

**Tender no: 19/1/9/1/110TB(22)**

## **Schedule of Deviations**

**Notes:**

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

**1 Subject** \_\_\_\_\_

**Details** \_\_\_\_\_

**2 Subject** \_\_\_\_\_

**Details** \_\_\_\_\_

**3 Subject** \_\_\_\_\_

**Details** \_\_\_\_\_

**4 Subject** \_\_\_\_\_

**Details** \_\_\_\_\_

By the duly authorised representatives signing this agreement, the 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 changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

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

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\*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 "Tender" or "Tenderer".

\*\*Any reference to the words "payment reduction" herein shall be construed to have the same meaning as the word "retention"

**C1.2: CONTRACT DATA (GCC (2004) 1<sup>st</sup> EDITION: 2004)**

**CONTRACT DATA FOR FINANCIAL AND PROCUREMENT AUTHORITY: REQUEST FOR TENDER: SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS INCLUDING MAINTENANCE OF THE EXISTING UNITS IN MPUMALANGA PROVINCE REGION ONE: MPUMALANGA PROVINCE 18 DEVOLVED STATIONS FOR THE PERIOD OF THREE (3) YEARS**

	<b>PART 1: DATA PROVIDED BY THE EMPLOYER</b>
	<b>CONDITIONS OF CONTRACT</b>
	The General Conditions of Contract for Construction Works (2004) [hereinafter referred to as GCC 2004], published by the South African Institution of Civil Engineering, is applicable to this Contract.
	<b>CONTRACT SPECIFIC DATA</b>
	The following contract specific data; amendments; additions; or omissions are applicable to this Contract.
<b>CLAUSES</b>	<b>Compulsory Data</b>
1.1.14	"Employer" means the Government of the Republic of South Africa in its South African Police Service.
1.2.2	The addresses of the Employer, where the Employer shall receive notices, are as follows:  Physical Address: <b>117 Cresswell Rd Silverton 0127</b>  Postal Address: <b>Private Bag X254 Pretoria 0001</b>  Facsimile: <b>012-8417495</b>  Telephone: <b>012-8417424</b>
1.1.15	The name of the Engineer is: <b>Warrant Officer NS SUKU</b>
1.2.2	The address of the Engineer, where the Engineer shall receive notices, are as follows:  Physical Address: <b>SAPS Expert Services De Havelend Crescent Persequor Techno park Pretoria</b>  Postal Address: <b>SAPS SCM Expert Services Private Bag X254, Pretoria 0001</b>  Facsimile: <b>012 349 6058</b>  Telephone: <b>012 845 8935</b>

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1.1.21	Not applicable to this Contract
1.1.24	Omit reference to "telex, telegram, cable, electronic communication" and "or any like communication"
1.1.25	Add the following Clause 1.1.25  "Value of Works" means the value of Works certified by the Engineer as having been satisfactorily executed and shall include the value of the work done, the value of the materials and/or goods and Contract Price Adjustments.
1.1.26	"Contract Sum" means the total of Prices provided for in the Agreement made in terms of the Form of Offer and Acceptance.
1.6 and 3.8	The special non-working days are public holidays, Saturdays, and Sundays
1.6	The year end break commences on 16 December until the first working Monday of January of the succeeding year.
2.3	<p>1. In Clauses 6.2; 11.2; 36.1; 36.2; 39.2;42.2; 43.2; 50.1; 53.3.2 and 54.4.3 all reference to the word "Engineer" must be replaced with the word "Employer", as the Employer has in terms of such Clauses retained its authority and has not given a mandate to the Engineer and the Employer shall therefore sign all documents in relation thereto.</p> <p>2. Clauses 36.2; 37.1; 40.3; 41.1; 48.5; 49.10; 51.4; and 52.1 shall be amended as follows to indicate the limitation on the Engineer's authority in respect thereof:</p> <p>Clause 36.2 – amend to read as follows:</p> <p>"... (herein referred to as a "Variation Order") by the Employer...any confirmation in writing of such oral order given by the Employer... The Contractor shall, as soon as possible... confirms it in writing to the Employer...and such order in writing is not contradicted in writing by the Employer...."</p> <p>Clause 37.1 – amend to read as follows:</p> <p>"The value of the variations ordered the Employer...Provided that, failing agreement with the Contractor, the Engineer shall determine the rate or price in accordance with the foregoing principles, obtain approval from the Employer, notify the Contractor in writing..."</p> <p>Clause 40.3 – amend to read as follows:</p> <p>"...unless such instruction is in writing, duly approved by the Employer, states explicitly..."</p> <p>Clause 41.1 – amend to read as follows:</p> <p>"... said performance has actually taken place and may be extended by the Employer at his discretion."</p> <p>Clause 48.5 – amend to read as follows:</p> <p>" Unless otherwise provided in the Contract, the Employer shall...as read with Clause 48.2, and deliver to the Contractor its written ruling on the claim...thereof allowed by the Employer...so agreed between the Contractor and the Employer...If, before the Employer's ruling on the whole claim..."</p> <p>Clause 49.10 – amend to read as follows:</p> <p>"... The Employer shall within 14 days issue to the Contractor a Final Payment Certificate..."</p>

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	<p>Clause 51.4 – amend to read as follows:</p> <p>“...the Employer shall issue to the Contractor a Certificate of Completion; Provided that the Employer, shall be...”</p> <p>Clause 52.1 – (a) amend to read as follows:</p> <p>“... shall have been delivered by the Employer to the Contractor stating the date...”</p> <p>(b) Delete the entire third paragraph under Clause 52.1</p> <p>3. Add the following paragraph under Clause 2.3:</p> <p>Provided that, notwithstanding any provisions to the contrary in the Contract, the Employer shall have the right to reverse and, should it deem it necessary, to amend any certificate, instruction, decision or <b>valuation of the Engineer and to issue</b> a new one, and such certificate, instruction, decision or <b>valuation shall for the purposes of the Contract be deemed to be issued by the Engineer, provided that the Contractor shall be remunerated in the normal manner for work executed in good faith in terms of an instruction issued by the Engineer and which has subsequently been rescinded.</b></p>
6.6	Omit
7.	Replace the word <b>“GUARANTEE”</b> with the word <b>“SECURITY”</b>
7.1	<p>Replace in its entirety with the following:</p> <p>The Contractor shall deliver to the Employer within 21 days of the Commencement Date the form of security selected in the Contract Data and any expenditure incurred in doing so shall be borne by the Contractor.</p>
7.2	Should the Contractor fail to select the security to be provided or should the Contractor fail to provide the Employer with the selected security within 21 days from the Commencement Date, it will be deemed that the Contractor has <b>selected</b> a security in the form of a retention of 10% of the Value of Works (excluding of VAT)
9.1	<p>Replace in its entirety with the following:</p> <p>The Employer will become the owner of the information, documents, advice, recommendation and reports collected, furnished and/or compiled by the Contractor during the course of, and for the purposes of executing this Contract, all of which will be handed over to the Employer on request, but in any event on the termination and/or cancellation of this Contract for whatever reason. The Contractor relinquishes its retention or any other rights to which it may be entitled.</p>
9.2	<p>Add the following as 9.2:</p> <p>The copyright of all documents, recommendations and reports compiled by the Contractor during the course of and for the purposes of finalising the Works will vest in the Employer, and may not be reproduced or distributed or made available to any person outside the Employer's service, or to any institution in any way, without the prior written consent of the Employer. The Employer shall have the right to use such material for any other purpose without the approval of, information or payment to the Contractor.</p>
9.3	<p>Add the following as 9.3</p> <p>The copyright of all <b>electronic aids, software programmes etc.</b> prepared or developed in terms of the Contract shall <b>vest in the Employer, who shall have</b> the right to use such material for any other purpose without the approval of, information or payment to the Contractor.</p>

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9.4	<p>Add the following as 9.4</p> <p>In case of the Contractor providing documents, electronic aids, software programmes or like material to the Employer, the development of which has not been at the expense of the Employer, copyright shall not vest in the Employer. The Contractor shall be required to indicate to which documents, electronic aids, software programmes or like material this provision applies.</p>
9.5	<p>Add the following as 9.5</p> <p>The Contractor hereby indemnifies the Employer against any action, claim, damages or legal cost that may be instituted against the Employer on the grounds of an alleged infringement of any copyright or any other intellectual property right in connection with the Works outlined in this Contract.</p>
9.6	<p>Add the following as 9.6</p> <p>All information, documents, <b>recommendations</b>, programmes and reports collected or compiled must be regarded as confidential and may not be communicated or made available to any person outside the Employer's service and may not be published either during the currency of this Contract or after termination thereof without the prior written consent of the Employer.</p>
10.1	<p>Replace with the following:</p> <p>The Contractor shall, save as may be otherwise provided in the Contract or be legally or physically impossible, commence executing the Works within 14 days calculated from the date the Contractor is given access to and possession of the Site in terms of Clause 11.</p>
11.1.1	<p>Replace the words "On the Commencement Date" with the words "Within 14 days of the Contractor submitting to the Engineer an acceptable health and safety plan required in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993)"</p>
12.2	<p>The Contractor shall deliver his programme of work within 14 days from date of Site hand-over.</p>
12.3.3	<p>Amend as follows:</p> <p>"Rates of progress for the various parts of the Works taking account, inter alia, of design, acquisition, construction, testing, time risk, float, and any other necessary and relevant facts; and"</p>
13.1	<p>Amend as follows:</p> <p>"On the date possession is given to the Contractor, the Engineer shall deliver to the Contractor three (3) copies, at no cost to the Contractor, of the drawings and any instructions required for the commencement of the Works. The cost of any additional copies of such drawings and/or instructions, as may be required by the Contractor, will be for the account of Contractor.</p>
25.2	<p>Insert the words "in writing" to read as follows:</p> <p>"... unless he considers it unnecessary and advises the Contractor accordingly in writing..."</p>
26.2	<p>Replace the words "within a reasonable time" with the words "within the time period stipulated by the Engineer in such order..."</p>
28.1	<p>Add the following at the end thereof</p> <p>Such losses or damages may be recovered from the Contractor or by deducting the same from any amounts still due under this Contract or under any other contract presently or hereafter existing between the Employer and the Contractor and for this purpose all these contracts shall be considered one indivisible whole.</p>
35	<p>Replace in its entirety with the following:</p> <p>Unless otherwise stated adequate insurance is the responsibility of the Contractor. The</p>

35.1	<p>Contractor shall submit the insurance policy to the Employer for approval, if so requested.</p> <p><b>Damage to the Works</b></p> <ul style="list-style-type: none"> <li>(a) Without in any way limiting the Contractor's obligations in terms of the Contract, the Contractor shall bear the full risk of damage to and/or destruction of the Works by whatever cause during construction of the Works and hereby indemnifies and holds harmless the Employer against any such damage. The Contractor shall take such precautions and security measures and other steps for the protection and security of the Works as he may deem necessary.</li> <li>(b) The Contractor shall at all times proceed immediately to remove or dispose of any debris arising from damage to or destruction of the Works and to rebuild, restore, replace and/or repair the Works.</li> <li>(c) The Employer shall carry the risk of damage to or destruction of the Works and material paid for by the Employer that is the result, whether direct or indirect or proximate or remote, of the excepted risks as set out in Clause 35.2.</li> <li>(d) Where the Employer bears the risk in terms of this Contract, the Contractor shall, if requested to do so, reinstate any damage or destroyed portions of the Works and the costs of such reinstatement shall be measured and valued in terms of Clause 44 hereof.</li> </ul>
35.2	<p><b>Injury to Persons or loss of or damage to Properties</b></p> <ul style="list-style-type: none"> <li>(a) The Contractor shall be liable for and hereby indemnifies the Employer against any liability, loss, claim or proceeding whether arising in common law or by Statute, consequent upon personal injuries to or the death of any person whomsoever arising out of or in the course of or caused by the execution of the Works unless due to any act or neglect of any person for whose actions the Employer is legally liable.</li> <li>(b) The Contractor shall be liable for and hereby indemnifies the Employer against any liability, loss, claim or proceeding consequent upon loss of or damage to any moveable, or immovable or personal property or property contiguous to the Site, whether belonging to or under the control of the Employer or any other body or person, arising out of or in the course of or by reason of the execution of the Works unless due to any act or neglect of any person for whose actions the Employer is legally liable.</li> </ul> <p>The Contractor shall upon receiving an Order in Writing from the Engineer cause the same to be made good in a perfect and workmanlike manner at his own cost and in default thereof the Employer shall be entitled to cause it to be made good and to recover the cost thereof from the Contractor or to deduct the same from amounts due to the Contractor as stated in Sub-Clause 53 (4) hereof.</p> <ul style="list-style-type: none"> <li>(c) The Contractor shall be responsible for the protection and safety of such portions of the premises placed under his control by the Employer for the purpose of executing the Works until the issue of the Certificate of Completion.</li> <li>(d) Where the execution of the Works involves the risk of removal of or interference with support to adjoining properties including land or structures or any structures to be altered or added to, the Contractor, shall and will remain adequately insured or insured against the death of or injury to persons or damage to such property consequent on such removal or interference with support until such portion of the Works has been completed.</li> <li>(e) The Contractor shall at all times proceed immediately at his own cost to remove or dispose of any debris and to rebuild, restore, replace and/or repair such property and to execute the Works.</li> </ul>
35 (A)	<p><b>HIGH RISK INSURANCE</b></p> <p>In the event of the project being executed in a geological area classified as a "High Risk Area", that is an area which is subject to highly unstable subsurface conditions that might result in catastrophic ground movement evident by sinkhole or do line formation the following will apply:</p>

	<p>(1) <b>Damage to the Works</b></p> <p>The Contractor shall, from the Commencement Date of the Works until the date of the Certificate of Completion, bear the full risk of and hereby indemnifies and holds harmless the Employer against any damage to and/or destruction of the Works consequent upon a catastrophic ground movement as mentioned above. The Contractor shall take such precautions and security measures and other steps for the protection of the Works as he may deem necessary.</p> <p>When instructed to do so by the Engineer, the Contractor shall proceed immediately to remove and/or dispose of any debris arising from damage to or destruction of the Works and to rebuild, restore, replace and/or repair the Works, at the Contractor's own costs.</p> <p>(2) <b>Injury to Persons or Loss of or damage to Properties</b></p> <p>The Contractor shall be liable for and hereby indemnifies and holds harmless the Employer against any liability, loss, claim or proceeding arising at any time during the Contract Period whether arising in common law or by Statute, consequent upon personal injuries to or the death of any person whomsoever resulting from, arising out of or caused by a catastrophic ground movement as mentioned above.</p> <p>The Contractor shall be liable for and hereby indemnifies the Employer against any and all liability, loss, claim or proceeding consequent upon loss of or damage to any moveable, or immovable or personal property or property contiguous to the Site, whether belonging to or under the control of the Employer or any other body or person whomsoever arising out of or caused by a catastrophic ground movement, as mentioned above, which occurred during the Contract Period.</p> <p>(3) It is the responsibility of the Contractor to ensure that he has adequate insurance to cover his risk and liability as mentioned in Clauses 35 (A) (1) and 35 (A) (2) above. Without limiting the Contractor's obligations in terms of the Contract, the Contractor shall, within 21 days of the Commencement Date but before commencement of the Works, submit to the Employer proof of such insurance policy, if requested to do so.</p> <p>(4) The Employer shall be entitled to recover any and all losses and/or damages of whatever nature suffered or incurred consequent upon the Contractor's default of his obligations as set out in Clauses 35 (A) (1), 35 (A) (2) and (3). Such losses or damages may be recovered from the Contractor or by deducting the same from any amounts still due under this Contract or under any other contract presently or hereafter existing between the Employer and the Contractor and for this purpose all these contracts shall be considered one indivisible whole.</p>
36.4	Delete
37.2.2.3	The percentage allowance to cover the overhead charges is 33%, except on material cost where the percentage allowance is 10%
40.2	<p>Add the following to the end of the second paragraph:</p> <p>"which costs may be deducted from any payments due to the Contractor in terms of the Contract or any other Contract, now or in the future, existing between the Employer and the Contractor and for this purpose all these contracts shall be considered one indivisible whole."</p>
42.1	<p>The Works shall be completed within:</p> <p><b>Duration of Contract: Six Months</b></p>
43.1	The penalty for failing to complete the Air conditioners Installation Works is <b>0,28%%</b> of the contract amount per calendar day.
46.2	Contract Price Adjustment (CPA) will be applicable <span style="float: right;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></span>
47.5	Add the following Clause 47.5

