level test. Driver must perform pre-ignition check and ensure checklist completed before leaving workshop/office. Under no circumstances shall anyone tamper with the safety devices / mechanisms on the machinery. No loading of passenger in Load cab of bakkies. Driver to ensure that bakkie are kept in good state. Maintained as per maintenance schedule. All Occupants in bakkie to ensure seatbelt is engaged at all times.	2	2	2	8

BASELINE RISK ASSESSMENT BID NO: SCMU3-2526-0267-HO: SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP ASSOCIATED EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

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The baseline risk assessment is to highlight hazards emanating from project risks identified.

Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
CR10		Working at heights	Fall from heights / tools and equipment falling / struck by	<p>All access equipment is properly constructed (inspections record must be maintained)</p> <p>Only trained personnel construct, dismantle or control the access equipment</p> <p>All access equipment must have full toe boards and guardrails - comply with SANS 10085 on erection, use and dismantling of scaffolding</p> <p>No access equipment may be loaded above the level of the guardrail</p> <p>No access equipment to be loaded above its safe working load</p> <p>Where work involves leaning out on an open leading edge, then all personnel are to be fitted with full body harness. The harness must be connected at all times</p> <p>All fall arrest equipment to be correctly maintained</p> <p>Ensure if ladders are being used for access, they are either footed or tied. Also, the ladder must be set at the correct level of 1 in 4 or approximately 75°</p>	3	1	1	3

BASELINE RISK ASSESSMENT BID NO: SCMU3-2526-0267-HO: SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP ASSOCIATED EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

Risk Rating multiplier: Low = 1; Medium = 2; High = 3

low	med	high
1	4	12
2	6	18
3	8	27

The baseline risk assessment is to highlight hazards emanating from project risks identified.

Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
		Offloading equipment, machinery, materials	Falling and moving objects or machinery Ergonomic strain, crush, death	<p>Check test certificate Check examination certificate Check inspection have been carried out Check certificates for lifting equipment (chains, slings, shackles, etc.) Ensure lifting gear is rated to carry load (SWL) Ensure materials being lifted are properly packaged and slung. Be aware that there should be a minimum clearance of 600mm between any slewing parts of a crane and any fixed installation to prevent being trapped. Access to the work area during lifting operations is to be restricted to those involved with and trained in the work in hand. Do not allow members of the public to gain access to the area. Only trained banksmen to be used. The crane driver and the banksman are to ensure that the signals given are clearly understood.</p>	2	2	2	8



BASELINE RISK ASSESSMENT BID NO: SCMU3-2526-0267-HO: SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP ASSOCIATED EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

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low	med	high
1	4	12
2	6	18
3	8	27

The baseline risk assessment is to highlight hazards emanating from project risks identified.

Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
		Storage of Materials and Tools	Injury / Property damage / Theft / Security Issues	Proper separated demarcated storage to be allocated to the contractor. Materials to be stored in demarcated storage bins. At least one fire extinguisher must be made available.	2	2	2	8

BASELINE RISK ASSESSMENT BID NO: SCMU3-2526-0267-HO: SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP ASSOCIATED EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

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low	med	high
1	4	12
2	6	18
3	8	27

The baseline risk assessment is to highlight hazards emanating from project risks identified.

Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
		Mechanical failure/ not maintained as per maintenance schedule/ Wear and Tear	Financial loss/ Damage to equipment/ Injuries to employees/ Damage to property/ Possible fatalities	<p>Establish and strictly adhere to a documented preventive maintenance schedule based on manufacturer recommendations. Conduct routine inspections (daily, weekly, monthly) to check for signs of wear, leaks, unusual noises, or performance issues. Ensure only trained and competent personnel perform maintenance and repairs.</p> <p>Use original equipment manufacturer (OEM) parts for replacements to maintain integrity and compliance. Keep detailed logs of all maintenance activities, including dates, findings, and corrective actions.</p> <p>Implement pre-use equipment checks to ensure safety systems (e.g., pressure release valves, seals) are functioning properly. Establish a clear protocol for users to report malfunctions or signs of mechanical failure immediately.</p> <p>Regularly assess equipment lifespan and replace aging units before failure risk becomes critical.</p>	2	2	2	8

BASELINE RISK ASSESSMENT BID NO: SCMU3-2526-0267-HO: SCHEDULEd MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP ASSOCIATED EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

Risk Rating multiplier: Low = 1; Medium = 2; High = 3

low	med	high
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2	6	18
3	8	27

The baseline risk assessment is to highlight hazards emanating from project risks identified.

Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
		Isolation, disconnection and removal of existing refrigeration or heat pump equipment and associated systems	Injury to contractor, public, staff, or personnel and damage to building	The contractor shall ensure H&S policies are documented and work done in accordance to approved safety file. The contractor's H&S Manager shall liaise with Client's H&S Unit. Safe disposal certificates to be received from the contractor. The appropriate hoarding, PPE and work process are to be followed and contractor submit reports monthly.				
		Fitting of refrigeration or heat pump equipment	Injury to contractor, public, staff, or personnel and damage to building	Contractor to work according the the H&S plan noting the risks identified. The contractor to conduct induction and check personnel are certified to do such works. The contractors H&S Officer must be present during these installations.				



BASELINE RISK ASSESSMENT BID NO: SCMU3-2526-0267-HO: SCHEDULEd MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP ASSOCIATED EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

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3	8	27

The baseline risk assessment is to highlight hazards emanating from project risks identified.

Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
		Biological hazards	Exposure to biological contaminants	PPE (gloves, gowns); hand hygiene protocols; infection control procedures. All employees exposed to body fluids especially at mortuaries must be vaccinated against Hepatitis B.	3	3	3	27

BASELINE RISK ASSESSMENT BID NO: SCMU3-2526-0267-HO: SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP ASSOCIATED EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

Risk Rating multiplier: Low = 1; Medium = 2; High = 3

low	med	high
1	4	12
2	6	18
3	8	27

The baseline risk assessment is to highlight hazards emanating from project risks identified.

Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
		Handling Heavy Equipment and Material	Employees exposed to ergonomics risk resulting in suffering from muscle strain when picking up the tools or equipment alone or in the wrong manner.	At least 2 employees carry the equipment Employees trained in ergonomics (lifting techniques). Ergonomics risk assessment to be conducted by a competent person. Good communication. Equipment has handles (cage) to make handling easy. Employees to use their upper legs to pick up the equipment and not their lower back.	3	2	2	12
		Sharp Object	Injuries to the body when making contact with exposed sharp parts on the equipment.	Safety guards are in place and in good working condition. Correct PPE to be used. To make sure that all parts is in place and not loose before picking up.	3	2	2	12
		Confined space hazards	Asphyxiation, exposure to residual chemicals	Follow confined space entry procedures; continuous air monitoring	1	1	3	3
		Slips and falls (wet surfaces)	Fractures, head injuries	Use anti-slip flooring; clean up spills promptly; place warning signage	2	3	2	3



BASELINE RISK ASSESSMENT BID NO: SCMU3-2526-0267-HO: SCHEDULEd MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP ASSOCIATED EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

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Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
		Exposure to dust/ lint/ fabric/ particles	Inhalation or contact with airborne lint/dust during cleaning, maintenance, or when handling filters and ducts; potential respiratory irritation, allergic reactions, or triggering of asthma	Local exhaust ventilation; dust masks/P2 respirators; routine cleaning; PPE	2	2	2	8



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					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
GMR (General Machinery Regulations)		Plant and Equipment	Injury / Property damage / Theft / Security Issues	Implement traffic protection measures Trained and competent operators must be used Check plant and vehicles on daily basis before use and record inspections. Maintain vehicles in safe condition. Medical certificates of fitness required for construction plant. Crossing of road by construction vehicles or machines must be limited to the practical minimum Plant and vehicles must be fitted with amber rotating beacons and reverse alarms. Wear appropriate protective clothing/equipment, e.g., goggles, gloves, ear defenders, etc. as appropriate.	3	3	3	27

BASELINE RISK ASSESSMENT BID NO: SCMU3-2526-0267-HO: SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION AND HEAT PUMP ASSOCIATED EQUIPMENT AT CLUSTER ONE (1) – OR TAMBO AND ALFRED NZO DISTRICT – HEALTH FACILITIES (36 MONTHS)

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Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
CR14e		Overhead systems and services (Working near)	Contact with live services causing injury to personnel Damage caused to services	Maintain safe clearance levels Establish presence of any services via proper walk-through survey of site and/or means of service drawings Wear personal protective clothing Ensure height of plant/vehicles does not compromise or exceed clearance levels for overhead services Obtain information on clearance levels from service provider	1	1	1	1
CR19.3a		Lifting Operations	Falling material Crushing by materials Hand injuries to the slinger Toppling crane	Use only trained and authorized personnel for all lifting operations. Ensure lifting equipment and accessories are certified, inspected, and well-maintained. Conduct a risk assessment and have a lifting plan in place before starting. Inspect the load for weight, stability, and secure attachment before lifting. Establish exclusion zones and maintain clear communication during the operation.	2	2	2	8

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Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
		Cleaning	Abrasions/ cuts/ burns	Use appropriate personal protective equipment (PPE) such as gloves, goggles, and masks based on the cleaning agents used. Ensure cleaning chemicals are clearly labeled, stored properly, and used according to manufacturer instructions. Provide training to cleaning staff on safe handling of chemicals and equipment. Maintain good ventilation in cleaning areas to reduce inhalation risks from fumes. Clean up spills immediately and use wet floor signs to prevent slips and falls.	2	2	2	8
		Chemical Hazards	Exposure to detergents, disinfectants, and lubricants	hazardous chemical substances to be managed in terms of the HCS Regulations, employees to be trained on the use of the HCS. Proper PPE to be provided and worn at all times; proper storage and labeling of HCS.	2	2	2	8

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Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
		Plumbing	Risk of scalding during valve or pipe maintenance Burst pipes or disconnections can cause damage, slips, or contamination	Ensure standard safety procedures are followed at all times. Only use trained and competent personnel. Safe isolation procedures when working on steam/ hot water pipes. Leaking pipes to be isolated using isolation valves; Regular inspections must be conducted to ensure leaks are fixed. Regular inspection and testing of water pipes and non-return valves. Ensure all personnel wear suitable and sufficient personal protective equipment. Consider a hot works permit system prior to commencing any hot works. Make sure emergency procedures are in place and ensure all personnel are aware of where to go in case of a fire.	1	1	2	2

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Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
		Equipment Erection	Falls from height Falling components Contact injuries from falling lifting equipment	Use only certified lifting equipment and ensure all components are properly secured before lifting. Conduct a thorough inspection of lifting gear and structural components prior to erection activities. Establish exclusion zones beneath and around the erection area to protect workers from falling objects. Use tag lines and controlled lifting techniques to prevent swinging or uncontrolled movement of components. Ensure only trained personnel are involved in erection and lifting operations, with clear communication protocols in place.	2	1	1	2

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					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
		Equipment Fixing	Back injuries caused by manual handling Eye injuries from tie wire Trips / falls Falling form height	PPE must include safety boots and goggles Manual handling training may be required Care to be taken when working near overhead lines Use only trained personnel Provide safe means of access Maintain and regularly inspect all lifting appliances and equipment Construct scaffold walk ways to cross reinforcing mesh, as required	2	1	1	2
		Fire Risk	Heat from dryers; electrical faults; lint build-up	Fire extinguishers; regular lint trap cleaning; fire drills; periodic equipment inspection logs	2	1	1	2
		Exposed Live Electrical Wire	Electrical shock when in contact with exposed live wires or refrigeration/ heat pump equipment is not earthed correct.	To be inspected by a qualified electrician. Not used during wet weather. Earth spike in place. Machine used is inspected before use and need to be clean, leak free and serviceable.	3	2	2	12

