



**RATLOU**  
Local Municipality

# RATLOU LOCAL MUNICIPALITY

**CIDB Class Grading 6CE or Higher**

**CONTRACT NO.: NW381/TECH-PMU06/2025/2026  
FOR**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONTRACTOR FOR THE  
CONSTRUCTION OF A LICENSE TESTING GROUND AT SETLAGOLE THUSONG SERVICE  
CENTRE**

**TENDER DOCUMENT**

**CIDB GRADING: 6CE OR HIGHER**

**CLOSING DATE: 16 FEBRUARY 2026**

**NAME OF TENDERER:** .....

**CRS NO.**.....

**CSD MAAA NO.** .....

**EMAIL ADDRESS**.....

**ADDRESS**.....

.....

**TENDER SUM:** R.....

**PREPARED BY:**

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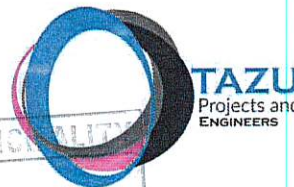
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**ISSUED BY:**

**Municipal Manager  
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**RATLOU**  
Local Municipality



**EXPANDED PUBLIC WORKS PROGRAMME  
CONTRIBUTING TO A NATION AT WORK**



**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LICENSE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**  
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T.1

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## **T. THE TENDER**

### **PART T1: TENDERING PROCEDURES**

### **PART T2: RETURNABLE DOCUMENTS**



T.2

**RATLOU LOCAL MUNICIPALITY**

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## **PART T1: TENDERING PROCEDURES**

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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LICENSE TESTING GROUND AT THUSONG SERVICE CENTRE**

**RATLOU LOCAL MUNICIPALITY**

**T1.1 BID NOTICE AND INVITATION TO BID**

Bidders are hereby invited to bid for the following projects:

NO	Project Number	Project Description	Compulsory Briefing Date & Venue	Closing Date	CIDB Grading	Amount
1.	NW381/TECH-PMU06/2025/2026	APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE	Not Applicable	16 February 2026 at 11:00am	6CE or higher	R1000.00

The employer is Ratlou Local Municipality represented by the Municipal Manager.

Bid documents will be obtainable from Ratlou Local Municipal offices from **Tuesday, 20 January 2026** from the cashiers; at a non-refundable deposit of **R1000.00** payable in cash or bank guaranteed cheque. Bid documents can also be downloaded from online service ([www.onlinetender.co.za](http://www.onlinetender.co.za)) at **no cost**.

Completed and signed tender documents must be sealed in an envelope and marked with the relevant project number and project description and be deposited in the tender box at Ratlou Local Municipality Offices in Madibogo before the closing date and time.

The municipality shall adjudicate and award tenders in accordance with the Preferential Procurement Policy Framework Act, 5/2000 and revised procurement regulation 2022 on 100 points for functionality and 80/20 points system where 80 points are for the price and 20 points are for Specific Goals (according to the said legislation). Details of Functionality are in the bid document. Bids will remain valid for 90(ninety) working days.

The lowest and any tender will not necessarily be accepted, and the Municipality reserves the right not to consider any tender not fully completed. Bidders are required to initial each page of the tender document and sign where necessary.

**For enquiries contact:**

**Supply Chain Unit** : **Mr I. Lekoto (018) 330 7000**  
**Project Management Unit** : **Mr P. More (018) 330 7000**

**Mr. LLOYD LEOKO**  
**MUNICIPAL MANAGER,**  
**PRIVATE BAG X 209**  
**MADIBOGO 2772**



**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

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## **T1.2 TENDER DATA**

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of SANS 294:2004.

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

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

<b>Sub-clause</b>	<b>Data</b>
F.1.1	The employer is the <b>Ratlou Local Municipality</b> .
F.1.2	<p>The Project Document issued by the employer consists of the following:</p> <p><b>THE TENDER</b></p> <p>Part T1: Tendering procedures:</p> <p style="padding-left: 40px;">T1.1 Tender notice and invitation to bid</p> <p style="padding-left: 40px;">T1.2 Tender Data</p> <p style="padding-left: 40px;">T1.3 Standard Conditions of Tender</p> <p>Part T2: Returnable documents</p> <p style="padding-left: 40px;">T2.1 Returnable Schedules required for Tender Evaluation</p> <p style="padding-left: 40px;">T2.2 MBD Forms Checklist</p> <p style="padding-left: 40px;">T2.3 Other Documents required for Tender Evaluation</p> <p style="padding-left: 40px;">T2.4 Returnable Schedules that will be incorporated into the Contract</p> <p><b>THE CONTRACT</b></p> <p>Part C1: Agreements and contract data</p> <p style="padding-left: 40px;">C1.1 Form of Offer and Acceptance</p> <p style="padding-left: 40px;">C1.2 Agreement in Terms of the Occupational Health &amp; Safety Act</p> <p style="padding-left: 40px;">C1.3 Guarantee</p> <p style="padding-left: 40px;">C1.4 Contract Data</p> <p style="padding-left: 40px;">C1.5 Form Agreement in Terms of the Mine Health and Safety Act</p> <p style="padding-left: 40px;">C1.6 Appointment in Terms of Section 4 of the Mine Health and Safety Act</p> <p style="padding-left: 40px;">C1.7 Mine Health and Safety Act No 29</p> <p style="padding-left: 40px;">C1.8 Agreement in Terms of Section 4 of the Mine Health and Safety Act</p> <p>Part C2: Pricing Data</p> <p style="padding-left: 40px;">C2.1 Pricing instructions</p> <p style="padding-left: 40px;">C2.2 Bills of quantities</p>