	<p>If during the time for completion of the Works or any extension thereof abnormal rainfall or wet conditions occurs, then the formula below shall be used to calculate separately the delay for each calendar month or part thereof. It shall be calculated each month during the period referred to in Clause 42.1 as the time for the completion of the Works and any extension time in accordance with Clause 42 that may have been granted by the Employer, or until the issue date of the certificate of practical completion, whichever is the shorter period. The delay calculated for a given month shall be used to determine the interim extension of time granted for the month. At the end of the applicable period referred to above, the aggregate of the monthly delays will be taken into account for the final determination of the total extension of time for the Contract:</p> $V = (Nw - Nn) + \frac{(Rw - Rn)}{X}$ <p>If any value of V is negative and its absolute value exceeds Nn, then V shall be taken as equal to minus Nn.</p> <p>The delay for a part of a month shall be calculated by substituting pro-rata values for the variables in the equation.</p>
	<p>The symbols shall have the following meanings:</p> <p>V = Delays due to rain in calendar days in respect of the calendar month under consideration.</p> <p>Nw = Actual number of days during the calendar month on which a rainfall of Y mm or more per day has been recorded</p> <p>Rw = Actual rainfall in mm for the calendar month under consideration.</p> <p>Nn = Average number of days in the relevant calendar month (as derived from existing rainfall records provided in the project specifications) on which a rainfall of Y mm or more per day has been recorded.</p> <p>Rn = Average rainfall in mm for the calendar month, as derived from the rainfall records supplied in the project specifications.</p> <p>X = 20, unless otherwise provided in the project specifications.</p> <p>Y = 10, unless otherwise provided in the project specifications.</p> <p>The total delay that will be taken into account for the determination of the total extension of time for the Contract shall be the algebraic sum of the monthly totals for the period under consideration. But if the grand total is negative, the time for completion shall not be reduced on account of abnormal rainfall. The total extension of time for any calendar month shall not exceed (Nc - Nn) calendar days, where Nc = number of days calendar days in the month under consideration</p> <p>The factor (Nw - Nn) shall be considered to represent a fair allowance for variations from the average number of days during which rainfall equals or exceeds Y mm per day.</p> <p>The factor (Rw - Rn) ÷ X shall be considered to represent a fair allowance for variations from the average for the number of days during which rainfall does not equal or exceed Y mm per day, but when wet conditions prevent or disrupt work.</p> <p>This formula does not take into account any flood damage, which could cause further or concurrent delays and which should be treated separately in so far as extension of time is concerned.</p> <p>Accurate rain gauging shall be taken at a suitable point on the site daily at 08:00 unless otherwise agreed to by the engineer, and the Contractor shall, at his own expense, take all necessary precautions to ensure that the rain gauges cannot be interfered with by unauthorized persons.</p>

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	Information regarding existing rainfall records, if available from a suitable rainfall station near the site, will be supplied in the project specifications, together with calculations of rain delays for previous years in accordance with the above formula. The average of these delays will be regarded as normal rain delays which the Contractor shall accommodate in his programme, and for which no extension of time will be considered.
48.3.4	Replace the word "conclusive" with the words "prima facie"
8.3.6	Delete
48.6	Add the following Clause 48.6  "If the Employer fails to give his ruling within the period referred to in Clause 48.5, he shall be deemed to have given a ruling dismissing the claim."
49.1.2	Replace the word "Schedule" with the word "Bill"
49.1.5	The percentage advance on materials not yet built into the Permanent Works is 85%
49.3	Replace with the following:  Payment of the amounts referred to in Clause 49.1.1, 49.1.2, 49.1.3 and 49.1.4 shall, save to the extent otherwise provided in Clause 49.6, be subject to a retention, if applicable in terms of clause 7.1, by the Employer of an amount (herein after called the "retention money"), being the percentage, stated in Part 2 of the Contract Data of the said amounts due to the Contractor.
49.5	Replace Clause 49.5 with the following  In respect of contracts up to R1 million and in respect of contracts above R1 million where the Contractor elects a security by means of a 10% retention of the Value of the Works (excl. VAT), 50% of the retention shall be released to the Contractor when the Engineer issues the last Certificate of Completion in terms of clause 51.4. The remaining 50% of the retention shall be released in accordance with the provisions of the conditions of contract and will become due and payable within 14 days of the issue of the last Final Approval Certificate.  Or  In respect of contracts above R1 million, where the Contractor elects a security by means of a cash deposit or fixed guarantee of 5% of the Contract Sum (excl. VAT) and a 5% retention of the Value of the Works (excl. VAT), the cash deposit or fixed guarantee, whichever is applicable, shall be refunded to the Contractor or released to the guarantor, respectively, when the Engineer issues the last Certificate of Completion in terms of Clause 51.4. The 5% retention of the Value of the Works (excl. VAT) shall become due and payable within 14 days of the issue of the last Final Approval Certificate.  Or  In respect of contracts above R1 million, where the Contractor elects a security by means of a cash deposit or a variable guarantee of 10% of the Contract Sum (excl. VAT), the cash deposit or the variable guarantee, whichever is applicable, will be reduced to 5% of the Value of the Works (excl. VAT) when the Engineer issues the last Certificate of Completion in terms of Clause 51.4. The balance of the cash deposit shall become due and payable within 14 days of the issue of the last Final Approval Certificate or the variable guarantee shall expire upon the issue of the last Final Approval Certificate.
49.6	A Retention Money Guarantee is not permitted.
49.7.2	Replace the words "prime overdraft rate certified by the Contractor's banker" with the words "interest rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No. 1 of 1999), will apply"
49.11	Add Clause 49.11 as follows:  In respect of any amount owed by the Contractor to the Employer, the Contractor shall pay the Employer interest at the rate as determined by the Minister of Finance, from time to time, in terms

	of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No. 1 of 1999), will apply
50.	Amend the percentage from 15 per cent to 20 per cent in the title, the Clause and in the sideline comment.
52.2	Amend as follows:  “...of the Contract or any part thereof, nor of the accuracy of any claim made by the Contractor, nor shall any other certificate exclude ...powers of the Engineer and/or the Employer”
53.1	The Defects Liability Period is 12 months
55.1.6	Amend as follows  “Has, to the detriment of good workmanship or without the written approval of the Employer or in defiance of the Engineer’s instructions to the contrary, sublet any part of the Contract, or”
56.2.2	Delete the following words  “without prejudice to his lien on the Employer’s property”
56.3	Add the following at the end  After cancellation of the Contract by the Contractor, the Contractor, when requested by the Employer to do so, shall not be entitled to refuse to withdraw from the Works on the grounds of any lien or a right of retention or on the grounds of any right whatsoever.
57.1	Amend as follows:  “... Clauses 48 or 58.7 or in respect of any matter in terms of which the Employer has issued a certificate or instruction or has made a ruling, determination, decision or valuation, or in respect of any matter in terms of which the Employer has given effect to the provisio in Clause 2.3, the Contractor shall have the right by written notice with supporting particulars to the Engineer and Employer to require...”
58.1.1	Delete the words “Clause 48 or”
58.1.2	Delete the words “48.5 or” and replace the word “Clauses” with the word “Clause
58.1.3	Amend as follows:  “... and the Engineer or Employer, as applicable, or by the Mediator’s opinion to the extent that it has become binding in terms of Clause 58.2.6
58.2	Dispute resolution is to be by means of mediation.
58.4	Disputes are to be referred for final settlement to litigation.
59	Add the following Clause 59  “No amendments of this Contract or of any provisions or terms hereof and no waiver or relaxation or suspension of any of the provisions or terms of this Contract shall be of any force or effect unless reduced to writing and signed by both the parties hereto.”

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PART 2: DATA PROVIDED BY THE CONTRACTOR	
1.8	<p>The name of the Contractor is</p> <p>.....</p> <p>(insert the legal name of the Contractor, as well as the Contractor's registration number, if applicable)</p>
1.2.2	<p>The addresses of the Contractor, where the Contractor shall receive notices, are as follows:</p> <p>Physical Address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Postal Address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Facsimile: _____ Telephone: _____</p>
7.1	<p>The security to be provided by the Contractor:</p> <p>(a) in respect of contracts up to R1 million, the security to be submitted by the Contractor to the Employer will be a retention of 5% of the Value of Works (excluding VAT)</p> <p>(b) in respect of contracts above R1 million, the Contractor will provide, as security, one of the following:</p> <p>(1) cash deposit of 10 % of the Contract Sum (excluding VAT) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(2) variable construction guarantee of 10 % of the Contract Sum (excluding VAT) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(3) retention of 10% of the Value of Works (excluding VAT) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(4) cash deposit of 5% of the Contract Sum (excluding. VAT) and a retention of 5% of the Value of Works (excluding. VAT) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(5) fixed construction guarantee of 5% of the Contract Sum (excluding VAT) and a retention of 5% of the Value of Works (excluding VAT) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.</b></p>

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**APPOINTMENT OF CONTRACTOR FOR SUPPLY AND INSTALLATION  
OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE  
UNITS INCLUDING MAINTENANCE OF THE EXISTING UNITS IN  
MPUMALANGA PROVINCE REGION ONE (01): EIGHTEEN (18)  
DEVOLVED POLICE STATIONS FOR THE PERIOD OF THREE (03)  
YEARS**

**BID: 19/1/9/1/110TB(22)**

**PART C**

**CONTRACT**

**PART C.2**

**SCOPE OF WORK, TENDER CONDITIONS, GENERAL REQUIREMENTS  
AND SPECIFICATION AND PRICING DATA**



**SOUTH AFRICAN POLICE SERVICE**

**SUPPLY AND INSTALLATION OF NEW AIR  
CONDITIONERS AND REPLACEMENT OF  
UNREPAIRABLE UNITS INCLUDING  
MAINTENANCE OF THE EXISTING UNITS IN  
MPUMALANGA PROVINCE: REGION ONE**

**VARIOUS FACILITIES: 18 DEVOLVED STATIONS IN  
MPUMALANGA PROVINCE**

**Engineering Contract: 36 Months**

**COMPILED BY: SUPPLY CHAIN DIVISION**

**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE REGION ONE: SAPS**

**1. INTENT**

This specification calls for the provisioning, installation, commissioning and servicing/repair of air conditioning at various SAPS Devolved facilities throughout MPUMALANGA REGION ONE (1) for a contract period of 36 months.

The successful bidder shall be responsible for the supply, delivery and installation including commissioning of all air conditioning equipment, accessories and work specified within this document. All equipment within this document shall have a minimum guarantee period of 3 years on all components and workmanship after completion of the construction work. The successful bidder shall be responsible for Five (05) services for newly installed air conditioning units and six (06) services for existing air conditioning units in a period of 3 years including inspections on all components specified in this document and or all components supplied and installed under this contract. The successful bidder shall be responsible for the supply, installation and replacements of unrepairable air conditioning units, and repairs of air conditioning equipment and maintenance of all air-conditioning related equipment.

A checklist, job card and service certificate of each service must be completed by the bidder and countersigned by the appointed Official or Station Commander.

This requirement is for a three-year (36 months) contract in the MPUMALANGA Province Region one, **QUANTITIES CAN NOT BE GUARANTEED ON NEW INSTALLATION.** Bidders shall quote for all equipment and all accessories specified within this document. **Bidders must fully comply with all mandatory requirements.** Failure to comply with this requirement shall be regarded as non-compliance and may cause immediate disqualification. This part contains the engineering specification and schedule of quantities for the Engineering Work which shall be read in conjunction with the balance of the contract document, including the conditions of the contract.

**2. DETAILED REQUIREMENTS**

This particular specification must be read with and shall form part of the Technical Specification contained in this document. All connections, installations and terminations of the required cabling, trunking and switchgear shall form part of this contract. All equipment shall be intergraded with existing infrastructure and therefore additional care should be taken to protect all equipment in terms of excessive voltage spikes, over current protection, lighting protection and voltage drops. **IT IS IMPERATIVE THAT THE BIDDER TO BE AWARE THAT AIR CONDITIONERS QUANTITIES ARE PROVISIONAL, AND TO TAKE NOTE THAT THE AIR CONDITIONERS WILL BE INSTALLED AS PER STATION AVAILABLE SUPPLY LOAD. ALSO THE AIR CONDITIONERS TO BE ELECTRICALLY BALANCED AS PER PHASE ON THE DISTRIBUTION BOARD. IF IT HAPPENS THAT THE STATIONS ELECTRICAL SUPPLY IS NOT SUFFICIENT, UNDER NO CIRCUMSTANCES THE AIR CONS TO BE INSTALLED UNTIL THE LOAD REQUIREMENT IS MET.**

**3. TENDER CONDITIONS**

<b>3.1</b>	<b>Completion of Bid Documentation</b> Bidders shall explicitly state either "comply" or "Do not Comply"	<b>STATE:</b> _____
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Signature of Bidder.....

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**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE  
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	Regarding all the requirements outlined in this document except where otherwise stated. Bidders shall avoid term such as "yes", "no ", "noted", "accepted", "as specified", " see attached letter" etc.	
<b>3.2</b>	All clauses shall be answered. It is the responsibility of the Bidders to ensure that all the clauses are answered. If a clause is not answered, it shall be regarded as non-compliance with that clause.	<b>STATE:</b> _____
<b>3.3</b>	Whenever a technical parameter is specified as a requirement, Bidders should state numerical value(s). The numerical value should be listed in the same unit of the technical parameter specified.	<b>STATE:</b> _____
<b>3.4</b>	Bidders shall make sure that the value specified is not in conflict with the technical documentation accompanying the Bid	<b>STATE:</b> _____
<b>3.5</b>	<b>Test according to standards</b> The equipment offered shall comply with SANS, SABS and /or equivalent accredited test reports and must be handed over to SAPS during the first delivery of air conditioning units.	<b>STATE:</b> _____
<b>3.6</b>	The SAPS shall inspect all equipment to verify compliance with the specification within this document.	<b>STATE:</b> _____
<b>3.7</b>	<b>Configuration of Tender reply</b> Offers submitted by Tender shall be neatly filed folder in a, complete with an index page to enable the SAPS to ensure that all information was received.	<b>STATE:</b> _____
<b>3.8</b>	<b>Assumption made by Tenderers</b> No assumption shall be made by Bidders in their Tender reply	<b>STATE:</b> _____

**4. GENERAL REQUIREMENTS AND SPECIFICATION**

<b>STATE UNDER PARTICULAR OF TENDER AGAINST EACH REQUIREMENT WHETHER THE TENDER COMPLY OR NOT COMPLY WITH THE REQUIREMENT OF THE SPECIFICATION. BIDDERS SHALL AVOID TERM SUCH AS "YES", "NOTED", "ACCEPTED", "AS SPECIFIED", "SEE ATTACHED LETTER" ETC.</b>		<b>COMPLY / NOT COMPLY</b>
<b>4.1</b>	This Tender is for the supply, installation and commissioning of new air conditioning, servicing, repairs and maintenance at various facilities in MPUMALANGA Province Region one, occupied by the South African Police Services (SAPS). Decommissioned outmoded equipment shall remain the property of the SAPS. They should be left at the Station for the Station Commander to apply SAPS Official disposal processes. ( as specified in this document)	
<b>4.2</b>	The bidders are required to sign all the pages of this document as provided for at the bottom of each page, failure to comply shall invalidate the bid.	

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	(Specification and bill of quantities).	
<b>4.3</b>	The Bidder shall fully acquaint themselves with the nature of the work to be carried out, the locality of the facility and any possible hindrances in the execution of the installations, services and maintenance, and to allow for all of these factors in their pricing, as any later claim based on unforeseen events or knowledge shall not be entertained. (as specified in this document)	
<b>4.4</b>	<b>Delivery Period</b> The bidder shall be obligated, in terms of this contract, to ensure practical completion for all installations within a period of six months from the date of receipt of order forms for the contract. Failure to comply shall result in non-performance.	
<b>4.5</b>	The bidder shall provide a detailed program for the execution of the engineering works, maintenance works and installation works for the whole of the contract period, listing each plant, its location and fixed dates of maintenance.	
<b>4.6</b>	<p><b>Service, Maintenance and Repairs –</b> The successful Bidder shall carry out five (5) and six (6) monthly services for the contract period. Thirty (30) months of maintenance on the newly installed air conditioning units and Thirty-six (36) months on the existing air conditioning units. A service certificate should be issued after every completed service, five (5) services on the newly installed units and six (6) services on the existing units in total for one years.</p> <p><b>The service should include but not be limited to the following.</b></p> <p>The following is a minimum requirement for servicing these units. Some items are only applicable to particular units.</p> <ul style="list-style-type: none"> <li>- Wash down and clean the condenser section and coil.</li> <li>- Wash down and clean evaporator section and coil.</li> <li>- Clean filters, replace if necessary.</li> <li>- Check fans for bearing noise.</li> <li>- Check compressors and mountings.</li> <li>- Lubrication of bearings.</li> <li>- Check and clear condensate drains, fit drainage pipes where these are missing.</li> <li>- Clean rust spots and repaint all steel work and brackets with Hydrax anti-corrosive paint.</li> <li>- Top up gas if necessary.</li> <li>- Check and record system current and pressures.</li> <li>- Check the operation of the complete system.</li> <li>- Seal around window/console.</li> </ul> <p>If the items are found to have a defect, the bidder shall be required to repair and make good to the equipment's good working conditions.</p>	

Signature of Bidder .....