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					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
		Exposed Moving Parts	Injury to the body when in contact with exposed moving machinery.	Safety guards are in place and in good working condition. Hand placement to be in the correct place.	3	1	3	9
		Excessive Noise (>82dB)	Excessive noise can cause noise induced hearing loss. Excessive noise in a public place can cause noise pollution.	Employees to use the correct earplugs and to use them in the correct manner.	3	2	1	6
General Facility Safety					Baseline risk			
CR 10		Access	Injury to person's / employees /personnel/ consultants/patients	Separate general public from active construction/maintenance areas. Extra care to be taken to ensure the public and personnel do not gain access to the construction activities. Install safety and warning signage at the construction/construction areas.	2	2	2	8
		Exposure noise	Interruptions to existing activities	Control should be taken to ensure to bear in mind exposure to general patient wards. Extra special care and planning and communication between the contractor and facility staff where working in close vicinity to consulting rooms A solid hoarding structure to be above 2.5 meters.	2	2	2	8

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Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
	General	Exposure to dust	Interruptions to existing facility activities	Control should be taken to ensure to bear in mind exposure to general patient wards. Extra special care and planning and communication between the contractor and facility staff where working in close vicinity to consulting rooms. A solid hoarding structure to be above 2.5 meters.	2	2	2	8
		Waste Management	Daily waste from contractor / professionals / specialists cross contaminated with facility waste.	Normal waste from all the appointed contractor should have separate controlled waste areas. To ensure no cross contamination with the existing facility waste management systems . After each maintenance or repair work contractor to ensure that the areas are left in a safe manner and that all waste is removed on site and disposed off safely at an approved site.	2	2	2	8
GS' 13A		Contact with Biohazardous Waste	contractor / professionals / specialists coming into contact with medical biohazardous waste from the facility.	Contractor to liase with the facility should they identify any medical waste on site. Employees to be trained on management of medical waste on site.	2	2	2	8

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					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
		Barricading / Demarcating / Hoarding	Interaction with existing facility activities / personnel and general public	Control should be taken to ensure that construction activities is at all times being separated from day to day facility activities / staff / patients / general public as well as storage facilities. To bear in mind exposure to general patient to sick patients. A solid hoarding structure to be above ceiling height to be considered.	3	3	3	27
GS' 13A		Security	Theft	Contractors and professionals doing construction activities should have own security on site. Contractors to ensure that materials and items of value are stored correctly as this can cause a security risk for the existing facilities.	1	1	2	2
GS' 13A		Epidemic and Pandemic Control	Contact with Airbourne and infectious diseases.	Control should be taken to ensure that construction activities is at all times being separated from day to day facility activities / staff / patients / general public.	1	1	3	3



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Reference	Area	Hazard	Risks identified as present	Describe the obvious control measures to be part of design	Baseline risk			
					Likely consequences of an incident	Frequency of Exposure	Probability of harm	Risk rating and risk category
GS' 13A		Infection Prevention	Jeopardizing the sterility of the patients environment.	Control should be taken to ensure that construction activities is at all times being separated from day to day facility activities / staff / patients.	2	3	3	18
GS' 13A		Fraternization	Harassment of persons on property.	Extra Control should be taken to ensure that consultants / professionals / specialists / contractors are separated from staff / patients / general public	2	2	3	12

PART C4: SITE INFORMATION

C4.1: SITE INFORMATION

PROJECT NAME	SCHEDULED MAINTENANCE OF MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT IN CLUSTER 1 – HEALTH FACILITIES (36 MONTHS)
TENDER No.	SCMU3-2526-0267-HO

C4 Site Information

1. GENERAL

1. The Standard for Uniformity in Construction Procurement published in terms of the Construction Industry Development Board (CIDB) Act, 2000 (Act no 38 of 2000), the Standardized Construction Procurement Documents for Engineering and Construction Works as issued by the CIDB and any other relevant documentation pertaining thereto must be studied and all principles in this regard must be applied to all procurement documentation, practices and procedures.
2. The Supplier must acquaint themselves fully with all matters pertaining to this section in order to enable prospective Suppliers to price for all eventualities.
3. All hospitals are functional, caution must be taken in terms of contractor movement and noise.
4. The employer will advise will confirm where the stripped materials need to be disposed.

LIST OF FACILITIES IN CLUSTER 1

Refer to Asset Register



PART C4.2

EASTERN CAPE DEPARTMENT OF HEALTH

SUPPLEMENTARY TECHNICAL SPECIFICATION

FOR THE

GENERAL MAINTENANCE AND REPAIRS

OF

MORTUARY, REFRIGERATION & HEAT PUMP EQUIPMENT AT

VARIOUS HOSPITALS AND HEALTH FACILITIES IN

THE

CLUSTER ONE (1) – ALFRED NZO & O.R. TAMBO DISTRICTS

OF THE EASTERN CAPE PROVINCE

CONTENTS

SUPPLEMENTARY TECHNICAL SPECIFICATION FOR REPAIRS TO MORTUARY, REFRIGERATION & HEAT PUMP SYSTEMS EQUIPMENT

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- SS 2 EQUIPMENT INSTALLATION
- SS 3 SCOPE OF WORK
- SS 4 INSPECTION OF THE SITE
- SS 5. STATUTORY AND REGULATORY REQUIREMENTS
- SS 6. GENERAL REQUIREMENTS FOR REPAIR AND MAINTENANCE CONTRACTS
- SS 7 ROUTINE SERVICING AND MAINTENANCE WORK
- SS 8. TRAINING OF THE DEPARTMENT'S MAINTENANCE STAFF
- SS 9. TRAINING OF DEPARTMENTS OPERATING STAFF
- SS 10. COMPETENT PERSON ON SITE
- SS 11. CLASSIFICATION OF BREAKDOWNS
- SS 12. PENALTIES
- SS 13. SPECIAL SAFETY, HEALTH, ENVIRONMENTAL AND QUALITY
REQUIREMENTS
- SS 14. SPECIAL TOOLING REQUIREMENTS
- SS 15. IN-SERVICE TRAINING OF SELECTED TRAINEES
- SS 16. ACCREDITED TRAINING

**SUPPLEMENTARY TECHNICAL SPECIFICATION
FOR THE
GENERAL MAINTENANCE AND REPAIRS
OF
MORTUARY, REFRIGERATION & HEAT PUMP SYSTEMS**

SS 1. GENERAL

This specification is for the repair and fixed term maintenance of mortuary, refrigeration & heat pump systems installations at various hospitals and health facilities listed in paragraph SS 3 of the O.R. Tambo and Alfred Nzo District.