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**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE REGION ONE: SAPS**

4.7	The operation, Maintenance Manuals and Training for the end user – The bidder shall hand over operating and maintenance manuals, required for all equipment supplied and installed by them as part of the works. A complete description of all operating procedures and safety measures should be included in the manual.	
4.8	Electrical Connections – Electrical connections to the distribution panel form part of this contract. Wiring must be designed and installed as prescribed by SABS 10142 wiring of buildings. It is the responsibility of the bidder to ensure all electrical safety regulations have been adhered to and all Electrical equipment is kept and maintained in accordance with the relevant installation rules. It is the bidder's responsibility to ensure the load balancing after the installation of new air conditioning units. (as specified in this document)	
4.9	The work throughout shall be executed to the highest standards and to the entire satisfaction of the Representative/Agent who shall interpret the meaning of the Contract Document and shall have the authority to reject any work and materials, which, in his judgment, are not in full accordance therewith. <u>All condemned material and workmanship shall be replaced or rectified as directed and approved by the SAPS Mechanical Engineer.</u> Qualified tradesmen shall execute all work in a first-class manner. The Bidder shall warrant that the materials and workmanship shall be of the highest grade and that the equipment shall be installed in a practical and first-class manner by the best practices, ready, and complete for full operation as per the scope of the contract document.	
4.10	The Bidder shall comply with the requirements of the Health & Safety Specification and applicable regulations. The bidder shall refer to the site information, and the specification describing the scope of the Engineering Works, for information about the type of environment in which the work is to be executed. Notwithstanding anything stated in this document, the bidder shall be responsible for determining the safety requirements of the site and this should be included in the safety file. (As specified in this document).	
4.11	New equipment and material shall be supplied with a written guarantee confirming a defects liability period as stated in the applicable GCC document attached to the bid. These guarantees shall be furnished in favour of the SAPS. The guarantee shall include any latent defects in the plant, equipment, fittings and installation thereof and any labour or other costs inherent in repairing any defects and ensuring that the plant, equipment and fittings remain free of defects and in good working order to the satisfaction of the SAPS.	
4.12	New equipment and material installed shall be new and unused.	
4.13	All installations shall comply with the National Building Regulation SANS 10400 on energy efficiency Part XA; read in conjunction with SANS 204.	
4.14	All equipment shall have efficiencies by table B.1 (ASHRAE 90.1)	

Signature of Bidder.....

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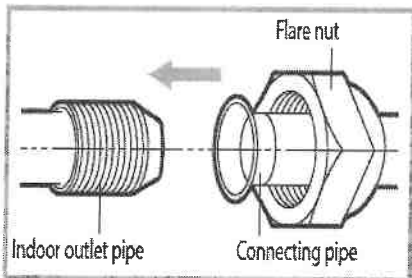
**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE REGION ONE: SAPS**

4.15	Each air-conditioning system shall be provided with at least one wall mounted automatic control device for the regulation of temperature.	
4.16	If the air-conditioning system is equipped with a means for adding or removing moisture to specific humidity levels, a humidistat shall be capable of preventing the use of energy to increase relative humidity above 30% during humidification or to decrease relative humidity below 60% during dehumidification.	
4.17	The air-conditioning system shall be made use of a variable speed compressor that shall enable the room temperature to be kept at a set temperature without frequent switching of the compressor on and off.	
4.18	The air conditioning system shall make use of R410A gas.	
4.19	All equipment shall be energy rated and have a stand-by energy reduction mode when not in use.	
4.20	<p>The system shall have the following, but not limited, basic operation modes:</p> <p><b>Auto:</b> In Auto mode, the air conditioner shall automatically set the temperature and fan speed depending on the room temperature detected by the room temperature.</p> <p><b>Cool:</b> In Cool mode, the air conditioner shall cool the room, by adjusting the temperature and the fan speed.</p> <p><b>Dry:</b> The air conditioner shall in dry mode acts like a dehumidifier by removing moisture from the indoor air.</p> <p><b>Fan:</b> Fan mode shall ventilate the room.</p> <p><b>Heat:</b> This mode shall enable heating as well as cooling.</p>	
4.21	<p>The unit shall be fitted with an auto clean function to limit the growth of mold by eliminating the moisture inside the indoor unit.</p> <p>-</p>	
4.22	<p>The indoor unit shall be installed;</p> <ul style="list-style-type: none"> <li>- Where airflow is not blocked</li> <li>- Where cool air can be distributed throughout the room</li> <li>- Install the refrigerant piping length and the height difference of both indoor and outdoor units as indicated in the installation diagram</li> <li>- To a wall that prevents vibration and is strong enough to hold the product's weight</li> <li>- Out of the direct sunlight</li> <li>- The preferred position for the unit installation is at the centre of the side wall for mid wall split units and under ceiling units, for cassette unit is at the centre of the ceiling.</li> <li>- At such a location where the air filter can be replaced easily</li> </ul>	
4.23	<p>The outdoor unit shall be installed;</p> <ul style="list-style-type: none"> <li>- Where it is not exposed to strong wind</li> </ul>	

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	<ul style="list-style-type: none"><li>- At a well-ventilated and dustless location</li><li>- Out of the direct sunlight and rain</li><li>- Solid wall or support that prevents vibration and is strong enough to hold the product's weight</li></ul> <p>Where there is no risk of flammable gas leakage</p>															
4.24	Connect indoor and outdoor units with copper pipes using flare connections. Use insulated seamless refrigeration grade pipe only, (Cu DHP type according to ISO1337), degreased and deoxidized, suitable for operating pressures of at least 4200 kPa and burst pressure of at least 20700 kPa. Under no circumstances must sanitary type copper pipe be used. Cut edges must be smooth.															
4.25	<p>Reasonable care should be taken during installation, maintenance and repair to prevent the venting of R410A gas into the atmosphere: it is a fluorinated greenhouse gas, covered by Kyoto Protocol. The indoor and outdoor units shall be connected using a flare nut and shall be torque wrenched as indicated below. The joint must be assessable and serviceable.</p> <div><table><thead><tr><th>Outer Diameter</th><th>Torque (kgf·cm)</th></tr></thead><tbody><tr><td>ø6.35 mm</td><td>140~170</td></tr><tr><td>ø9.52 mm</td><td>250~280</td></tr><tr><td>ø12.70 mm</td><td>380~420</td></tr><tr><td>ø15.88 mm</td><td>440~480</td></tr><tr><td>ø19.05 mm</td><td>990~1210</td></tr><tr><td>ø22.23 mm</td><td>990~1210</td></tr></tbody></table></div>	Outer Diameter	Torque (kgf·cm)	ø6.35 mm	140~170	ø9.52 mm	250~280	ø12.70 mm	380~420	ø15.88 mm	440~480	ø19.05 mm	990~1210	ø22.23 mm	990~1210	
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4.26	When all conductors of an AC installation are carrying their design load, the difference in voltage between the point of supply and any point of outlet or terminals of fixed appliances should not exceed 5% of the standard or declared voltage. The voltage drop for single-phase circuits should not exceed 11, 5 V (5% of 230 V).															
4.27	JOB Cards of each service/installation must be completed by the bidder and countersigned by the appointed Official or Station Commander.															

## 5. SITE CONDITIONS AND LOCATION OF UNITS

The scope of work is for the supply and installation of new air conditioners and replacement of unrepairable units including maintenance of the existing units in MPUMALANGA Province: REGION ONE (1). Climate conditions can be obtained from relevant sources. The following stations shall be covered by this contract (locations to be confirmed by the Bidder). **NB: Mbombela (Nelspruit) should be used as a central point of location.**

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**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE  
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**MPUMALANGA Province Region one.**

No	STATION	PHYSICAL ADDRESS	Contact Details
1	Vaal Bank	Main Road, Vaalbank Mbibane. Marble Hall	(013) 973 9108
2	Belfast	1 Rissik Street. Belfast	(013) 253 0230
3	Waterval Boven	3 Joshia Street. Waterval Boven	(013) 257 0001
4	Lydenburg	59 Rensburg Street. Lydenburg	(013) 235 2938
5	Sabie	16 Church Avenue.	(013) 764 1211
6	Mahamba (No Installation)	Mahamba Main Road.	(013) 766 1000
7	Piet Retief	18 De Wet St. Piet Retief	(017) 826 9500
8	White River	27 Chief Mgiyeni Khumalo Dr. White River	(013) 750 0888
9	Skukuza	1 Leopard Street. Skukuza	(013) 735 9000
	Elukwatini	A Main Road. Elukwatini	(017) 883 0050
11	Mayflower	263-265 Mayflower.	(017) 881 9000
12	Sheepmore	114 Park Street. Sheepmore	(017) 865 0007
13	Dirkiesdorp	1 Main Road. Dirkiesdorp.	(017) 730 0271
14	Kinross	c/o Orchid & Gardenia St. Evander	(017) 687 1313
15	Val	6 Smith Street. Val	(017) 702 3005
16	Perdekop	01 Durban Street. Perdekop	(017) 785 1000
17	Sundra	Witbank Road. Delmas	(013) 661 1223
18	Balfour	5 Frank Street. Balfour	(017) 773 0050

The Bidder must verify the above-mentioned details. It is the responsibility of the Bidder to evaluate electrical conditions at the mentioned station and the type of Air-conditioning system present at the station, for pricing.

**5.1 MPUMALANGA Region One air conditioning installations**

**Summary of MPUMALANGA Region one**

Stations	18 Devolve Stations in Mpumalanga Province Region 1 Installations at 17 of the 18 Devolved Police Stations in Mpumalanga Province
Maintenance and repairs required	36 Months (Air conditioning units maintenance) at 18 Devolved Stations in Mpumalanga Region 1
New air-conditioning units	173 units
New air curtains	23 units
Number of existing air-conditioning units	234 units
Number of Replacements	15 units
Total number of the units	445 units

**6. DESCRIPTION OF THE WORKS RELATED TO AIR- CONDITIONING SYSTEMS**

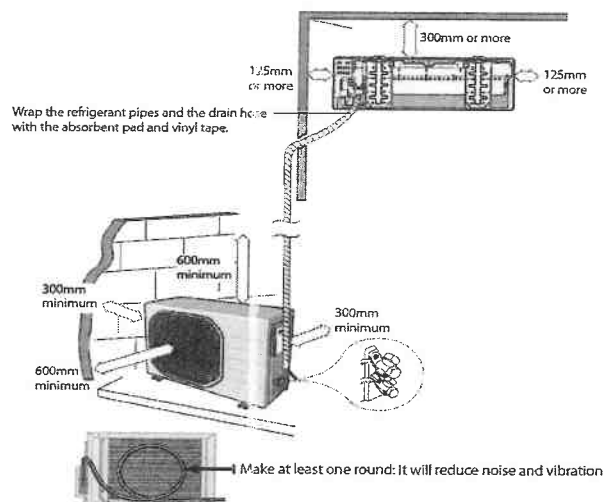
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**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE REGION ONE: SAPS**

All air – conditioning installations shall comply with the National Buildings Regulation, SANS 10400 on energy efficiency Part XA; read in conjunction with SANS 204. All air-conditioning equipment shall have efficiencies following table B.1 (ASHRAE 90.1)

**Installation clearance and location**



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**7. CONDITIONS OF CONTRACT**

The Bidder shall comply with the obligations and requirements of the Agreement and Contract Data documents contained in this document, including the applicable General Conditions of Contract 2004 or (applicable GCC)

The Bidder shall allow for all the responsibilities and obligations in terms of the conditions of the contract and contract data, including:

- Risks, costs and obligations in terms of the General Conditions of Contract, the Contract Data and the standardized specifications, except where provision is made in the Project Specifications to cover compensation for any of these items.
- Head office and site overheads and supervision.
- Profit and financing costs.
- Sureties, employment related expenses, statutory expenses.
- Indemnities & insurances: The bidder shall only be permitted to perform work on the site if a valid insurance policy document and proof of cover or premium payment have been submitted and approved.
- The Bidder shall maintain current registration and have paid the necessary fees to the Compensation Commissioner in compliance with the Compensation for Occupational Injuries and Diseases Act, 1993 (COIDA). The bidder shall only be permitted to perform work on any site if a valid Letter of Good Standing issued by the Compensation Commissioner has been submitted and approved.
- A detailed program for the execution of the engineering works, Maintenance works and Installation works for the whole contract period, listing each plant, its location and fixed dates of maintenance. The bidder shall be required to comply with the program at all times.

**8. STANDARD SPECIFICATIONS AND REGULATIONS**

The entire installation shall be carried out to the satisfaction of the SAPS Mechanical Engineer and shall be carried out in accordance with the following Standard Specifications and Regulations:

- All electrical work is to be carried out in accordance with the SANS code of Practice for Wiring Premises, SANS 10142, and the SANS Code of Practice for Identification Color Marking, SANS 10140.
- All low voltage switchgear and control gear assemblies are to comply with SANS 60947.
- Electrical Installation Ducting and Trunking Systems on walls and ceiling to conform to SANS 61084 Part 1 to 2.
- Electrical Installation Conduit Fittings to conform to SANS 61035 Part 1 to 2.4.
- Electrical Earth Leakage Protection units to conform to SANS 767 Part 1 to 2.
- Occupational Health and Safety Act No. 85 of 1993 as amended.

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**9. SCOPE OF SPECIFICATION**

**9.1 SCOPE OF WORK**

**General Service**

The following is a minimum requirement for servicing these units. Some items are only applicable to particular units.

- Wash down and clean the condenser section and coil.
- Wash down and clean evaporator section and coil.
- Clean filters. Replace if necessary.
- Check fans for bearing noise.
- Check compressors and mountings.
- Lubrication of bearings.
- Check and clear condensate drains. Fit drain pipes where these are missing.
- Clean rust spots and repaint all steel work and brackets with Hydrax anti- corrosive paint.
- Top up gas if necessary.
- Check and record system current and pressures.
- Check the operation of the complete system.
- Seal around window/console units.

**Replace complete unit (if required)**

The following is a minimum requirement for unit replacement:

- Disconnect existing unit electrically.
- Disconnect existing unit mechanically.
- Remove existing unit from wall/window including louvre if necessary.
- Removed brickwork if required to fit new unit with holes for pipe work.
- Replace with the new unit.
- Make good existing brickwork (and plaster) to the existing standard.
- Replace architraves inside and outside with external aluminum angle suitably sealed.
- Supply and fit all external louvres.
- Supply all supporting and pipe brackets.
- Connect and make good all piping.
- Connect and supply a drainage to the site drainage system.
- Connect and make electrical connections, including correct and safe connections into the main office supply.
- Exposed cabling should have trunking.
- Gassing up of units.
- Insulation of connection pipe work.
- Checking the operation of the complete system.

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**Additional Technical Specification**

- The bidder is to confirm the type of gas used and its Ozone Friendliness.
- Supply voltage: Electrical 230V 50Hz and 400V
- Cooling and heating are required on all new units.
- All new units shall have remotes wall mounted or handheld
- All new units and existing units that are serviced or maintained under the contract must be painted with anti-corrosive protection/treatment or similarly approved corrosion treatment processes for HVAC.

**Storage of equipment**

On delivery to the site or storage area, the contractor shall be responsible for safeguarding their material or equipment. Damage or defects of any kind shall be repaired by the contractor of such items to the satisfaction of the SAPS. Where damage is such that in the opinion of the SAPS satisfactory repairs are not practicable, the damaged item shall be repaired at no cost to the SAPS. The SAPS shall not accept responsibility for any loss or damage that may be suffered as a result of delays in obtaining the necessary replacements.

**Testing and Commissioning after Installation**

On completion of the installation of the equipment, the contractor shall be required to make appropriate arrangements for testing in the presence of the SAPS Mechanical Engineer to demonstrate compliance with the requirements of the specification. Remotes are to be given to the Station commander or appointed Official on the day of First Delivery. All equipment necessary for the test shall be supplied by the contractor. The test report shall form part of a data book.

**Testing Requirements**

The following tests are to be conducted during the first delivery

Check for rattles, vibration and suspect installation work, insulation, etc.

- (a) Does the unit cool and heat?
- (b) Allow the unit to operate for 10 minutes before testing – take all cool measurements.

On cool - measure temperature drop across unit i.e.

- Supply air – measure right next to the thermostat
- Return air – measure right next to the grill

Take 4 readings

- Supply air and return air on minimum cooling
- Supply air and return air on maximum cooling

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**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE REGION ONE: SAPS**

On heat - measure temperature drop across the unit

Take 4 readings

- Supply air and return air on minimum heating
- Supply air and return air on maximum heating

## **9.2 General Notes**

### **Centralized VRV System (where applicable)**

<b>Blower Condition and Condensate Drain Operation:</b>
<b>Auxiliary Equipment Function:</b>
Inspect support equipment, such as pumps, blowers, water sources, blowdown units and compressors, for proper operation.
<b>Filter Condition:</b>
Visually inspect filters for cleanliness and condition. Replace filters as recommended by the unit manufacturer or sooner, if needed.
<b>Joint / Pipe Leaks:</b>
Visually inspect piping for signs of leakage, deterioration, or weak points. Repair or replace as needed.
When servicing the blower section remove any condensate drain restrictions. Pans should be free of debris, clean, and dry or draining. Fill and manually check condensate pumps to verify proper operation.
<b>Condenser Condition and Function:</b>
Ensure that all condenser components are intact and in correct working order.
<b>Surge Arrestors and lightning Protection:</b>
Ensure that surge arrestors are kept in good condition to protect the plant and equipment.
<b>Condition of Motors, Pumps.</b>
Clean excess oil or grease from motors and inspect bearings for excessive play or noise. Oil or grease and set amp draw per manufacturer recommendation. Use a diagnostic tool if applicable. Inspect pump equipment for proper operation and record amp draw readings to track performance and predict possible repairs or breakdowns. Inspect strainers and manually cleaned filters and clean per manufacturer instructions to promote clear flow and extend equipment life.
<b>Distribution Pipe Condition:</b>

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Inspect distribution and return piping. Repair refrigerant leaks, torn or ripped insulation and missing supports should be replaced.
<b>Electrical heating coil function:</b>
Check all strap/coil heating elements to ensure that they are maintaining heat within the particular application range. Repair or adjust as required.
<b>Electrical Wiring Connections:</b>
Check electrical connections loose connections and wire connection conditions. Tighten any loose connections to eliminate over-heating at connection points.
<b>Entrapped Air:</b>
Check all purge or prevention equipment for proper operation to eliminate entrapped air which can damage equipment. Repair any refrigerant leaks in these devices, because leaks generally indicate a problem.
<b>Excessive Debris Build-up and Chips and Cracks on Blades:</b>
Inspect leading edges of fan blades for debris build-up. Clean to ensure proper operation. Inspect fan blades for chips or cracks which promote blade wobble, vibration and premature motor bearing wear. Replace blades if such conditions exist.
<b>Filter Replacement:</b>
Inspect and replace air filters as needed for proper unit operation. Dirty air filters cause higher electrical usage and shorten normal equipment life.
<b>General Lubrication.</b>
Lubricate all motors and bearings per manufacturer recommendation to extend motor/bearing life.
<b>Noise, Vibration and Stability of Mounted Units:</b>
Inspect for normal sound levels during equipment operation. Note unusual vibrations. Repair or adjust any metal-to-metal and out-of-balance conditions. Inspect equipment hangers or attachment systems for stability by checking bolts and hardware for stress or weakness. Adjust or replace as required.
<b>Overall Condition, Cleanliness and Corrosion</b>
Visually inspect equipment for overall condition and cleanliness and to confirm that equipment and housings have no rust, fatigued metals or worn conditions. Repair the source of any oil stains which may indicate leaking seals or bearings.
<b>Pressure Gauges and Relief Valves:</b>

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Visually inspect gauges and relief valves for leaks or loose fittings. Repair as required. Exercise per manufacturer instructions.
<b>Temperature and Humidity Control:</b>
Perform visual inspections to confirm performance and condition. Perform calibration if required. Test as necessary to maintain accuracy.
<b>Air Curtain Condition:</b>
Repair and replace damaged air curtains. Perform service at intervals recommended by the equipment manufacturer.
<b>Variable Frequency Drive Function:</b>
Inspect VFD motor controls for proper motor function. Cycle motors through a normal shutdown/turn-on sequence to verify VFD's ability to ramp a motor to the required speed.
<b>Condenser/Evaporator Condition.</b>
Service Condenser components for correct working as recommended by the manufacturer, including refrigerant condition.
<b>Compressors:</b> Inspect and service the condition of the compressors in the system. Repair or replace when necessary
Service evaporator units as recommended by the manufacturer, including refrigerant charge, fan motor/blade condition, and oil and coil condition. Condensers should be clean with no signs of oil, oil stains or debris. Fins should be straight for proper air flow. Use a manufacturer approved cleaning product to wash finned coils as needed to remove excessive dirt and debris.
<b>Evaporator Condition and Function</b>
Check the evaporator coil for debris and blockage. Wash dirty coils to enhance airflow. Evaporator units should be serviced for the total operation, including refrigerant charge, fan motor/blade condition, and oil and coil condition.
<b>Housing Stability:</b>
Inspect housings, support structures and metal connection points for signs of rust, deterioration or weak points. Repair or replace items as needed to extend system life.
<b>Louvre Condition:</b>
Where applicable, check louvre systems for free and easy movement, bent louvres, and leaking lines. Repair or replace as needed.
<b>Obstructions:</b>

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Inspect coils, fan blades, blower wheels and louvres. Remove debris or obstructions that prevent normal operation.
<b>Piping Condition:</b>
Inspect exposed piping for obvious leakage and insulation conditions. Repair or replace insulation covering pipes as needed.
<b>Pump Alignment:</b>
Check pump alignment using a straight edge device to aid in the verification and correction of alignment. Improper alignment destroys pump-coupling devices and prematurely wears pump bearings. Adjust as required.
PC Boards and Electronic Components need to be inspected and repaired if and when they are necessary.
<b>Duct Distribution:</b>
Visually inspect registers and ducts to ensure unrestricted airflow and condition. Repair any separated ductwork or blocked where necessary.

**9.3 Defect Liability Period.**

The bidder shall be responsible for the initial maintenance for the Defects Liability Period of 12 months from Practical Completion on all new equipment that is installed. The Defects Liability Period shall commence concurrently with the guarantee period. All cost of servicing and maintenance during this period is to be included in the bid price. A guarantee of work done should also be in place.

**10. QUALITY SPECIFICATIONS FOR MATERIALS AND EQUIPMENT FOR ELECTRICAL INSTALLATIONS**

The latest edition, including all amendments up to date of tender of the following specifications, publication and codes of practice shall be read in conjunction with this specification and shall be deemed to form part thereof.

General	Distribution and meter boards	LV cables and conductors	Small power installation	
			Power outlets	Conduits, power skirting, cable trays and ducting
SABS 142	SABS 152	SABS 0150	SABS 152	SABS 763
SABS 160	SABS 156	SABS 0198	SABS 163	SABS 764
SABS 400	SABS 171	SABS 1411	SABS 164	SABS 950
SABS 222	SABS 172	SABS 1507	SABS 1084	SABS 1065
	SABS 173		SABS 1239	SABS 1085

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	SABS 763			SABS 1197
	SABS 1092			
	SABS 1180			

**10.1 Electrical Cables Lengths and surface mounted DB per Station**

Station	Cable 2,5mm <sup>2</sup> (m)	Cable 4mm <sup>2</sup> (m)	Cable 6mm <sup>2</sup> (m)	18 -Way Distribution Board
Vaal Bank SAPS	190		27	1
Belfast SAPS	141	10	4	1
Waterval Boven SAPS	47	5		
Lydenburg SAPS	122		5	1
Sabie SAPS	57	5		
Mahamba(No Installation) SAPS				
Piet Retief SAPS	204		15	1
White River SAPS	280	24	13	1
Skukuza SAPS	9			
Elukwatini SAPS	327		28	1
Mayflower SAPS	83	8	8	1
Sheepmore SAPS	11	6		
Dirkiesdorp SAPS	44		12	
Kinross SAPS	22	4	6	
Val SAPS	42		10	
Perdekop SAPS			5	
Sundra SAPS	137		19	1
Balfour SAPS	14		6	
Cable Totals 18-Way Distribution Board	1730	62	158	8

**11. SITE SPECIFIC AIR-CONDITIONING REQUIREMENTS**

Vaalbank SAPS				
ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE BTU	Comment
1	0	CSC (Replacement)	60000	Cassette to be installed
2		Mva social crime filing	9000	Cassette to be installed
3		DFO	9000	Split unit to be installed
4	21	Investigator	9000	Split unit to be installed
5	13	Investigator	9000	Split unit to be installed
6	14	Investigator	12000	Split unit to be installed

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7	19	Investigator	12000	Split unit to be installed
8	18	Investigator	12000	Split unit to be installed
9	15	Investigator	12000	Split unit to be installed
10		CIS Clerk	18000	Split unit to be installed
11	16	Investigator	18000	Split unit to be installed
12		Dining hall	60000	Cassette to be installed
13	1A	Converted Barracks	9000	Split unit to be installed
14	2A	Converted Barracks	9000	Split unit to be installed
15	3A	Converted Barracks	9000	Split unit to be installed
16	4A	Converted Barracks	9000	Split unit to be installed
17	1B	Converted Barracks	9000	Split unit to be installed
18	2B	Converted Barracks	9000	Split unit to be installed
19	3B	Converted Barracks	9000	Split unit to be installed
20	4B	Converted Barracks	9000	Split unit to be installed
21	1C	Converted Barracks	9000	Split unit to be installed
22	2C	Converted Barracks	9000	Split unit to be installed
23	3C	Converted Barracks	9000	Split unit to be installed
24	4C	Converted Barracks	9000	Split unit to be installed
25		CSC	2 x Air Curtains	

**Existing Units on Site**

Number of Existing units	8 Units
Number of new installation including air curtains	25 Units
Number of Replacement(s)	1 Unit

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	08	34	34	34	34	34

**Belfast New Installation**

ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE in BTU	Comment
1	17	Commander office	12000	Split unit to be installed
2	20	Finance	12000	Split unit to be installed
3	19	Finance	12000	Split unit to be installed
4	18	Finance	12000	Split unit to be installed
5		Server room	24000	Split unit to be installed
6		Detective	18000	Split unit to be installed
7		Files office	36000	Under ceiling to be installed
8		CSC	60000	Cassette to be installed
9	14	Office	18000	Split unit to be installed

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10	2	Office	9000	Split unit to be installed
11		HRM Head Office	18000	Split unit to be installed
12		Commander office	12000	Split unit to be installed
13	13	Office	12000	Split unit to be installed
CSC				2 Air Curtains to be installed

**Existing Units on Site**

Number of Existing units	14 Units
Number of new installation including air curtains	15 Units
Number of Replacement(s)	None

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	14	29	29	29	29	29

**WATERVAL BOVEN**

ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE IN BTU	Comment
1	0	CSC	36000	Under ceiling to be installed
2	27	DPO	9000	Split unit to be installed
3		Detective Commander	9000	Split unit to be installed
4	21	Detective	9000	Split unit to be installed
5		CSC	1X 1,2 M Air curtain	

**Existing Units on Site**

Number of Existing units	9 Units
Number of new installation including air curtains	5 Units
Number of Replacement(s)	None

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	09	14	14	14	14	14

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Lydenburg SAPS				
ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE IN BTU	Comment
1	0	CSC	60000	Cassette to be installed
2		Social crime office 1	9000	Split unit to be installed
3		Social crime office 2	9000	Split unit to be installed
4	7	CIO/PDP	24000	Split unit to be installed
5	9	ATT	18000	Split unit to be installed
6	10	Information management	12000	Split unit to be installed
7	11	Operational support Head	12000	Split unit to be installed
8	12	Second support	12000	Split unit to be installed
9	13	Vispol command	12000	Split unit to be installed
10	3	Victim friendly	12000	Split unit to be installed
11		SAP 13 (Vehicle clearance)	24000	Split unit to be installed
12		CSC	2 X 1,2 M Air curtains	

**Existing Units on Site**

Number of Existing units	4 Units
Number of new installation including air curtains	13 Units
Number of Replacement(s)	None

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	04	17	17	17	17	17

Sabie SAPS				
ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE IN BTU	Comment
1		CSC (Replacement)	36000	Under ceiling to be installed
2		Finance Office(Replacement)	9000	Split unit to be installed
3	2	Office (Replacement)	12000	Split unit to be installed
4		Detective room 1	18000	Split unit to be installed
5		Detective room 2	12000	Split unit to be installed
6		Detective room 3	12000	Split unit to be installed
7	2	Office Room	9000	Split unit to be installed
8		CSC	1 X 1,2 M Air curtains	

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**Existing Units on Site**

Number of Existing units	13 Units
Number of new installation including air curtains	5 Units
Number of Replacement(s)	3 Units

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	13	21	21	21	21	21

**Mahamba SAPS  
No New installation**

**Existing Units on Site**

Number of Existing units	11 Units
Number of new installation including air curtains	None
Number of Replacement(s)	None

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	11	11	11	11	11	11

Piet Retief				
ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE	Comment
1		CSC (Replacement)	60000	Cassette to be installed
2	42	Support Head	9000	Split unit to be installed
3	40	HR Office	12000	Split unit to be installed
4	37	LCRC	12000	Split unit to be installed
5	47	LCRC	12000	Split unit to be installed
6	49		12000	Split unit to be installed
7	50	MIC	9000	Split unit to be installed
8	52		9000	Split unit to be installed
9	41	Finance	18000	Split unit to be installed
10	46		18000	Split unit to be installed
11	16	Investigator	18000	Split unit to be installed
12	24	DPO	18000	Split unit to be installed
13	23		9000	Split unit to be installed
14	22		9000	Split unit to be installed

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15	19		9000	Split unit to be installed
16	18	Archives	12000	Split unit to be installed
17	16		9000	Split unit to be installed
18		Board Room (Replacement)	60000	Cassette to be installed
19		Consultation Room	9000	Split unit to be installed
20		Consultation Room	9000	Split unit to be installed

**Existing Units on Site**

Number of Existing units	17 Units
Number of new installation including air curtains	18 Units
Number of Replacement(s)	2 Units

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	17	39	39	39	39	39

White River SAPS				
ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE	Comment
1	1	CSC	60000	Cassette to be installed
2			12000	Split unit to be installed
3		SCM	18000	Split unit to be installed
4		CAS Controller	9000	Split unit to be installed
5		SAP 13	18000	Split unit to be installed
6		Finance	18000	Split unit to be installed
7	16	Auxiliary	18000	Split unit to be installed
8		DPO	18000	Split unit to be installed
9	6	HRM	12000	Split unit to be installed
10		Vispol Admin	12000	Split unit to be installed
11	8	MIC	18000	Split unit to be installed
12		Station Commander Clerk	18000	Split unit to be installed
13	1	Detective Block	12000	Split unit to be installed
14	2	Detective Block	12000	Split unit to be installed
15	7	Detective Block	12000	Split unit to be installed
16	6	Detective Block	12000	Split unit to be installed
17	5	Detective Block	12000	Split unit to be installed

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18	8	Detective Block	9000	Split unit to be installed
19	9	Detective Block	9000	Split unit to be installed
20	4	Detective Block	12000	Split unit to be installed
21	3	Detective Block	12000	Split unit to be installed
22		Unknown Office	24000	Split unit to be installed
23		Victim Friendly	36000	Cassette to be installed
24		Next to Victim Friendly	9000	Split unit to be installed
25		Room Next to the last	18000	Split unit to be installed
CSC			1 x Aircutains	

**Existing Units on Site**

Number of Existing units	12 Units
Number of new installation including air curtains	26 Units
Number of Replacement(s)	None

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	12	38	38	38	38	38

Skukuza				
ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE	Comment
1	0	Computer Office	9000	Split unit to be installed
2		Server room (Replacement)	9000	Split unit to be installed
CSC			1 X 1,2 M Air curtains	

**Existing Units on Site**

Number of Existing units	23 Units
Number of new installation including air curtains	2 Units
Number of Replacement(s)	1 Unit