This specification shall be read in conjunction with the following documents:

1. Mortuaries, refrigeration and heat pump equipment **Service Information**, which will include the:
 - 1.1. Standard Specifications for the General Maintenance and Repairs to Electrical and Mechanical Installations for Mortuaries, refrigeration and heat pump Equipment,
 - 1.2. Technical Specifications for Mortuaries, refrigeration and heat pump Equipment that may be applicable,
 - 1.3. This Supplementary Specification for Mortuaries, refrigeration and heat pump Equipment,
 - 1.4. Operating and Maintenance Manuals for Mortuaries, refrigeration and heat pump Equipment (where applicable),
 - 1.5. Relevant Inspection Check sheets for Mortuaries, refrigeration and heat pump Equipment,
 - 1.6. Maintenance Control Plan per Health Facility for Mortuaries, refrigeration and heat pump Equipment,
2. All relevant National Standards and Legislation that is referred to in the Mortuaries, refrigeration and heat pump Equipment Service Information, and
3. The General Conditions of Tender and all Schedules and Drawings forming part of the Tender.

Where specifications and/or drawings are at variance this Supplementary Specification will have preference over both the Standard Specifications and the Drawings. Maintenance and servicing shall be carried out strictly as stated in the service schedules and after each service a copy of the service schedule shall be duly completed and signed shall be submitted to the responsible Service Manager.

SS 2. EQUIPMENT INSTALLATIONS

The following equipment installations shall be maintained and repaired as part of this contract:

1. Heat pumps, including all associated components such as circulation pumps, control panels, and valves
2. Mortuary refrigerators, including all cooling systems, temperature controls, and related monitoring equipment
3. Storage refrigerators, including refrigeration units, compressors, thermostats, and all auxiliary components

SS 3. SCOPE OF WORK

This specification is for the repair, service and maintenance, and proper functioning of the Mortuaries, refrigeration and heat pump Equipment installations, for the duration of the Contract period, in the Health facilities.

Details of the work required shall be as listed in the Price Lists which have been subdivided into the following categories:

SCHEDULE 1: FIXED CHARGE AND VALUE RELATED ITEMS APPLICABLE TO ALL WORK

SCHEDULE 2: FUNCTIONAL REPAIR SCHEDULE

SCHEDULE 3: MAINTENANCE SERVICE SCHEDULE

SCHEDULE 4: TERM REPAIRS SUBJECT TO APPROVAL OF QUOTATION FOR THE WORKS

Note: The repair work included in Schedules 1 to 4 has been subdivided for each Health Facility where applicable.

The repair and maintenance phases shall run in parallel as specified in GM 2.4. The equipment to be repaired and maintained is listed under the Inventories of Equipment in C4.1.

The maintenance work (Minor and Major Services) required on the equipment listed in the Inventory of the attached C4.1, will be as per the pricing of the Schedule 3 Price List, but subject to the scheduling and remeasuring of quantities as contained in the final Maintenance Control Plan as per paragraph GM 3.3. All work must comply to the minimum requirements set by the Service Information for the mortuary, refrigeration & heat pump systems installations.

The repair work will be as per the Schedule 4 Price List, but subject to work being accepted by the Service Manager from the Repair Schedule as per GM 2.6. Due to limited funds and as specified in paragraph GM 2.8, some of the repair work may be stretched over two or more financial years. The repair work for the first financial year will commence only after the Contractor has been issued with a written instruction (Task Order as per GM 2.4) to proceed with the specified work by the Service Manager once the relevant Repair Schedule has been accepted and the relevant repairs approved by the Employer.

SS 4. INSPECTION OF THE SITE

Due to the large number of, and area over which the Health Facilities covered by this Contract is spread, it is the Contractor's own choice if he wants to inspect the sites prior to tendering to ascertain the condition of the equipment or rely solely on the information provided as part of the Tender Documentation and single site Tender Briefing Meeting as per GM 1. No further claims due to non-compliance with this requirement shall be entertained.

SS 5. STATUTORY AND REGULATORY REQUIREMENTS

The latest edition, including all amendments up to the date of Tender, of the specifications, publications and codes of practice listed in the Service Information for Mortuaries, refrigeration and heat pump Equipment shall be read in conjunction with this specification and shall be deemed to form part thereof.

All equipment that is subject to regular statutory inspections such as pressure vessels and lifts, shall be prepared for statutory inspections and tests only when the validity of the existing certificates has expired, or if the validity cannot be accurately verified. This work will form part of the maintenance phase of the Contract.

SS 6. GENERAL REQUIREMENTS FOR REPAIR AND MAINTENANCE CONTRACTS

Whenever reference is made in the specifications to repairs and/or repair phase it shall mean the repairs required to the installation to bring the installation up to a standard, as described in the Service Information. In general, the repair work shall commence only after the Functional Condition Assessment Report has been accepted and the quantities verified.

Maintenance work must be completed according to the approved Maintenance Control Plan. (See GM 3.3). Repair work can only commence once the Service Manager has accepted it and issued a Task Order (See GM 2.8), or a Breakdown Task Order has been issued by the Call Centre. Critical repairs may be carried out immediately with the approval of the Service Manager but will be priced as per the guidelines of GM 2.8 and subject to the General Contractual Conditions.

SS 7. ROUTINE SERVICING AND MAINTENANCE WORK

Maintenance of the Mortuaries, refrigeration and heat pump Equipment may include, but is not limited to inspect, service and/or replace the following:

1. Compressors, condensers, and evaporators
2. Refrigerant lines and insulation
3. Circulation pumps and control valves
4. Water tanks and storage vessels
5. Electrical connections, control panels, and relays
6. Thermostats, temperature sensors, and control units
7. Heat exchangers and associated piping
8. Filters, strainers, and gaskets
9. Seals, hinges, and door mechanisms
10. Safety valves and pressure controls
11. Monitoring systems and alarms
12. Statutory inspections and certification
13. Defrost systems and drainage lines
14. Fans, blowers, and ventilation systems.

Pest and rodent control are not part of this Contract's Scope of Work.