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	23	26	26	26	26	26

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Ulukwatini				
ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE	Comment
1	1	CSC (Replacement)	60000	Cassette to be installed
2	9	Detective Block	12000	Split unit to be installed
3	52	Detective Block	12000	Split unit to be installed
4	51	Detective Block	9000	Split unit to be installed
5	54	Detective Block	12000	Split unit to be installed
6	55	Detective Block	12000	Split unit to be installed
7	56	Detective Block	12000	Split unit to be installed
8	58	Detective Block	12000	Split unit to be installed
9	59	Detective Block	12000	Split unit to be installed
10		Conference Room	60000	Split unit to be installed
11		Server next to conference room	12000	Split unit to be installed
12		Room next to server	9000	Split unit to be installed
13		Room front opposite to conference	9000	Split unit to be installed
14	35	Support Services (Finance)	18000	Split unit to be installed
15	31	SCM	12000	Split unit to be installed
16	27	Vispol Commander	12000	Split unit to be installed
17	21		18000	Split unit to be installed
18		Station Commander Secretary (Replacement)	12000	Split unit to be installed
19	15	Registry	18000	Split unit to be installed
20	12	Server room	12000	Split unit to be installed
21		Statement Office	9000	Split unit to be installed
22	1	CIO Office House	12000	Split unit to be installed
23	2	CIO Office House	12000	Split unit to be installed
24	3	CIO Office House	9000	Split unit to be installed
25	1	House 6	12000	Split unit to be installed
26	2	House 6	12000	Split unit to be installed
27	3	House 6	9000	Split unit to be installed
28	1	Stock Theft House 1	12000	Split unit to be installed
29	2	Stock Theft House 1	12000	Split unit to be installed
30	3	Stock Theft House 1	9000	Split unit to be installed
31	1	Stock Theft House 2	12000	Split unit to be installed
32	2	Stock Theft House 2	12000	Split unit to be installed
33	3	Stock Theft House 2	9000	Split unit to be installed

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34	1	Loss Management House	12000	Split unit to be installed
35	2	Loss Management House	12000	Split unit to be installed
36	3	Loss Management House	9000	Split unit to be installed
37	1	LCRC House	12000	Split unit to be installed
38	2	LCRC House	12000	Split unit to be installed
39	3	LCRC House	9000	Split unit to be installed
CSC				2 X 1,2 M Air curtains

**Existing Units on Site**

Number of Existing units	18 Units
Number of new installation including air curtains	39 Units
Number of Replacement(s)	2 Units

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	18	59	59	59	59	59

Mayflower				
ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE	Comment
1	1	CSC Admin	9000	Split unit to be installed
2		DFO/Supply Chain	12000	Split unit to be installed
3	4	Admin/Finance	9000	Split unit to be installed
4	1	Detective	36000	Split unit to be installed
5	8	Detective	9000	Split unit to be installed
6	5	Detective	18000	Split unit to be installed
7	6	Detective	9000	Split unit to be installed
8		Boardroom	60000	Cassette to be installed
9	1	Victim Support	12000	Split unit to be installed
10	2	Victim Support	12000	Split unit to be installed
11	3	Victim Support	12000	Split unit to be installed
CSC				1 X 1,2 M Air curtains

**Existing Units on Site**

Number of Existing units	4 Units
Number of new installation including air curtains	12 Units
Number of Replacement(s)	None

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**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	04	16	16	16	16	16

**Sheepmore**

ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE IN BTU	Comment
1		CSC (Replacement)	48000	Under ceiling to be installed
2		Supply Chain Office	9000	Split unit to be installed
3		Office next to Support	12000	Split unit to be installed
CSC				1 X 1,2 M Air curtains

**Existing Units on Site**

Number of Existing units	28 Units
Number of new installation including air curtains	3 Units
Number of Replacement(s)	1 Unit

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	28	32	32	32	32	32

**Dirkiesdorp**

ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE IN BTU	Comment
1	1	CSC (Replacement)	60000	Cassette to be installed
2		Support Head	12000	Split unit to be installed
3		Finance	12000	Split unit to be installed
4		Supply Chain	12000	Split unit to be installed
5		Docket Office 1	18000	Split unit to be installed
6		Docket Office 2	18000	Split unit to be installed
CSC				1 X 1,2 M Air curtains

**Existing Units on Site**

Number of Existing units	13 Units
Number of new installation including air curtains	6 Units
Number of Replacement(s)	1 Unit

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**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	13	20	20	20	20	20

**Kinross**

ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE	Comment
1	1	CSC (Replacement)	60000	Cassette to be installed
2	A9	Finance	9000	Split unit to be installed
3	A8	Branch Commander	9000	Split unit to be installed
4		Lecture Park home	48000	Under ceiling to be installed
CSC			2 X 1,2 M Air curtains	

**Existing Units on Site**

Number of Existing units	11 Units
Number of new installation including air curtains	5 Units
Number of Replacement(s)	1 Unit

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	11	17	17	17	17	17

**Val SAPS**

ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE	Comment
1	1	CSC	60000	Cassette to be installed
2	2	Detective Office	18000	Split unit to be installed
3		Communication	18000	Split unit to be installed
4		Finance	12000	Split unit to be installed
5		CIO	9000	Split unit to be installed
CSC			1 X 1,2 M Air curtains	

**Existing Units on Site**

Number of Existing units	5 Units
Number of new installation including air curtains	6 Units
Number of Replacement(s)	None

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**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	05	11	11	11	11	11

Perdekop SAPS				
ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE	Comment
1	1	CSC (Replacement)	60000	Cassette to be installed
CSC				1 X 1,2 M Air curtains

**Existing Units on Site**

Number of Existing units	14 Units
Number of new installation including air curtains	1 Unit
Number of Replacement(s)	1 Unit

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	14	16	16	16	16	16

Sundra SAPS				
ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE	Comment
1	1	CSC (Replacement)	60000	Cassette to be installed
2		MIC/CIO	12000	Split unit to be installed
3	9	Finance	12000	Split unit to be installed
4	10	HRM	12000	Split unit to be installed
5	16	Administration	12000	Split unit to be installed
6	15	Registry	12000	Split unit to be installed
7	17	Branch Commander	12000	Split unit to be installed
8	9	Vispol Commander/ Communication	12000	Split unit to be installed
9	10	Detective	12000	Split unit to be installed
10	20	Detective	12000	Split unit to be installed
11	21	Support Head	12000	Split unit to be installed
CSC				1 X 1,2 M Air curtains

Signature of Bidder.....

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**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE  
REGION ONE: SAPS**

**Existing Units on Site**

Number of Existing units	14 Units
Number of new installation including air curtains	11 Units
Number of Replacement(s)	1 Unit

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	14	26	26	26	26	26

**Balfour SAPS**

ITEM NO.	OFFICE NO.	DESCRIPTION	ACTUAL AVAILABLE SIZE	Comment
Service Interval				
1	1	CSC (Replacement)	60000	Cassette to be installed
2		Statement Office in the Cells	12000	Split unit to be installed
CSC				1 X 1,2 M Air curtains

**Existing Units on Site**

Number of Existing units	16 Units
Number of new installation including air curtains	2 Units
Number of Replacement(s)	1 Unit

**Service**

Intervals (months)	06	12	18	24	30	36
Type of Service	Major	Major	Major	Major	Major	Major
Number of Air-con Units	16	19	19	19	19	19

**12. PREAMBLES TO SCHEDULE OF QUANTITIES**

**Price Schedule**

**General** – The Schedules of Quantities define the scope of the Engineering Works in terms of the measurement and payment parameters specified. The Schedules shall be read in conjunction with the General Conditions of Contract, the Special Conditions, and the Conditions of Tender; the quantities stated on the schedules are provisional and are subject to re-measurement upon completion. Quantities cannot be guaranteed. Bidders shall quote for all equipment and all accessories specified within this document.

Signature of Bidder.....

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**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE REGION ONE: SAPS**

The procurement of this equipment shall take place as and when needed, spread over one year. Servicing and maintenance of all newly installed equipment and components and guaranteed free of defects for the full maintenance period of one year shall form part of this contract.

**Descriptions & Measured Items** – The Schedule of Quantities consists of Descriptions followed by measured items (Item lines) which specify the items of differing dimensions, ratings, etc. which comply with the overall requirements of such Description. The measured items may add, subtract or in any other way vary the Description. Below each item line, the measured quantities applicable to each of the applicable sections of the Works appear under the relevant column heading, the total of which is shown under the Quantity column. The terms used and Schedule layout is defined in the Schedule of Quantities Legend which is presented in this Preamble. The Schedule of Quantities is based upon the Standard system of measurement modified as necessary.

**Fixed Rates** – Rates shall be fixed for the duration of the contract. **All inclusive** – The Descriptions and item lines are of necessity abbreviated summaries of the specifications and unless otherwise stated or elsewhere measured, shall include all necessary components and accessories required or necessary for the correct functioning or performance of the item when incorporated into the Engineering Works. The rates and prices shall accommodate the nature of the Engineering Work and any restrictions which apply to the Works Environment and the Site of the Works, shall include all the costs and expenses that may be required in and for the construction of the Works described and shall include the cost of all general obligations, risks and liabilities stated or implied in the contract documents.

**Such rates and prices shall, however, exclude Value Added Tax (VAT), which shall be applied only where specified.**

**Quantities net** – The quantities set out in the Schedule are intended for measurement and payment purposes only. Material and equipment orders shall not be based upon such quantities but upon the Contractor's assessment. Job cards shall be signed off and certified by the Station Commander or representative. The schedule of quantities is for budget and Bid Evaluation purposes and is subject to amendment, based on site conditions.

**Quantities Provisional** – The quantities set out in the schedules are measured provisionally and shall be subject to re-measurement on completion. Job cards shall be signed off and certified by the appointed Official or Station Commander.

**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE REGION ONE: SAPS**

**13. SCHEDULES OF QUANTITIES.**

Item	Description	Unit	Qty	Rate	Amount
<b>NOTE: The schedule of quantities is provisional for budget purposes. Supply and install the following systems including all components and sundries, tests, etc. required to bring the installations to working order intended &amp; maintenance agreement for 36 months. Items, equipment, material and services which are not listed will be considered and evaluated on Bid basis, as part of this contract. Supply, deliver to site, install and connect the following as specified. All items in this bill to conform to accompany tender specification.</b>					
<b>Units must be installed at the back wall of this Room on hot dipped galvanized wall brackets with 8 - 10 mm rawl bolts. Drain Pipes for the Air-Con units will be taken neatly with PVC conduit and brackets down the wall and drained onto the grass or nearest drain.</b>					
1	Supply, install and commission <b>9 000 BTU/hr.</b> air conditioner with Accessories such as Trunking, piping and brackets sets, Mid-wall Split unit (inverter type with heating and cooling): (Also incl. labour/transport).	No	55		
2	Remove old mid wall split unit with all its accessories, replace with new mid wall split unit <b>9 000 BTU/hr</b> (inverter type with heating and cooling: (Also incl. labour/transport) and commissioning of the unit.	No	2		
3	Supply, install and commission <b>12 000 BTU/hr.</b> air conditioner with Accessories such as Trunking, piping and brackets sets, Mid-wall Split unit (inverter type with heating and cooling): (Also incl. labour/transport).	No	75		
4	Remove old mid wall split unit with all its accessories, replace with new mid wall split unit <b>12 000 BTU/hr</b> (inverter type with heating and cooling: (Also incl. labour/transport) and commissioning of the unit.	No	2		
5	Supply, install and commission <b>18 000 BTU/hr.</b> air conditioner with Accessories such as Trunking, piping and brackets sets, Mid-wall Split unit (inverter type with heating and cooling): (Also incl. labour/transport).	No	27		
6	Supply, install and commission <b>24 000 BTU/hr.</b> air conditioner with Accessories such as Trunking, piping and brackets sets, Mid-wall Split unit (inverter type with heating and cooling): (Also incl. labour/transport).	No	04		
7	Supply, install and commission <b>36 000 BTU/hr.</b> air conditioner with Accessories such as Trunking, piping and brackets sets, Under Ceiling/Cassette Split Unit (inverter type with heating and cooling): (Also incl. labour/transport).	No	04		
<b>Schedule Of Quantities No. 1</b>				<b>R</b>	

Signature of Bidder.....

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**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE REGION ONE: SAPS**

Item	Description	Unit	Qty	Rate	Amount
8	Remove old mid wall split unit with all its accessories, replace with new mid wall split unit <b>36 000 BTU/hr</b> (inverter type with heating and cooling: (Also incl. labour/transport) and commissioning of the unit.	No	01		
9	Supply, install and commission <b>48 000 BTU/hr.</b> air conditioner with Accessories such as Trunking, piping and brackets sets, Under Ceiling/Cassette Split Unit (inverter type with heating and cooling): (Also incl. labour/transport).	No	01		
10	Remove old mid wall split unit with all its accessories, replace with new mid wall split unit <b>48 000 BTU/hr</b> (inverter type with heating and cooling: (Also incl. labour/transport) and commissioning of the unit.	No	01		
11	Supply, install and commission <b>60 000 BTU/hr.</b> air conditioner with Accessories such as Trunking, piping and brackets sets, Under Ceiling/Cassette Split Unit (inverter type with heating and cooling): (Also incl. labour/transport).	No	07		
12	Remove old mid wall split unit with all its accessories, replace with new mid wall split unit <b>60 000 BTU/hr</b> (inverter type with heating and cooling: (Also incl. labour/transport) and commissioning of the unit.	No	09		
13	Supply, install and commission <b>1200mm 220v</b> air-curtains (Also incl. labour/transport).	No	23		
14	Prepare and Submit Programme of works	Sum	01		
<b>Occupational Health &amp; Safety: Compliance with the requirements of the applicable Act including specified additional requirements.</b>					
15	Bidders are to Allow for costs in providing a safety, health and Environment Plan. Submit and prepare a safety plan for compliance to safety related regulations	Sum	01		
<b>Supervision and management of the progress of the works, including the attendance at meetings at the site with the Employer and/or representative as and when required.</b>					
16	Site handover meetings and first delivery inspections at respective stations in Mpumalanga Province Region 1 18 Site handover Meetings 17 First Delivery Inspections	No	35		
<b>Routine Maintenance and repairs of Existing Air-condition system in 18 Devolved police station in Mpumalanga Province Region 1</b>					
17	Replacement of Compressors for existing Split units				
<b>Schedule Of Quantities No. 2</b>				R	

Signature of Bidder.....

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**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE  
REGION ONE: SAPS**

Item	Description	Unit	Qty	Rate	Amount
18	9 000 Btu/Hr Compressors	No	32		
19	12 000 Btu/Hr Compressors	No	17		
20	18 000 Btu/Hr Compressors	No	9		
21	24 000 Btu/Hr Compressors	No	12		
22	Six (6) service, for the duration of the contract on all existing air conditioning: split units, including material, labour and transport. <b>(234 Units x 6 services)</b>	No	1404		
23	Five (5) service, for the duration of the contract on all new-installed air conditioning: split units, including material, labour and transport. <b>(211 Units x 5 services)</b>	No	1055		
24	<b>Replacing defected PC boards on existing Air-conditioners at the SAPS Facilities.</b>				
25	9 000 Btu/Hr PC Boards	No	32		
26	12 000 Btu/Hr Boards	No	17		
27	18 000 Btu/Hr Boards	No	9		
28	24 000 Btu/Hr Boards	No	12		
<b>Supply and install material, equipment, cabling, sundries as per specified.</b>					
21	Supply and install water proof Isolators, Surface mounted, 30 Amp, Double Pole, without pilot light (inclusive of labour and transport)(This item is related to Related to Item 1 to 6 of the SOQ)	No	165		
22	Supply and install 30 Amp, single pole. 3 KA, circuit breakers (including labour and transport) (This item is related to Related to Item 1 to 6 of the SOQ)	No	165		
23	Supply and install water proof Isolators, Surface mounted 40 Amp, three poles, without pilot light (inclusive of labour and transport) (This item is related to Related to Item 7 to 10 of the SOQ)	No	7		
24	Supply and install 40 Amp, three poles. 3 KA, circuit breakers (including labour and transport) (This item is related to Related to Item 7 to 10 of the SOQ)	No	7		
25	Supply and install 50 Amp, three phase pole. 3 KA, circuit breakers (including labour and transport) (This item is related to Related to Item 11 and 12 of the SOQ)	No	16		
26	Supply and install water proof Isolators, Surface mounted 50 Amp, three poles, without pilot light (inclusive of labour and transport) (This item is related to Related to Item 11 and 12 of the SOQ)	No	16		
<b>Schedule Of Quantities No. 3</b>				<b>R</b>	

Signature of Bidder.....

**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE  
REGION ONE: SAPS**

Item	Description	Unit	Qty	Rate	Amount
27	Supply and install Surfex, PVC, non-sheathed, copper conductor/cable, low voltage (2,5mm <sup>2</sup> ): Connection of power points from distribution board and cable terminations(inclusive of labour and transport) (This item is related to Related to Item 1 to 6 of the SOQ)	M	1730		
28	Supply and install Surfex, PVC, non-sheathed, copper conductor/cable, low voltage (4mm <sup>2</sup> ): Connection of power points from distribution board and cable terminations(inclusive of labour and transport (This item is related to Related to Item 7 to 10 of the SOQ)	M	62		
29	Supply and install three phase Surfex, PVC, non-sheathed, copper conductor/cable, low voltage (6mm <sup>2</sup> ): Connection of power points from distribution board and cable terminations(inclusive of labour and transport (This item is related to Related to Item 11 and 12 of the SOQ)	M	158		
30	Supply and install Surface mounted 18 way distribution board include trunking and accessories (inclusive of labour and transport)	No	8		
31	Testing and certification: Certification of Compliance (COC), with regards to all electrical reticulation, connections, wiring, equipment & commissioning of new air conditioning units	No	17		
<b>Schedule Of Quantities No. 4</b>				<b>R</b>	

**NB: TRANSPORTATION COSTS MUST BE CALCULATED FROM THE CENTRAL POINT OF THE REGION ONE**

Signature of Bidder.....

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SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE  
REGION ONE: SAPS

14. FINAL SUMMARY OF SCHEDULE OF QUANTITIES

Details	Page	Amount (R)	Amount (c)
Schedule Of Quantities No. 1	31		
Schedule Of Quantities No. 2	32		
Schedule Of Quantities No. 3	33		
Schedule Of Quantities No. 4	34		
SUB-TOTAL (ST)	Offer excluding VAT		
Add VAT: @ 15 of ST 1	VAT		
Total Tender Price: ST + VAT	Total offer		

Signature of Bidder.....

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**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE REGION ONE: SAPS**

**JOB CARD INSTALLATION**

<b>Installation</b>	<b>Date:</b> .....	<b>Reference</b>	<b>no.</b>
.....			
<b>Place:</b> .....	<b>Institution</b> .....	<b>Location</b>	
.....			
<b>Job</b>	<b>Description</b>		
.....			
.....			
<b>Contractor:</b>			
.....			
.....			
<b>WORK EXECUTED DESCRIPTION</b>			

**Artisan's Name:** .....

**Date of arrival:** ..... **Time:** ..... **Completion date:** ..... **Time:** .....

**Actual hours worked on site:** .....

**Signature of Artisan (Contractor):** .....

**CONTRACTOR**

I hereby declare that the installation as listed has been satisfactorily executed.

**SIGNED BY THE CONTRACTOR**

**Date:** ..... **Name:** ..... **Signature:** .....

**CLIENT DEPARTMENT** (To be completed by the Station Commander/designated officer). I have personally checked that the bidder inspected the work executed on site on the date stated. (However, I do not certify technical correctness)

**Remarks:** .....

**Name:** ..... **Rank:** ..... **Date:** .....

**Signature:** ..... **Telephone:** .....

South African Police
STAMP
PLEASE

Signature of Bidder.....

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**SPECIFICATION SUPPLY AND INSTALLATION OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE UNITS, INCLUDING THE MAINTENANCE OF EXISTING UNITS IN MPUMALANGA PROVINCE  
REGION ONE: SAPS**

**JOB CARD SERVICES**

Service Date: .....		Reference no. ....	
Place: .....	Institution .....	Location .....	
Service Description .....			
Contractor: .....			
<b>WORK EXECUTED DESCRIPTION</b>			

Use addendum if additional space is required. Attach the following documents: 1. Completed & signed servicing checklists page and monthly travel log sheet.

**Contractors Name:** .....

**Date of arrival:** ..... **Time:** ..... **Completion date:** ..... **Time:** .....

**Actual hours worked on site:** .....

**Signature of Contractor:** .....

**CONTRACTOR**

I hereby declare that the maintenance and servicing as listed have been satisfactorily executed and that all records have been updated.

**SIGNED BY THE CONTRACTOR**

**Date:** ..... **Name:** ..... **Signature:** .....

**CLIENT DEPARTMENT** (To be completed by the Station Commander/designated officer). I have personally checked that the bidder inspected the air conditioning units on the date stated. (However, I do not certify technical correctness)

Remarks: .....

Name: ..... Rank: ..... Date: .....

Signature: ..... Telephone: .....

South African Police
STAMP
PLEASE

Signature of Bidder.....

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**APPOINTMENT OF CONTRACTOR FOR SUPPLY AND INSTALLATION  
OF NEW AIR CONDITIONERS AND REPLACEMENT OF UNREPAIRABLE  
UNITS INCLUDING MAINTENANCE OF THE EXISTING UNITS IN  
MPUMALANGA PROVINCE REGION ONE (01): EIGHTEEN (18)  
DEVOLVED POLICE STATIONS FOR THE PERIOD OF THREE (03)  
YEARS**

**BID: 19/1/9/1/110TB(22)**

**PART C**

**CONTRACT**

**PART C 3**

**OCCUPATIONAL HEALTH AND SAFETY**

**///**



# HEALTH & SAFETY SPECIFICATION

## FOR CAPITAL WORKS AND PLANNED MAINTENANCE PROJECTS MANAGED ON BEHALF OF SOUTH AFRICAN POLICE SERVICE (THE "CLIENT")

Rev 2: H&S Specification

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### 1. PREAMBLE

In terms of Construction Regulation 5(1) (b) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), South African Police Service, as the Client must prepare a suitable, documented and coherent site specific health and safety specification for the intended construction work based on the baseline risk assessment.

The Client's further duties are as described in The Act and the Regulations made there-under. The Principal Contractor shall be responsible for the Health & Safety Policy for the site in terms of Section 7 of the Act and in line with Construction Regulation 7 as well as the Health and Safety Plan for the project.

This 'Health and Safety Specifications' document is governed by the "Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as 'The Act'. Notwithstanding this, cognizance should be taken of the fact that no single Act or its set of Regulations can be read in isolation. Furthermore, although the definition of Health and Safety Specifications stipulates 'a documented specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons', it is required that the entire scope of the Labour legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this specification document this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.

Due to the wide scope and definition of construction work, every construction activity and site will be different, and circumstances and conditions may change even on a daily basis. Therefore, due caution is to be taken by the Principal Contractor when drafting the Health and Safety Plan based on these Health and Safety Specifications. Prior to drafting the Health and Safety Plan, and in consideration of the information contained here-in, the contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard at the construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard. This Risk

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Assessment and the steps identified will be the basis or point of departure for the Health and Safety Plan.

The South African Police Service is tasked to provide accommodation and operational facilities to a very large proportion of its members. A very large number of State employees and public users of the facilities and the services provided there-in directly interacts with the facilities provided by the well-being, health and safety of a great number of people. This Department thus has directly or indirectly, an impact on the Republic of South Africa as well as the National Parliament.

In this a high premium is to be placed on the health and safety of the most valuable assets of the South African Police Service. These are its personnel, the personnel of its Clients and the physical assets of which it is the custodian and may also include the public as well. The responsibilities the Department and relevant stakeholders have toward its employees and other people present in the facilities or on the sites are captured further in this specification document. These responsibilities stem from both moral, civil and a variety of legal obligations. The Principal Contractor is to take due cognizance of the above statement.

Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the Agent and/or Client.

### 2. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT

These Specifications should be read in conjunction with the Act, the Construction Regulations and all other Regulations and Safety Standards which were or will be promulgated under the Act or incorporated into the Act and be in force or come into force during the effective duration of the project. The stipulations in this specification, as well as those contained in all other documentation pertaining to the project, including contract

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documentation and technical specifications shall not be interpreted, in any way whatsoever, to countermand or nullify any stipulation of the Act, Regulations and Safety Standards which are promulgated under, or incorporated into the Act.

### 3. PURPOSE

The **South African Police Service** is obligated to implement measures to ensure the health and safety of all people and properties affected under its custodianship or contractual commitments, and is further obligated to monitor that these measures are structured and applied according to the requirements of these Health and Safety Specifications.

The purpose of this specification document is to provide the relevant Principal Contractor (and his /her contractor) with any information other than the standard conditions pertaining to construction sites which might affect the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; and to protect persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work during the carrying out of construction work for the **South African Police Service**. The Principal Contractor (and his /her contractor) is to be briefed on the significant health and safety aspects of the project and to be provided with information and requirements on inter alia:

- a) Safety considerations affecting the site of the project and its environment;
- b) Health and safety aspects of the associated structures and equipment;
- c) submissions on health and safety matters required from the Principal Contractor (and his /her contractor); and
- d) the Principal Contractor's (and his /her contractor) health & safety plan.

To serve to ensure that the Principal Contractor (and his /her contractor) is fully aware of what is expected from him/her with regard to the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Regulations made there-under including the applicable safety standards, and in particular in terms of Section 6, 7 and 8 of the construction regulation (2014).

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- (a) the erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;
- (b) the installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling;
- (c) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or
- (d) the moving of earth, clearing of land, the making of an excavation, piling, or any similar type of work;

**Construction Work Permit** – means a document issued by the Provincial Director of Department of Labour

**“Contractor”** – means an employer, as defined in Section 1 of the Act, who performs construction work and includes Principal Contractors.

**“Contract Amount”** Financial value of the contract at the time of the award of the contract, exclusive of all allowance and any value added tax or sales tax which the law requires the employer to pay to the contractor.

**“Practical Completion Certificates”** A certificates issued in terms of a contract by the employer, signifying that the whole of the construction works have reached a state of readiness for occupation or use for the purposes intended, although some minor work may be outstanding.

**“Accident”** – means unplanned occurrence that happens due to the unsafe condition and may cause injury to a person, damage to the property, material, plant, equipment and the environment;

**“Hazard”** – means anything including work activities and practices with the potential to cause harm;

**“Risk”** – means the likelihood that harm will occur and the subsequent consequences.

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To inform the Principal Contractor that the Occupational Health and Safety Act, 1993 (Act 85 of 1993) in its entirety shall apply to the contract to which this specification document applies. The Construction Regulations promulgated on 07 February 2014.

### 4. DEFINITIONS - The most important definitions in the Act and Regulations pertaining to this specification document are hereby extracted.

**“Purpose of the Act”** – To provide for the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.

**“Health & Safety Specification”** – means a document that includes information required under the construction regulation and obtained from the clients & designers during the early planning & design stage for a specific project on a specific site for use by the contractors when preparing their tenders or bids to clients.

**“Health & Safety Plan”** – means a site, activity or project documented plan in accordance with the clients health and safety specification

**“Agent”** – means any person who acts as a representative for a client;

**“Client”** – means any person for whom construction work is performed;

**“Construction Health & Safety Agent (SACPCMP)”** – The person or entity appointed by the client through the Agent and who has a full authority and obligation to act on the clients behalf in terms of the construction regulations;

**“Construction Work”** is defined as any work in connection with –

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**“Risk assessment”** – means a process to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to mitigate, reduce or control such hazards.

**Health and Safety File** – means a file, or other record containing the information in writing required by Construction Regulations.

### 5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

#### 5.1 Structure and Organization of OH&S Responsibilities

##### 5.1.1. Overall Supervision and Responsibility for OH&S

- a) The Client and/or its Agent on its behalf to ensure that the Principal Contractor, appointed in terms of Construction Regulation 5(1)(k), implements and maintains the agreed and approved H&S Plan. Failure on the part of the Client or Agent to comply with this requirement will not relieve the Principal Contractor from any one or more of his/her duties under the Act and Regulations.
- b) The Chief Executive Officer of the Principal Contractor in terms of Section 16 (1) of the Act to ensure that the Employer (as defined in the Act) complies with the Act. The pro forma Legal Compliance Audit may be used for this purpose by the Principal Contractor or his/her appointed contractor.
- c) All OH&S Act (85 /1993), Section 16 (2) appointee/s as detailed in his/her/their respective appointment forms to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).
- d) The Construction Supervisor and Assistant Construction Supervisor/s appointed in terms of Construction Regulation 8 to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any

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deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).

- e) All Health and Safety Representatives (SHE-Reps) shall act and report as per Section 18 of the Act.

#### 5.1.2 Required appointments as per the Construction Regulations:-

Item	Regulation	Appointment	Responsible Person
1.	3.	Application Construction work permit	Client
2.	5(1)(k)	Principal contractor for each phase or project	Client
3.	5(6)	Construction Health & Safety Agent	Client
4.	7 (1)(c)	Contractor	Principal Contractor
5.	7(3)	Contractor	Contractor
6.	8(1)	Construction manager	Contractor
7.	8(2)	Assistance Construction manager	Contractor
8.	8(5)	Construction Safety Officer	Contractor
9.	8(7)	Construction Supervisor	Contractor
10.	8(8)	Responsible employee	Contractor
11.	9(1)	Competent risk assessor	Contractor
12.	10(1)	Fall protection planner	Contractor
13.	12(1)	Temporal work designer	Contractor
14.	12(2)	Supervisor of temporal work operation	Contractor
15.	12(3)(F)	Competent temporary works inspector	Contractor
16.	13(1)(a)	Excavation supervisor	Contractor
17.	13(2)(k)	Competent person in the use of explosive for excavations	Contractor
18.	14(1)	Competent demolition supervisor	Contractor
19.	14(11)	Explosives expert	Contractor
20.	16(1)	Scaffold supervisor	Contractor
21.	17(1)	Suspended platform supervisor	Contractor
22.	18(1)a	Rope access Supervisor	Contractor

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23.	19(8)(a)	Material hoist inspector	Contractor
24.	20(1)	Bulk mixing plant supervisor	Contractor
25.	21(2)(b)	Explosive actuated fastening device inspector	Contractor
26.	21(2)(g)	Explosive actuated fastening device cartridge, nails and studs: issuer & collector	Contractor
27.	23 (1)	Operator : construction vehicle and mobile plant	Contractor
28.	28 (a)	Stacking and storage supervisor	Contractor
29.	29 (h)	Fire equipment inspector	Contractor
OTHER APPOINTMENTS			
	ACT /REGULATION	APPOINTMENT	
1	16(1)	CEO	
2	16(2)	Deputy CEO	
3	17	Health and safety representatives	
4	19	Health and Safety committee members	
5	37(2)	Mandatory agreement	
6	GAR 9(2)	Incident investigator	
7	GSR 3	Competent First aider	
8	GSR 5(1)	Competent Confined space inspector	
9	DMR 18(5)(a)	Lifting machine inspector	
10	DMR 18(5)(a)	Lifting machine entity	
11	GMR 2	Supervisor of machinery	

#### 5.2 Communication, Participation & Consultation

5.2.1 Occupational Health & Safety matters/issues shall be communicated between the Employer, the Principal Contractor, the other Contractors, the Designer and other concerned parties shall be through the H&S Committee or other means determined by the client.

5.2.2 In addition to the above, communication may be directly to the Client or his appointed Agent, verbally or in writing, as and when the need arises.

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5.2.3 Consultation with the workforce on OH&S matters will be through their Supervisors and H&S Representatives ('SHE – Reps')

5.2.4 The Principal Contractor will be responsible for the dissemination of all relevant OH&S information to the other Contractors e.g. design changes agreed with the Client and/or its Agent on its behalf and the Designer, instructions by the Client and/or his/her agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.

#### 6. INTERPRETATION

a) The Occupational Health and Safety Act and all its Regulations, with the exception of the Construction Regulations, distinguish between the roles, responsibilities and functions of employers and employees respectively. It views consultants and contractors as employees of the "owner" of a construction or operational project, the "owner" being regarded as the employer.

b) (The position taken by the Construction Regulations is that the "owner", in terms of its instructions, operates (has to operate) in the role of client as per relevant definition. The contractors working for the "client" are seen to be in two categories, i.e. the Principal Contractor and Contractors.

c) The Principal Contractor has to take full responsibility for the health and safety on the site of the relevant project / contract. This includes monitoring health and safety conditions and overseeing administrative measures required by the Construction Regulations from all contractors on the project site.

#### 7. RESPONSIBILITIES

##### 7.1 Client

a) The Client or his appointed Agent on his behalf will appoint each Principal Contractor for this project or phase/section of the project in writing for assuming the role of Principal Contractor as intended by the Construction Regulations.

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b) The Client or his appointed Agent on his behalf shall discuss and negotiate with the Principal Contractor the contents of the health and safety plan of the both Principal Contractor and Contractor for approval.

c) The Client or his appointed Agent on his behalf will take reasonable steps to ensure that the health and safety plan of both the Principal Contractor and Contractor is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.

d) The Client or his appointed Agent on his behalf, will prevent the Principal Contractor and/or the Contractor from commencing or continuing with construction work should the Principal Contractor and/or the Contractor at any stage in the execution of the works be found to:

- have failed to have complied with any of the administrative measures required by the Construction Regulations in preparation for the construction project or any physical preparations necessary in terms of the Act;
- have failed to implement or maintain their health and safety plan;
- have executed construction work which is not in accordance with their health and safety plan; or

- act in any way which may pose a threat to the health and safety of any person(s) present on the site of the works or in its vicinity, irrespective of him/them being employed or legitimately on the site of the works or in its vicinity.

##### 7.2 Principal Contractor

a) The Principal Contractor shall accept the appointment under the terms and Conditions of Contract. The Principal Contractor shall sign and agree to those terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction. Annexure 2 of this construction regulation contains a "Notification of Construction Work" form. The Principal Contractor shall submit the notification in writing prior to commencement of work and inform the Client or his Agent accordingly.