SS 8. TRAINING OF THE DEPARTMENT'S MAINTENANCE STAFF

It is required of this contract that the Contractor arrange for the non-accredited theoretical and practical training of at least three maintenance personnel employed by the Department at each Health Facility specified in the Supplementary Specification. This training should be incorporated into the normal service visits to the facilities, and billed at the normal contracted labour rate for the artisan or technician that provides the training. The Contractor must provide proof of attendance of such training activities by the relevant staff that attended, as well as the contents of the training when claiming payment for this activity.

The Contractor shall ensure that his own maintenance personnel are sufficiently qualified for the duties required.

Maintenance staff must receive enough instructions to ensure that they are fully conversant with the equipment concerned, and so that they can understand what the impact of their actions (or lack thereof) will be on the equipment. This non-accredited training of the Health Facility's Employees shall be for a minimum duration of 40 hours, or as otherwise determined by the Service Manager, which shall include, but not necessarily be limited to, instruction on the operation and maintenance of the following items

1. General usage and operation
2. Daily and weekly checks as per manufacturer's instruction
3. Routine tests as per SANS and manufacturer's instruction
4. Water Connections, flow, and Pressure.
5. Gas Connections and Pressure.
6. Drain Connections and Unblocking of Pipes
7. Electrical Connections and Resetting Circuit Breakers.
8. Controller Settings.
9. Visual Inspections.
10. Fault Identification and Reporting.
11. Cleaning Equipment.
12. Provision of check sheet procedure for each equipment/service.

The training should be aligned to the general tasks contained in the Inspection and Servicing Guideline for the Mortuaries, Refrigeration, and Heat Pumps Equipment and OEM Operation and Maintenance Manuals.

SS 9. TRAINING OF DEPARTMENTS OPERATING STAFF

The Contractor shall be responsible for the non-accredited training of the Department's operating staff after the maintenance and/or repairs has been completed. This will form part of the 40 hours envisaged in SS8 above. Operating staff must receive enough instructions to ensure that they are fully conversant with the operation of the equipment concerned, so that they can understand what the impact of their actions (or lack thereof) will be on the equipment. Operating staff shall be instructed on:

1. The general operating method of the plant;
2. Starting and stopping instructions;
3. Stopping the plant or unit in emergency and warning against restarting after an emergency unless a competent person is present;
4. Positions and normal settings of control equipment;
5. Normal operating temperatures, pressure, differential pressures etc.;
6. Safety measures, especially against high voltages;
7. Operational checks on sight glasses, running amperages, etc.;
8. Name, address, and telephone number of the competent person responsible for the maintenance of the plant or unit.
9. Maintenance Log Book (Update maintenance and service records into Log Book

The Operating and Maintenance Manual must be available during the training of operating staff. Operating staff must also be made conversant with the contents of the manual.

All instrumentation such as thermometers, pressure gauges, manometers, etc. shall be marked at the operating point under normal conditions. Such markings shall be neatly done on the scale itself where possible or alternatively on the protecting glass cover.

SS 10. COMPETENT PERSON ON SITE

It is not a Condition of Contract that a Competent Person must be full time on site. Payment reductions will however be imposed if repairs are not carried out within the time limitations specified in Paragraph GM 7: Maximum Maintenance Down-Time. Contractors are therefore advised to evaluate the additional expense required for a competent person on site, where it makes sense to do so, to ensure quick response against the possibilities of payment

reductions, before submitting a Tender.

SS 11. CLASSIFICATION OF BREAKDOWNS

The classification of breakdowns specific to mortuary, refrigeration & heat pump systems shall be as follows in line with the requirements of GM 7.

The classification of breakdowns specific to mortuary, refrigeration & heat pump SYSTEMS shall be as follows in line with the requirements of GM 7:

P2 = Only where no other mortuary, refrigeration & heat pump systems item can fulfill the function required.

P3 = All other mortuary, refrigeration & heat pump systems faults and breakdowns.

P4 = None.

Priority of Calls	Description	Reaction Times
P1	Emergency (Life Threatening)	Immediate response from the time of logging a call and the emergency to be resolved (at least temporarily) within 8 hours
P2	Urgent	Immediate response from the time of logging a call and to be resolved within 12 hours
P3	Planned Maintenance Repairs	Scheduled Maintenance is to be scheduled and performed within 3 business days of the scheduled date
P4	Emergency Facility Repairs	7 Days planning and execution subject to supply chain regulations

SS 12. PENALTIES

Penalties applicable to this specification will be as per the criteria specified in Section X17 of the Secondary Options Clauses of the Contract, and C1.2b Annexure CD.

SS 13. SPECIAL SAFETY, HEALTH, ENVIRONMENTAL AND QUALITY REQUIREMENTS

In addition to the general SHEQ requirements as per GM 2.15, the following additional requirements will apply to mortuary, refrigeration & heat pump systems:

Due to the type of equipment and risk of injury to personnel working on them, it is of the utmost importance that the relevant staff are supplied with and trained in the use of the relevant PPE while working on the Mortuaries, refrigeration and heat pump Equipment.

This as a minimum must include:

- Safety Boots
- Overall Suit
- Leather Gloves
- Clear Safety Glasses

- Hearing Protection
- Dust Mask
- TB Mask

Contractor's employees who are not medically fit due to pulmonary throat infections, or other contagious illnesses, are not permitted to be deployed to food services environments. In such situations, the contractor shall avail a suitable qualified replacement.

To comply with environmental requirements, the Contractor must always have a basic spill control kit in his vehicle to assist with the cleanup of any spilled oils, etc. during the course of their work on site.

SS 14. SPECIAL TOOLING REQUIREMENTS

In addition to the general tooling that the Contractor should have, the following additional requirements will apply to Mortuaries, refrigeration and heat pump Equipment:

- Multimeter for checking electrical system.
- Sling psychrometer
- Humidity, wet bulb, dew point meters
- Infrared Thermometer Gun
- Flow measurement devices to measure fuel and water flows.
- Test equipment as deemed necessary for each equipment/service/system by the manufacturer.

SS 15. IN-SERVICE TRAINING OF SELECTED TRAINEES

The Contractor can be required to provide In-Service Training for selected Interns and/or Graduates from the areas where the Services are to be provided as per the conditions contained in C3.3. A provisional sum to cover the salaries for these trainees will be included into the Price list.