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- b) The Principal Contractor shall ensure that he is fully conversant with the requirements of this Specification and all relevant health and safety legislation.
- c) The Principal Contractor will in no manner or means be absolved from the responsibility to comply with all applicable sections of the Act, the Construction Regulations or any Regulations proclaimed under the Act or which may be applicable to this contract.
- d) The Principal Contractor shall provide and demonstrate to the Client a suitable and sufficiently documented health and safety plan based on this Specification, the Act and the Construction Regulations, which shall be applied from the date of commencement of and for the duration of execution of the works. This plan shall, as appendices, include the health and safety plans of all Sub-contractors for which he has to take responsibility in terms of this contract.
- e) The Principal Contractor shall provide proof of his registration and good standing with the Compensation Fund or with a licensed compensation insurer prior to commencement with the works.
- f) The Potential Principal Contractor shall, in submitting his tender, demonstrate that he has made provision for the cost of compliance with the specified health and safety requirements, the Act and Construction Regulations. (Note: This shall have to be contained in the conditions of tender upon which a tenderer's offer is based.)
- g) The Principal Contractor shall consistently demonstrate his competence and the adequacy of his resources to perform the duties imposed on the Principal Contractor in terms of this Specification, the Act and the Construction Regulations.
- h) The Principal Contractor shall ensure that a copy of his health and safety plan is available on site and is presented upon request to the Client, an Inspector, Employee or Sub-contractor.
- i) The Principal Contractor shall ensure that a health and safety file, which shall include all documentation required in terms of the provisions of this Specification, the Act

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- c) H&S responsibilities: Prior to accepting the H&S agent appointment from clients, H&S agents need to ensure that they brief clients fully on the client's particular responsibilities in terms of the OH&SA of 1993 and Construction Regulations as amended from time to time. In the absence of acceptance by clients of these responsibilities, H&S agents will not be able to adequately meet their own H&S responsibilities and duties.
- d) H&S information: H&S agents must provide the designer or design team with all H&S information to enable them to conduct a design HIRA to identify the significant hazards that need to be included in the H&S specification. This information may be gathered from multiple sources such as, for example, discussion with the client, previous historical use of the site or facility, previous surveys and investigations and past H&S files.

## 8. SCOPE OF WORK

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

Construction Regulation 5(1)(g) determines that potential contractors submitting tenders have made adequate provision for the cost of health and safety measures during the construction process. The Principal Contractor shall on tendering make provision for the cost of health and safety measures in terms of his/her documented Health and Safety Plan and measures based on these Health and Safety Specifications during the period of the project. The cost shall be duly quantified and clearly identified for such identifiable purpose.

## 9. PREPARING A HEALTH & SAFETY PLAN

- (a) The level of detail required for a H&S plan will depend on how complex the workplace is (in particular, the number of contractors at the workplace at any one time) and the risks involved in the work. The plan must be easily accessible in a construction site and it must be clearly understood by management, supervisors & workers on construction site.

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and the Construction Regulations, is opened and kept on site and made available to the Client or Inspector upon request. Upon completion of the works, the Principal Contractor shall hand over a consolidated health and safety file to the Client.

- j) The Principal Contractor shall, throughout execution of the contract, ensure that all conditions imposed on his Sub-contractors in terms of the Act and the Construction Regulations are complied with as if they were the Principal Contractor.
- k) The Principal Contractor shall from time to time evaluate the relevance of the Health and Safety Plan and revise the same as required, following which revised plan shall be submitted to the Client and/or his/her Agent for approval.

## 7.3 Contractor

The contractor must demonstrate to the Principal Contractor that he has the Necessary competencies and resources to perform the construction work safely.

## 7.4 Construction Health & Safety Agent (SACPCMP)

The construction Health & Safety Agent act as a link between the client, Principal Contractor and the project team members with respect to health & Safety. They are Required to ensure that the client carry out its H&S responsibilities in terms of Legislation as well as to co-ordinate and ensure good H&S practices are maintained Throughout the duration of the project. In many cases this role starts from project Initiation to project close-out.

- a) H&S competence: In the event that the client is unable to satisfy the requirements of the Construction Regulations for whatever reasons, the construction H&S agent may be appointed to perform these functions on behalf of the client. Given the need to appoint a registered construction H&S agent that is competent and adequately resourced with respect to H&S matters.
- b) H&S goals: It is important that the construction H&S agents demonstrate clearly to clients how they are going to contribute to the achievement of any client H&S goals and objectives. They should also set their own H&S goals.

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- (b) The plan must be implemented, maintained and kept up to date during the construction of the project.

- (c) The principal contractor should prepare a H&S plan that includes

- project information;
- client requirements for H&S management on the project; Environmental restrictions and existing on-site risks arrangements, imposed by others or developed by the principal contractor, to control significant site H&S risks; H&S file & project H&S review.

- (d) The H&S plan should include the following information:

- details of the client, that is the person commissioning the construction work, for example their name, representative and contact details;
- details of the principal contractor;
- details of the construction project, for example address of the workplace, anticipated start and end date and a brief description of the type of construction work that the H&S plan will cover;
- details on how subcontractors will be managed and monitored, including how the principal contractor intends to implement and ensure compliance with the H&S plan such as checking on the performance of subcontractors and how non-compliance will be handled; and
- details on how the risks associated with falls, falling objects, moving plant, electrical work and all high risk construction work that will take place on a construction project will be managed.

- (e) The H&S plan should also include information on:

- the provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage;
- the safe use and storage of plant;
- the development of a construction project traffic management plan;
- obtaining and providing essential services information – electrical, gas, telecom, water and similar services;

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- workplace security and public safety; and
- ensuring workers have appropriate licences and training to undertake the construction work.

(f) The H&S plan must contain:

- a general description of the type of work activities involved in the project and not just a description of the facility to be constructed;
- the project program or schedule details, including start and finish dates, showing principal activities;
- details of client, design team, principal contractor, subcontractors, and major suppliers; and
- extent and location of relevant existing records, surveys, site investigation and geotechnical reports, 'as-built' plans, H&S files.

## 10. HEALTH AND SAFETY FILE

- The H&S file is a document prepared by the principal contractor containing important project H&S information for use by the owner of the completed structure after construction has been completed.
- The principal contractor is responsible for producing an H&S file. It contains important project H&S information for use by the owner of the completed structure after construction has been completed. It is essential that the process of compiling the file commences as early as possible to ensure sufficient time to gather the required information.
- The Principal Contractor must, in terms of Construction Regulation 7(2) (b), keep a Health & Safety File on site at all times that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor and the agreements between the parties and details of work being done. A more detailed list of documents and other legal requirements that must be kept in the Health & Safety File.

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5(1)(n) to ensure that the principal Contractor has implemented, is adhering to and is maintaining the agreed and approved OH&S Plan.

- A representative of the Principal Contractor and the relevant Health and Safety Representative(s) (SHE-Reps) must accompany the Client and/or its Agent on its behalf on all Audits and Inspections and may conduct their own audit/inspection at the same time. Each party will, however, take responsibility for the results of his/her own audit/inspection results. The Client and/or its Agent on its behalf may require to be handed a copy of the minutes of the previous Health and Safety Committee meeting reflecting possible recommendations made by that committee to the Employer for reference purposes.

### 11.1.2 Health & Safety incident/accident reporting & investigations

- The Principal Contractor shall report all incidents where an employee is injured on duty to the extent that he/she:
  - dies
  - becomes unconscious
  - loses a limb or part of a limb
  - is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed

OR where:

- a major incident occurred
- the health or safety of any person was endangered
- where a dangerous substance was spilled
- the uncontrolled release of any substance under pressure took place
- machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects

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- The contractor must ensure that the client's format and layout of the H&S file is adhered to. The contractor must identify the responsible person that will prepare the H&S file and who will be responsible for the drafting of as-built drawings. The contractor must establish procedures;

- The Health and Safety File will remain the property of the Client and/or its Agent on its behalf throughout the period of the project and shall be consolidated and handed over to the Client and/or its Agent on its behalf at the time of completion of the project.

## 11. OH&S GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OH&S PERFORMANCE

The Principal Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report on this to the Client and/or its Agent on its behalf on a monthly basis.

### 11.1 IDENTIFICATION OF HAZARDS AND DEVELOPMENT OF RISK ASSESSMENTS, STANDARD WORKING PROCEDURES (SWP) AND METHOD STATEMENTS

The Principal Contractor is required to develop Risk Assessments, Standard Working Procedures (SWP) and Method Statements for each activity executed in the contract or project.

The identification of hazards is over and above the hazards identification programme and those hazards identified during the drafting of the Health and Safety Plan.

#### 11.1.1 Monthly Audit by Client and/or its Agent.

The Client and/or its Agent on its behalf will be conducting Periodic Audits at times agreed with the Principal Contractor Audit to comply with Construction Regulation

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- Machinery ran out of control, to the Provincial Director of the Department of Labour within seven days and at the same time to the Client and/or its Agent on its behalf.

- The Principal Contractor is required to provide the Client and/or its Agent on its behalf with copies of all statutory reports required in terms of the Act and the Regulations.

- The Principal Contractor is required to provide the Client and/or its Agent on its behalf with a monthly "SHE Risk Management Report".

- The Principal Contractor is required to provide a.s.a.p. the Client and/or its Agent on its behalf with copies of all internal and external accident/incident investigation reports. The Principal Contractor is responsible to oversee the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she/they had to receive first aid or be referred for medical treatment by a doctor, hospital or clinic. (General Administrative Regulation 9)

- The results of the investigation to be entered into the Accident/Incident Register listed above. (General Administrative Regulation 9)

- The Principal Contractor is responsible for the investigation of all non-injury incidents as described in Section 24 (1) (b) & (c) of the Act and keeping a record of the results of such investigations including the steps taken to prevent similar incidents in future.

- The Principal Contractor is responsible for the investigation of all accidents relating to the construction site and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

- Notwithstanding the requirements of Section 24 of the Act, ALL incidents shall be investigated and reported on in writing, irrespective of whether such incident gave rise to injury or damage.

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#### (i) Reporting Of Near-Misses

- **South African Police Service** views the reporting of near misses as a critical component in creating a positive health and safety awareness culture on site.
- **South African Police Service** retains the right to enforce the reporting of near misses within 24 hours of occurrence.

### 12. Review

The Principal Contractor is to review the Hazard Identification, Risk Assessments and Standard Work Processes at each Production Planning and Progress Report meeting as the construction work develops and progresses and each time changes are made to the designs, plans and construction methods and processes.

The Principal Contractor must provide the Client and/or its Agent on its behalf, other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.

### 12.1 Site Rules and other Restrictions

#### a) Site OH&S Rules

The Principal Contractor must develop a set of site-specific OH&S rules that will be applied to regulate the Health and Safety Plan and associated aspects of the construction. When required for a site by law, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary.

- H&S Representatives must form part of the incident/accident investigating team.

#### 12.1.3 Establishment of H&S Committee(s)

- The Principal Contractor must establish H&S Committees consisting of designated H&S Representatives together with a number of Employers Representatives appointed as per Section 19(3) that are not allowed to exceed the number of H&S Representatives on the committee.
- The persons nominated by the employer on a H&S Committee must be designated in writing for such period as may be determined by him. The H&S Committee shall co-opt advisory (temporary) members and determine the procedures of the meetings including the chairmanship.
- The H&S Committee must meet minimum monthly and consider, at least, an agreed Agenda for the first meeting. Thereafter the H&S Committee shall determine its own procedures.

#### 12.1.4 Training & Awareness

The contents and syllabi of all training required by the Act and Regulations including any other related or relevant training as required must be included in the Principal Contractor's Health and Safety Plan and Health and Safety File.

##### a) Training & Induction

All employees performing work or task on site that potentially impact on H&S must be competent & have the necessary appropriate education, training & experience.

All the training must be closely aligned with the risk profile of the project; procedures must be put in place to ensure that all workers are aware of the consequences of their work activities & benefits of improved H&S performance.

All employees of the Principal and other Contractors must be in possession of proof of General Induction training

#### b) Security Arrangements

The Principal Contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must include the rule that non-employees shall at all times be provided with fulltime supervision while on site. The Principal Contractor must develop a set of Security rules and procedures and maintain these throughout the construction period.

If not already tasked to the H&S Officer appointed in terms of Construction Regulation, the Principal Contractor must appoint a competent person who must develop contingency plans for any emergency that may arise on site as indicated by the risk assessments.

### 12.1.1 Appointment of Health & Safety Representatives

#### a) H&S Representatives('SHE – Reps')

Where the Principal Contractor employs more than 20 persons (including the employees of other Contractors (sub-contractors) he has to appoint one H&S Representatives for every 50 employees or part thereof. (Section 17 of the Act and General Administrative Regulation 6, & 7.)

H&S Representatives must be appointed in writing and the designation shall be in accordance with the Collective Agreement as concluded between the parties as is required in terms of General Administration Regulation 6.

### 12.1.2 Duties and Functions of the H&S Representatives

- The Principal Contractor must ensure that the designated H&S Representatives conduct at least a weekly inspection of their respective areas of responsibility using a checklist developed by a Principal Contractor.
- The report must be consolidated and submitted to the Health & Safety Committee.

#### b) Site Specific Induction Training

All employees of the Principal and other Contractors must be in possession of Site Specific Occupational Health and Safety Induction or other qualifying training.

#### c) Other Training

All operators, drivers and users of construction vehicles, mobile plant and other equipment must be in possession of valid proof of training.

## 13. PROJECT/SITE SPECIFIC REQUIREMENTS

The following is a list of specific activities and considerations that have been identified for the project and site and for which Risk Assessments, Standard Working Procedures (SWP), management and control measures and Method Statements (where necessary) have to be developed by the Principal Contractor:

- a) Clearing & grubbing the area/site
- b) Site establishment
- c) Dealing with existing structures
- d) Location of existing services
- e) Boundary & Access control/Public liability exposures
- f) Protection against heat exhaustion, dehydration, wet & cold conditions
- g) Dealing with HIV & aids other related diseases
- h) Use of portable electrical & explosive tools
- i) Any Excavation work and **Demolition work**
- j) Any welding work
- k) Loading & offloading of trucks
- l) Driving & operations of Construction vehicles & mobile plant
- m) Temporal works and
- n) Construction work as defined in the construction regulation 2014

14. OUTLINED DATA, REFERENCES AND INFORMATION ON CERTAIN AND/OR SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE COMPLIANCE

Administrative & Legal Requirements

OH&S Act Section/ Regulation	Subject	Requirements
Construction Regulation 1	Notice of carrying out Construction work	<ul style="list-style-type: none"> <li>Department of Labour notified</li> <li>Copy of Notice available on Site</li> </ul>
General Admin. Regulation 4	Copy of OH&S Act (Act 95 of 1993)	<ul style="list-style-type: none"> <li>Updated copy of Act &amp; Regulations on site.</li> <li>Readily available for perusal by employees.</li> </ul>
COIDA Act Section 80	Registration with Compensation Insurer	<ul style="list-style-type: none"> <li>Written proof of registration/Letter of good standing available on Site</li> </ul>
Construction Regulation 5 & 7(1)	H&S Specification & Programme	<ul style="list-style-type: none"> <li>H&amp;S Spec received from Client and/or its Agent on its behalf</li> <li>OH&amp;S programme developed &amp; Updated regularly</li> </ul>
Section 8(2)(d) Construction Regulation 9	Hazard Identification & Risk Assessment	<ul style="list-style-type: none"> <li>Hazard Identification carried out/Recorded</li> <li>Risk Assessment and - Plan drawn up/Updated</li> <li>RA Plan available on Site</li> <li>Employees/Sub-Contractors informed/trained</li> </ul>
Section 16(2)	Assigned duties (Managers)	<ul style="list-style-type: none"> <li>Responsibility of complying with the OH&amp;S Act assigned to other person/s by CEO.</li> </ul>
Construction Regulation 8(1)	Designation of Person Responsible on Site	<ul style="list-style-type: none"> <li>Competent person appointed in writing as Construction Supervisor with job description</li> </ul>
Construction Regulation 8(2)	Designation of Assistant for above	<ul style="list-style-type: none"> <li>Competent person appointed in writing as Assistant Construction Supervisor with job description</li> </ul>
Section 17 & 18 General Administrative Regulations 6 & 7	Designation of Health & Safety Representatives	<ul style="list-style-type: none"> <li>More than 20 employees - one H&amp;S Representative, one additional H&amp;S Rep. for each 50 employees or part thereof</li> <li>Designation in writing, period and area of responsibility specified in terms of GAR 6 &amp; 7</li> <li>Meaningful H&amp;S Rep. reports.</li> <li>Reports actioned by Management.</li> </ul>