The Employer will select and appoint the relevant In-Service Trainees and place them with the Contractor who will provide suitable In-Service training to them, in line with the type of services rendered by the Contractor, as agreed in writing with the Employer during the placement procedure

The following definitions will be applied for the purposes of this specification:

- **Intern:** a student or trainee who works, in order to gain work experience or satisfy requirements for a qualification.
- **Graduate:** a person who has obtained a degree or diploma, who is offered an opportunity to undergo in-service training to gain work experience that can assist them with finding permanent employment.

SS 16. ACCREDITED TRAINING

The Service Manager can at his discretion instruct the Contractor via a Task Order to arrange **accredited** theoretical and practical training from the Equipment OEM, or other suitably qualified service providers, for some or all of the operating and maintenance staff working with these assets at each facility. Approval to proceed will be based on acceptance of the proven cost quotation plus agreed Direct Fee percentage as per GM 2.8.1 & Clause 11.2(8) that the Contractor must provide. Each participant that successfully completes the course must be provided with a certificate as proof thereof. It shall be required from the Contractor to provide proof of attendance of such training activities.

A Provisional Sum has been provided in the Price List to cover these expenses.



COLD ROOM BI-ANNUAL/QUARTERLY INSPECTIONS

Note:

Bi-annual inspections must be conducted by the service provider.
 Quarterly (3-Monthly) inspections will include weekly inspection tasks.
 Results and findings must be entered into the Cold Room log book and signed by the relevant operator/maintainer.

The tasks listed are for a generic service regime. Where this Task List included below does not include manufacturer's servicing specifications, the Original Equipment Manufacturer's servicing specifications must be added, as all services are to be carried out in accordance with the manufacture's specification.

Bi-Annual Inspection

Step	Service/Inspection Step Description	Task Done?	Value / Reading	Comments/Findings
COLD ROOM AND FREEZERS				
1	Check that the evaporator fins are clear of dirt and comb fins if necessary			
2	Check cooling operating parameters			
3	Inspect fan motor and blades			
4	Check operation of the timer			
5	Check operation of expansion valves. Correct, repair or replace if necessary			
6	Check for condensate drain system. Test condensate AND remove any foreign particles			
7	Check operation of thermostat (controller). Record any abnormalities			
8	Check and record suction and discharge pressures of refrigerants (LP/HP)			
9	Remove fan guard and check alignment and correct if necessary to get free rotation			
10	Check that all bolts and screws are properly secured on fans and compressor			
11	inspect and test HP and LP switches for correct operation.			
12	Check/inspect all electrical devices (controllers, contactors, relays) and electrical wiring connections tightness in the electrical panel and correct if necessary. Record all abnormalities and report accordingly.			
13	Examine condenser coil and comb fins if necessary			
14	Inspect refrigerant piping insulation and condensate pump			
15	Check and record any leakage of refrigerant or recovered refrigerant.			
COMPRESSORS, DISCHARGE, AND SUCTION LINE				
16	Note down compressor amperages before and after service			



17	Eliminate any undue noise or vibration for each system. Check the entire system for loose components and tighten accordingly.			
18	Test and note down oil leaks or refrigerant leaks for each systems. Repair all found leaks.			
19	Get the refrigerant level right by refilling if level has dropped for each system. Ensure that the refrigerant is dry			
20	Bring HP up and ensure that HP cut-out trips at correct pressure, Note down the settings			
21	Bring LP down and ensure that LP cut-out at correct pressure, Note down the setting			
22	Check and calibrate all transmitters, sensors and controllers			
ELECTRICAL AND PANEL				
23	Clean out the panel (blow dry and wipe) and test operation of all power isolator, circuit breakers and contactors. Ensure that all electrical terminals are tightened			
24	Ensure that all protections are operational.			
25	Correctly set the defrost Intervals for the system.			
26	Set defrost elements, door and drain heaters timers to correct operational (Freezer rooms only}, Also check element amperage and resistance			
27	During normal cold room and freezer operation, check the electrical panel of hot spots (by performing thermography)			
CONDENSOR AND EVAPORATOR				
28	Set TX valve for correct operation and superheat setting. Reset if necessary			
29	Adjust all system temperatures to correct operational range.			
30	Clean condenser and evaporator coil with proprietary coil cleaner			
31	Scrape, treat and paint rust on the evaporator and condenser			
32	Calibrate dial thermometers			
33	Test (vibration analysis and temperature) bearings for condenser fan and evaporator fans for each system.			
34	Leak test on both lines (suction and discharge) for the whole system and repair any leak			
35	Clean evaporator drainage system.			
36	Check drainage system on the condenser.			
37	Check the solenoid valve operation on defrost and ensure correct functionality.			



38	Check and calibrate all transmitters, gauges, sensors and controllers			
WALLS AND FLOORS				
39	Ensure that cold and freezer room walls, floors, ceiling for deterioration all clear from ice build up			
40	Clean and remove loose paint and scale and repaint as required			
41	Clean plant room area			
42	Ensure that cold and freezer room walls, floors, ceiling are all clear from ice build-up			
43	Complete all required services/maintenance procedures as per manufacturers requirements			

Quarterly Inspection

Step	Service/Inspection Step Description	Task Done?	Value / Reading	Comments/Findings
COLD ROOM AND FREEZERS				
1	Check that the evaporator fins are clear of dirt and comb fins if necessary			
2	Check cooling operating parameters			
3	Inspect fan motor and blades			
4	Check operation of the timer			
5	Check operation of expansion valves. Correct, repair or replace if necessary			
6	Check for condensate drain system. Test condensate AND remove any foreign particles			
7	Check operation of thermostat (controller). Record any abnormalities			
8	Check and record suction and discharge pressures of refrigerants (LP/HP)			
9	Remove fan guard and check alignment and correct if necessary to get free rotation			
10	Check that all bolts and screws are properly secured on fans and compressor			
11	Inspect and test HP and LP switches for correct operation.			
12	Check/inspect all electrical devices (controllers, contactors, relays) and electrical wiring connections tightness in the electrical panel and correct if necessary. Record all abnormalities and report accordingly.			
13	Examine condenser coil and comb fins if necessary			
14	Inspect refrigerant piping insulation and condensate pump			



15	Check and record any leakage of refrigerant or recovered refrigerant.			
COMPRESSORS, DISCHARGE, AND SUCTION LINE				
16	Note down compressor amperages before and after service			
17	Eliminate any undue noise or vibration for each system. Check the entire system for loose components and tighten accordingly.			
18	Test and note down oil leaks or refrigerant leaks for each systems. Repair all found leaks.			
19	Get the refrigerant level right by refilling if level has dropped for each system. Ensure that the refrigerant is dry			
20	Bring HP up and ensure that HP cut-out trips at correct pressure, Note down the settings			
21	Bring LP down and ensure that LP cut-out at correct pressure, Note down the setting			
22	Check and calibrate all transmitters, sensors and controllers			
ELECTRICAL AND PANEL				
23	Clean out the panel (blow dry and wipe) and test operation of all power isolator, circuit breakers and contactors. Ensure that all electrical terminals are tightened			
24	Ensure that all protections are operational.			
25	Correctly set the defrost Intervals for the system.			
26	Set defrost elements, door and drain heaters timers to correct operational (Freezer rooms only), Also check element amperage and resistance			
27	During normal cold room and freezer operation, check the electrical panel of hot spots (by performing thermography)			
CONDENSOR AND EVAPORATOR				
28	Set TX valve for correct operation and superheat setting. Reset if necessary			
29	Adjust all system temperatures to correct operational range.			
30	Clean condenser and evaporator coil with proprietary coil cleaner			
31	Scrape, treat and paint rust on the evaporator and condenser			
32	Calibrate dial thermometers			
33	Test (vibration analysis and temperature) bearings for condenser fan and evaporator fans for each system.			



34	Leak test on both lines (suction and discharge) for the whole system and repair any leak			
35	Clean evaporator drainage system.			
36	Check drainage system on the condenser.			
37	Check the solenoid valve operation on defrost and ensure correct functionality.			
38	Check and calibrate all transmitters, gauges, sensors and controllers			
WALLS AND FLOORS				
39	Ensure that cold and freezer room walls, floors, ceiling for deterioration all clear from ice build up			
40	Clean and remove loose paint and scale and repaint as required			
41	Clean plant room area			
42	Ensure that cold and freezer room walls, floors, ceiling are all clear from ice build-up			
43	Complete all required services/maintenance procedures as per manufacturers requirements			



REFRIGERATION BI-ANNUAL/ANNUAL INSPECTIONS

Note:

Annual inspections must be conducted by the service provider.

6-monthly inspections will include weekly inspection tasks.

Results and findings must be entered into the refrigeration log book and signed by the relevant operator/maintainer.

The tasks listed are for a generic service regime. Where this Task List included below does not include manufacturer's servicing specifications, the Original Equipment Manufacturer's servicing specifications must be added, as all services are to be carried out in accordance with the manufacture's specification.

6-monthly Inspection

Step	Service/Inspection Step Description	Task Done?	Value / Reading	Comments/Findings
1	Check external unit for debris build-up or leaks			
2	Check for any signs of corrosion, defects, and damage			
3	Check electrical power to the unit and circuit breaker condition			
4	Check plug of the fridge and plug socket			
5	Check for any noise during operation			
6	Pressure clean / degrease condenser coils			
7	Clean condenser filter			
8	Check all lines/pipes for blockages			
9	Clear condensate drain lines			
10	Check condition of door gaskets			
11	Monitor thermostat operation and adjust as needed			
12	Monitor temperature and cycling			
13	Check compressor operation and control wiring			
14	Check compressor temperature			
15	Check refrigerant level			
16	Oil motors if oil ports exist			
17	Check unit thermometer			
18	Check suction line insulation			
19	Inspect door hinges, door closers, and gaskets			
20	Check airflow restrictions in front and at the back grille			
21	Check for overstuffing of samples within the fridge			
22	Check proper storage of samples in containers and layout within the fridge			
23	Check if samples at the top shelf are trapping/blocking the top venting unit			
24	Use a soft cloth to wipe down dust or frost that can compromise overall performance			
25	Check the door gaskets for air infiltration leaks			
26	Make sure the unit is well-positioned, away from any heat sources			
27	Complete all required services/maintenance procedures as per manufacturers requirements			



Annual Inspection

Step	Service/Inspection Step Description	Task Done?	Value / Reading	Comments/Findings
1	Check external unit for debris build-up or leaks			
2	Check for any signs of corrosion, defects, and damage			
3	Check electrical power to the unit and circuit breaker condition			
4	Check plug of the fridge and plug socket			
5	Check for any noise during operation			
6	Pressure clean / degrease condenser coils			
7	Clean condenser filter			
8	Check all lines/pipes for blockages			
9	Clear condensate drain lines			
10	Check condition of door gaskets			
11	Monitor thermostat operation and adjust as needed			
12	Monitor temperature and cycling			
13	Check compressor operation and control wiring			
14	Check compressor temperature			
15	Check refrigerant level			
16	Oil motors if oil ports exist			
17	Check unit thermometer			
18	Check suction line insulation			
19	Inspect door hinges, door closers, and gaskets			
20	Check airflow restrictions in front and at the back grille			
21	Check for overstuffing of samples within the fridge			
22	Check proper storage of samples in containers and layout within the fridge			
23	Check if samples at the top shelf are trapping/blocking the top venting unit			
24	Use a soft cloth to wipe down dust or frost that can compromise overall performance			
25	Check the door gaskets for air infiltration leaks			
26	Make sure the unit is well-positioned, away from any heat sources			
27	Check and adjust defrost timers			
28	Inspect oil motors (if applicable)			
29	Inspect and service unit in accordance with fridge supplier's service guidelines			
30	Perform a full refrigerant leak check using specialized tools			
31	Test the efficiency and performance of the refrigeration system (compressor, evaporator, etc.)			



32	Check for any signs of internal corrosion in critical areas such as the condenser or evaporator coils			
33	Calibrate temperature sensors and thermostat for optimal performance			
34	Inspect electrical connections and test continuity of wiring			
35	Thoroughly inspect door hinges, closers, and seals, replacing parts if needed			
36	Inspect all safety devices and controls for proper function			
37	Complete all required services/maintenance procedures as per manufacturers requirements			



HEAT PUMP QUARTERLY/ANNUAL INSPECTIONS

Note:

Annual inspections must be conducted by the service provider.