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Section 19 & 20 General Administrative Regulations 5	Health & Safety Committees	<ul style="list-style-type: none"> <li>H&amp;S Committees established.</li> <li>All H&amp;S Reps shall be members of H&amp;S Committees</li> <li>Additional members are appointed in writing</li> <li>Meetings held monthly. Minutes kept.</li> <li>Actioned by Management</li> </ul>
Section 37(1) & (2)	Agreement with Mandatories/ (Sub-)Contractors	<ul style="list-style-type: none"> <li>Written agreement with (Sub-)Contractors</li> <li>List of SubContractors displayed.</li> <li>Proof of Registration with Compensation Insurer/Letter of Good Standing</li> <li>Construction Supervisor designated</li> <li>Written arrangements re H&amp;S Reps &amp; H&amp;S Committee</li> <li>Written arrangements re. First Aid</li> </ul>
Section 24 & General Admin. Regulation 8 COIDA Act Sect.38, 39 & 41	Reporting of Incidents (Dept. of Labour)	<ul style="list-style-type: none"> <li>Incident Reporting Procedure displayed</li> <li>All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1)(WCL 1 or 2) and to the Client and/or its Agent on its behalf</li> <li>Cases of Occupational Disease Reported</li> <li>Copies of Reports available on Site</li> <li>Record of First Aid injuries kept</li> </ul>
General Admin. Regulation 9	Investigation and Recording of Incidents	<ul style="list-style-type: none"> <li>All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing.</li> <li>Copies of Reports (Annexure 1) available on Site</li> <li>Tabled at H&amp;S Committee meeting</li> <li>Action taken by Site Management</li> </ul>
Construction Regulation 10	Fall Prevention & Protection	<ul style="list-style-type: none"> <li>Competent person appointed to draw up the Fall Protection Plan</li> <li>Proof of appointees competence available on Site</li> <li>Risk Assessment carried out for work at heights</li> <li>Fall Protection Plan drawn up/updated</li> <li>Available on Site</li> </ul>
Construction Regulation 20 Driven Machinery	Cranes & Lifting Machines Equipment	<ul style="list-style-type: none"> <li>Competent person appointed in writing to inspect Cranes, Lifting Machines &amp; Equipment</li> <li>Written Proof of Competence of above appointee available on Site</li> </ul>

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Regulations 18		<ul style="list-style-type: none"> <li>Cranes &amp; Lifting tackle identified/numbered</li> <li>Register kept for Lifting Tackle</li> <li>Log Book kept for each individual Crane</li> <li>Inspection: - All cranes - daily by operator</li> <li>- Tower Cranes/ - after erection/monthly</li> <li>- Other cranes - annually by comp. person</li> <li>- Lifting tackle(slings/ropes/chain slings etc.) - daily or before every new application</li> </ul>
General Safety Regulation 8(1)(a)	Designation of Stacking & Storage Supervisor	<ul style="list-style-type: none"> <li>Competent Person/s with specific knowledge and experience designated to supervise all Stacking &amp; Storage</li> </ul>
Construction Regulation Environmental Regulation 9	Designation of a Person to Co-ordinate Emergency Planning And Fire Protection	<ul style="list-style-type: none"> <li>Written Proof of Competence of above appointee available on Site</li> <li>Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures</li> <li>Emergency Evacuation Plan developed:</li> <li>Drills/Practices</li> <li>Plan &amp; Records of Drills/Practices available on Site</li> <li>Fire Risk Assessment carried out</li> <li>All Fire Extinguishing Equipment identified and on register</li> <li>Inspected weekly. Inspection Register kept</li> <li>Serviced annually</li> </ul>
General Safety Regulation 3	First Aid	<ul style="list-style-type: none"> <li>Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed)</li> <li>First Aid freely available</li> <li>Equipment as per the list in the OH&amp;S Act.</li> <li>One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed)</li> <li>List of First Aid Officials and Certificates</li> <li>Name of person/s in charge of First Aid box/es displayed.</li> <li>Location of First Aid box/es clearly indicated.</li> <li>Signs instructing employees to report all</li> <li>Injuries/illness including first aid injuries</li> </ul>

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General Safety Regulation 2	Personal Safety Equipment (PSE)	<ul style="list-style-type: none"> <li>PSE Risk Assessment carried out</li> <li>Items of PSE prescribed/use enforced</li> <li>Records of issue kept</li> <li>Undertaking by Employee to use/wear PSE</li> <li>PSE remain property of Employer, not to be removed from premises GSR 2(4)</li> </ul>
General Safety Regulation 9	Inspection & Use of Welding/Flame Cutting Equipment	<ul style="list-style-type: none"> <li>Competent Person/s with specific knowledge and experience designated to inspect Electric Arc, Gas Welding and Flame Cutting Equipment</li> <li>Written Proof of Competence of above appointee available on Site</li> <li>All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately</li> <li>Equipment identified/numbered and entered into a register</li> <li>Equipment inspected weekly. Inspection Register kept</li> <li>Separate purpose made storage available for full and empty vessels</li> </ul>
General Safety Regulation 13A	Inspection of Ladders	<ul style="list-style-type: none"> <li>Competent person appointed in writing to inspect Ladders</li> <li>Ladders inspected at arrival on site and weekly thereafter. Inspections register kept</li> <li>Application of the types of ladders (wooden, aluminium etc.) regulated by training and inspections and noted in register</li> </ul>
General Safety regulation 13B	Ramps	<ul style="list-style-type: none"> <li>Competent person appointed in writing to supervise the erection &amp; inspection of Ramps. Inspection register kept.</li> <li>Daily inspected and noted in register</li> </ul>

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## 15. THE PRINCIPAL CONTRACTOR'S GENERAL DUTIES

- The Principal Contractor shall at all times ensure his status of an "employer" as referred to in the Act, and will abide by his/her responsibilities, duties and functions as per the requirements of the Act and Regulations with specific reference to Section 8 of the Act.
- The Principal Contractor shall keep, and on demand make available, a copy of the Act on site at all times and in addition to that he/she will introduce and maintain a file titled "Health and Safety File", or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations. He/she will make this file available to the client or his representative whenever necessary or on request to an interested party.
- The project under control of the Principal Contractor shall be subject to periodic health and safety audits that will be conducted by the client at intervals agreed upon between the Principal Contractor and the client, provided such intervals will not exceed periods of one month.
- The Principal Contractor is to ensure that he/she and all persons under his control on the construction site shall adhere to the above specifications.
- The Principal Contractor should note that he/she shall be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to the above Health and Safety Specifications and the Health and Safety Plan based on these specifications.

## 16. THE PRINCIPAL CONTRACTOR'S SPECIFIC DUTIES

The Principal Contractor's specific duties in terms of these specifications are detailed in the Construction Regulations as published under government notice 07 February 2014, stipulated in Section 7.

## 17. THE PRINCIPAL CONTRACTOR'S SPECIFIC RESPONSIBILITIES WITH REGARD TO HAZARDOUS ACTIVITIES

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- d. The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SABS 0400)
- e. The Post Office Act 1958 (Act 44 of 1958) as amended
- f. The Electricity Act 1984, Act 41 of 1984
- g. The Regulations of Local Gas Board(s), including Publications of the SABS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4<sup>th</sup> October 1997
- h. Legislation pertaining to water usage and the environment
- i. Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.)
- j. Common Law

## 19. HOUSEKEEPING

Good housekeeping will be maintained at all times as per Construction Regulation No. 27. Poor housekeeping contributes to three major problems, namely, costly or increased accidents, fire or fire hazards and reduction in production. Good housekeeping will enhance production time.

In promotion of environmental control all waste, rubble, scrap etc, will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Principal Contractor will ensure that the matter is brought to record with the client or his representative, after which suitable, acceptable alternatives will be sought and applied.

Dross and refuse from metals, and waste matters or by-products whose nature is such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an inspector.

NOTE: No employer (Principal Contractor) shall require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of Health and Safety.

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The following examples of activities are identifiable as hazardous in terms of the Construction Regulations. The contractor shall execute the activities in accordance with the following Construction Regulations and other applicable regulations of the Act:

- Fall protection
- Structures
- Excavation work
- Demolition work
- Scaffolding
- Construction vehicles & mobile plant.
- Water environments
- Housekeeping on construction sites
- Fire precautions on construction sites.

This list must not be taken to be exclusive or exhaustive! All of the above requirements will be read in conjunction with the relevant regulations and health and safety standards as required by the Act. All documents and records required by the Construction Regulations will be kept in the Health and Safety File and will be made available at any time when required by the client or his representative, or on request to an interested party.

## 18. GENERAL NOTES TO THE PRINCIPAL CONTRACTOR

### Legal Framework

#### Part of legal obligations

The more important Acts and relevant subordinate/secondary legislation as well as other (inter alia Local Government) legislation that also apply to the State as well as to State owned buildings and premises: -

- a. The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises"
- b. The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority
- c. The Fire Brigade Services Act 1987, Act 99 of 1987 as amended

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## 20. FACILITIES

The site establishment plan shall make provision for:

### 20.1 Dining room facilities

The contractor shall make provision for adequate dining room facilities for his employees on site.

### 20.2 Change rooms

The contractor shall make provision for adequate change rooms for his employees on site.

### 20.3 Ablution facilities

The contractor shall make provision for adequate ablution facilities for his employees on site.

### 20.4 Smoking Areas

Designated smoking areas shall be established by Principal Contractor

### 20.5 Drinking Water Facilities

The provision of drinking water facilities shall be negotiated between the Contractor and client.

### 20.6 Equipment Compliance Certificates

Before equipment is brought on site valid certificates of compliance issued by a competent person shall be presented. The equipment includes but shall not be limited to:

- i. lifting equipment and lifting tackle
- ii. power driven machinery
- iii. electrical equipment
- iv. testing and monitoring equipment

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## 20.7 Barricading

All barricading shall be of the rigid type unless the use of non-rigid barricading has been approved in writing by South African Police Service Project Manager. The contractors' barricading standard shall be included in the Health and Safety Plan.

Where more than one contractor is working on a site, the fixed barricading shall be clearly marked with the company's name, site contact person as well as the contact number/s.

## 20.8 Erection of Structures for Logistic Support

Prior to site establishment South African Police Service shall approve the contractor's site plan.

South African Police Service shall approve all structures erected for logistical support by the contractor. These structures include fences, workshops, tool sheds, offices, ablution facilities, etc.

## 20.9 Salvage Yard Management

Depending on the site specific arrangements and procedures, South African Police Service may provide the salvage yard and the resources to manage it.

The salvage yard management shall conform to safety, health and environmental requirements. The contractors are required to move the equipment from the place of work to the salvage yard.

## 20.10 Fall Arrest and Prevention Equipment

Approved fall prevention equipment shall be used at heights of less than 2.0 metres. Above heights of 2.0 metres fall prevention equipment shall include fall arrest Equipment. Users of fall arrest equipment shall, amongst other things be trained in what an appropriate load bearing point is for connecting fall prevention equipment. Any deviation from this requirement shall be negotiated and agreed with South African Police Service in writing.

- 1) an evaluation of the method of the work to be conducted
- 2) the method statement on the procedure to be followed in performing the task shall be developed
- 3) the risk assessment will also include activities like:
  - i. Transportation of passengers and goods to and from site
  - ii. Site establishment
  - iii. Physical and mental capabilities of employees
  - iv. Others as may be specified.
- 4) the hazards as listed in the paragraph – Site Specific Health and Safety Hazards
- 5) a review plan for risk assessments shall provide for:
  - i. the quarterly review of all applicable risk assessments
  - ii. the review of an assessment if there is reason to believe that the previous assessment is no longer valid, or there has been a change in a process, work methods, equipment or procedures and working conditions
  - iii. Risk assessment/s to be reviewed if the outcome of incident investigations and audits etc. requires such action.

A pre - task risk assessment shall be conducted in writing on every task and be facilitated by the team leader. All risk assessments and pre-task risk assessments shall be filed and be available on site.

### b) Risk Profile

All contractors shall submit a risk profile of the work to be conducted with their Health and Safety Plan.

### c) Risk Based Inspection Program

The inspection programme shall be risk based. The inspection plan shall form part of the Health and Safety Plan.

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## 20.11 Hazardous Chemical Substances Waste Removal

South African Police Service shall provide a facility to collect all hazardous chemical waste material. The contractor shall provide adequately marked and sealable containers to transport the hazardous chemical waste from the source to the approved South African Police Service disposal point.

## 20.12 Personal Protective Equipment (PPE)

Personal protective equipment issued shall be specific to the risks associated with the work to be performed and specific to conditions on site and shall comply with South African National Standards (SANS).

## 21. LOCKOUT SYSTEMS

A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable.

Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before commencing with any work or repairs.

## 22. IMPORTANT LISTS AND RECORDS TO BE KEPT

The following are lists of several records that are to be kept in terms of the Construction Regulations. The lists are:

- i. List of appointments
- ii. List of record keeping responsibilities
- iii. Inspection checklist





### a) Contractor Risk Assessment Process

The risk assessment process shall include:

## IMPORTANT CONTACT DETIALS

### (FOR HEALTH & SAFETY ASPECTS ONLY)

The contractor is to add all the important contact information about essentials services, support and assistance.

	SERVICE	NUMBER	CONTACT PERSON
	Hospital		
	Ambulance		
	Water Electricity		
	Police		
	Fire Brigade		
	Engineer		

ADD OTHER IMPORTANT HEALTH & SAFETY CONTACT DETAILS AS MAY BE FOUND NECESSARY.

SECTION 37(2) AGREEMENTS  
CONCLUDED BETWEEN  
**SOUTH AFRICAN POLICE SERVICE**  
(Hereinafter referred to as **South African Police Service**)

AND

(Name of contractor/supplier/Agent)

I, .....  
(name) representing ..... [insert name of  
contractor/supplier], do hereby acknowledge that .....  
[insert name of contractor/supplier] is an employer in his/her own right, with duties as prescribed in  
the Occupational Health and Safety Act No. 85 of 1993 ("the Act"), as amended, and agree to ensure  
that all work will be performed and/or machinery or plant used in accordance with the provisions of  
the Act.

I undertake that ..... [insert name of contractor/supplier]  
shall strictly adhere to, and ensure that his/her employees adhere to, the provisions of the  
Occupational Health and Safety Act, 1993 (Act 85 of 1993).

I have been provided with SHE specifications for project/service ..... [insert  
brief details of project/service, for example, name, contract/project number]  
..... and will comply with the requirements set out in these.

I accept and agree that the SHE specifications constitute arrangements and procedures between  
..... [insert name of contractor/supplier/Agent  
Safety Manager/Safety Officer] and **South African Police Service** which will ensure compliance by  
..... [insert name of contractor/supplier] with the  
provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification,  
or waiver of any of the provisions of this agreement or consent to any departure from these shall,  
in any manner, be of any force or effect, unless confirmed in writing and signed by both parties, and

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such variation, modification, waiver, or consent shall be effective only in the specific instance and  
for the specific purpose and to the extent for which it was made or given.

This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has  
the requisite authority to do so.

Signed this ..... day of ..... 20 ..... at

..... (Place)

(Full name) ..... (Signature) ..... on

behalf of ..... (Supplier/contractor/Agent)

**Contractor Responsible Manager** (responsible for signing the **South African Police Service**  
contract on behalf of the contractor)

Witnesses

1. ....

2. ....

Signed this ..... day of ..... 20 .....

at ..... (Place)

(Full name) ..... (Signature) ..... on

Behalf of **South African Police Service**.

(Contracts and/or Project Manager or **South African Police Service** representative)

Witnesses

1. ....

2. ....

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PROJECT: .....  
(full name AND site address of project)  
(and full or proper description of project)

WCS NO: ..... (works control system number)

**SUPERVISION BY THE SOUTH AFRICAN POLICE SERVICE:**

**Mr /Ms/Me** - **CONSTRUCTION PROJECT MANAGER**  
(add full details of the project manager)

**Mr /Ms/Me** - **CONSTRUCTION MANAGER**  
(add full details )

**Mr /Ms/Me** **AGENT:**  
(full particulars of agent)

**SUPERVISION BY THE PRINCIPAL CONTRACTOR:**

**PRINCIPAL CONTRACTOR:** (full particulars of principle contractor / contractor)

**Mr /Ms/Me** - **CONSTRUCTION HEALTH & SAFETY OFFICER**  
(add full details and contact of this officer)

**Mr /Ms/Me** - **CONSTRUCTION HEALTH & SAFETY MANAGER**  
(add full details of this officer)

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Mr /Ms/Me

- CONSTRUCTION MANAGER  
(add full details of the head of the project)

.....  
.....