Bi-annual inspections will include weekly inspection tasks.

Results and findings must be entered in the Heat Pump log book and signed by the relevant operator/maintainer.

The tasks listed is for a generic service regime. Where this Task List included below does not include manufacturer's servicing specifications, the Original Equipment Manufacturer's servicing specifications must be added, as all services are to be carried out in accordance with the manufacture's specification.

SINGLE UNIT HEAT PUMP

6-monthly Inspection

Step	Service/Inspection Step Description	Task Done?	Value / Reading	Comments/Findings
1	Check if condenser if blocked.			
2	Check fans motor and compressors for any strange noise.			
3	Check electrical supply., and electrical connections, burnt or loose wires.			
4	Check for oil residue in heat pump system.			
5	Check operation of circulation pump.			
6	Check operation of safety valves, multi pressure control valve and ball valves.			
7	Check operation of drain cock.			
8	Check operation of vacuum breaker.			
9	Check operation of temperature gauges and thermostat and element.			
10	Check glycol levels and refill where due.			
11	Check leggings on all hot water pipework and replace where applicable.			
12	Check refrigeration pressures.			
13	Check refrigeration sight glass.			
14	Clean in line water filters.			
15	Clean solar panels using suitable chemicals and utensils where applicable.			
16	Wash the condenser with water and suitable chemicals and/or utensils.			
17	Test water temperature on system and outgoing water.			
18	If sight glass on compressor check oil levels. Check heat pump controller for correct operations. Check for any water leaks on heat pumps.			
19	Check heat pump controller for correct operations			
20	Check for any water leaks on heat pumps.			
21	Conduct and submit service report and sticker after each service.			



22	Complete all required services/maintenance procedures as per manufacturers requirements			
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Annual Inspection

Step	Service/Inspection Step Description	Task Done?	Value / Reading	Comments/Findings
1	Check if condenser if blocked.			
2	Check fans motor and compressors for any strange noise.			
3	Check electrical supply., and electrical connections, burnt or loose wires.			
4	Check for oil residue in heat pump system.			
5	Check operation of circulation pump.			
6	Check operation of safety valves, multi pressure control valve and ball valves.			
7	Check operation of drain cock.			
8	Check operation of vacuum breaker.			
9	Check operation of temperature gauges and thermostat and element.			
10	Check glycol levels and refill where due.			
11	Check leggings on all hot water pipework and replace where applicable.			
12	Check refrigeration pressures.			
13	Check refrigeration sight glass.			
14	Clean in line water filters.			
15	Clean solar panels using suitable chemicals and utensils where applicable.			
16	Wash the condenser with water and suitable chemicals and/or utensils.			
17	Test water temperature on system and outgoing water.			
18	If sight glass on compressor check oil levels. Check heat pump controller for correct operations. Check for any water leaks on heat pumps.			
19	Check heat pump controller for correct operations			
20	Check for any water leaks on heat pumps.			
21	Conduct and submit service report and sticker after each service.			
22	Complete all required services/maintenance procedures as per manufacturers requirements			

CENTRALISED UNIT HEAT PUMP (INCLUDING SOLAR INSTALLATIONS)

6-monthly Inspection

Step	Service/Inspection Step Description	Task Done?	Value / Reading	Comments/Findings
1	Service of solar panels and cleaning			



2	Service of heat pump (minor service)			
3	Check operation of ball valves			
4	Check operation of circulation pump			
5	Clean strainers			
6	Check for any water leaks after each service			
7	Clean equipment and surrounding area after each service			
8	Service report and sticker after each service			
9	Complete all required services/maintenance procedures as per manufacturers requirements			

Annual Inspection

Step	Service/Inspection Step Description	Task Done?	Value / Reading	Comments/Findings
1	Service of solar panels and cleaning			
2	Service of heat pump (major service)			
3	Check operation of ball valves			
4	Check operation of circulation pump			
5	Clean strainers			
6	Check for any water leaks after each service			
7	Clean equipment and surrounding area after each service			
8	Service report and sticker after each service			
9	Check operation of multi-pressure control valve			
10	Check operation of expansion release valve			
11	Check operation of vacuum breaker			
12	Check operation of safety valves			
13	Check operation of temperature gauge			
14	Check operation of drain cock			
15	Check operation of thermostat and element			
16	Clean electrical distribution boards, check circuit breakers, and inspect for loose connections			
17	Complete all required services/maintenance procedures as per manufacturers requirements			

CENTRALISED UNIT HEAT PUMP WITH BACK UP ELEMENT

6-monthly Inspection

Step	Service/Inspection Step Description	Task Done?	Value / Reading	Comments/Findings
1	Service of heat pumps (minor service)			
2	Check operation of electrical diaphragm switch controller			
3	Check operation of electrical flow switch			
4	Clean strainers			
5	Check operation of non-return valves			



6	Check for any water leaks after each service			
7	Clean equipment and surrounding area after each service			
8	Service report and sticker after each service			
9	Lubricate moving parts (circulation pump and valves if applicable)			
10	Inspect electrical connections			
11	Complete all required services/maintenance procedures as per manufacturers requirements			

Annual Inspection

Step	Service/Inspection Step Description	Task Done?	Value / Reading	Comments/Findings
1	Service of heat pumps (major service)			
2	Clean cold water storage tanks (5000 L)			
3	Clean hot water storage tanks (2000 L)			
4	Check operation of circulation pump			
5	Check operation of float valve with ball in the cold water tank			
6	Check operation of thermostat and element			
7	Check operation and pressure of buffers (pressure stabilizer)			
8	Check operation of air release valve			
9	Check operation of ball valves			
10	Check operation of safety valve (400 kPa male)			
11	Issue pressure test for water storage tanks			
12	Check operation of temperature gauges			
13	Clean electrical distribution boards, check circuit breakers, and inspect for loose connections			
14	Clean control boxes, check components, and inspect for loose connections			
15	Inspect insulation on pipes and tanks			
16	Test the system's overall efficiency			
17	Flush the system to remove debris or sediment buildup			
18	Complete all required services/maintenance procedures as per manufacturers requirements			