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Sub-clause	Data
	<p>C2.3 Summary of Bills of Quantities</p> <p>C2.4 Calculation of Tender Sum</p> <p>Part C3: Scope of work</p> <p>C3.1 Description of Works</p> <p>C3.2 Employer's Agenting</p> <p>C3.3 Procurement</p> <p>C3.4 Construction</p> <p>C4.5 Management of the works</p> <p>Part C4: Site information</p> <p>C4.1 Site Information</p> <p>C4.2 Locality Plan</p> <p>Part C5: Annexures</p> <p>C5.1 : Pro-forma Documents</p> <p>C5.2 : Guidelines for the Implementation of Labour Intensive Infrastructure Projects under the Expanded Public Works Programme (EPWP)</p> <p>C5.3 : Contract Drawings</p> <p>C5.4 : Occupational Health and Safety Policy</p>
F.1.4	<p>The employer is: <b>Ratlou Local Municipality</b></p> <p>Address:</p> <p>Private Bag x 209</p> <p>Madibogo</p> <p>2772</p> <p>Tel: (018) 330 7000</p> <p>E-mail: <a href="mailto:pasekamathews@outlook.com">pasekamathews@outlook.com</a></p>
F.2.1	<p>Only those tenderers who are registered with the required CIDB, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a <b>6CE OR HIGHER</b> class of construction work.</p> <p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> <li>every member of the joint venture is registered with the required CIDB</li> <li>the lead partner has a contractor grading designation in the CE class of construction work; and the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a <b>6CE OR HIGHER</b> class of construction work are eligible to submit tenders.</li> </ol>
F.2.7	<p>The arrangements for a compulsory clarification meeting are:</p>





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Sub-clause	Data
	Location: <b><i>No Compulsory Briefing Session to be held</i></b>
F.2.12	<p>If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the employer's standards and requirements, the details of which may be obtained from the employer's Agent.</p> <p>Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.</p> <p>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the employer's standards and requirements.</p> <p>The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the employer's costs of confirming the acceptability of the detailed design before it is constructed.</p>
F.2.13.5	<p>The employer's address for delivery of tender offers and identification details to be shown on each tender offer package are:</p> <p>Location of tender box: In the entrance foyer (ground floor) of Ratlou local Municipality, R507 Delareyville Road, Next to Setlagole Library, Setlagole Village,</p> <p>Identification details: <b>"APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LICENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE"</b></p>
F.2.13.6	A two-envelope procedure will <b>not</b> be followed.
F.2.15	<b>Closing time for submission of Tender offers is: 16/02/2026 @11H00am</b>
F.2.15	<b>Telephonic, telegraphic, telex facsimile or e-mailed tender offers will not be accepted.</b>
F.2.16	The tender offer validity period is <b>90 working days</b> .
F.2.1.7	The tendered lump sums and rates shall be final and binding irrespective of the total tender price (See C2.1.11).



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Sub-clause	Data
F.2.23	<b>Tax Clearance will be confirmed with SARS before award (Done through CSD)</b>
F.3.4	The time and location for opening of tender offers: <b>Ratlou Local Municipality Offices at 11h00am</b>
F.3.11	<p>The procedure for the evaluation of responsive tenders is <b>Method 4</b> (Financial offer, quality and preference)</p> <p>The total number of tender evaluation points (<math>T_{EV}</math>) shall be determined in accordance with the following formula.</p> $T_{EV} = f_1 (N_{FO} + N_P) + f_2 N_Q$ <p>Where <math>f_1</math> and <math>f_2</math> are fractions, <math>f_1</math> equals 1 minus <math>f_2</math> and <math>f_2</math> equals 100%</p> <p><math>N_{FO}</math> is the number of tender evaluation points awarded for the financial offer made in accordance with 5.11.7 where the score for financial offer is calculated using the following formula</p> $A = (1 - \frac{P - P_m}{P_m})$ <p><math>P_m</math></p> <p><math>W_1 = (1) 80</math> where the financial value inclusive of VAT of all responsive tenders received have a value up to R 50 000 000 as guided by PPPFA 2000 preferential procurement regulations, 2017</p> <p><math>N_P</math> is the number of tender evaluation points awarded for preferences claimed in accordance with the Preferencing Schedule</p> <p><math>N_Q</math> is the number of tender evaluation points awarded for quality offered in accordance with 5.11.9 where <math>W_2 = 100</math>.</p> <p>Up to 100 minus <math>W_1</math> tender evaluation points will be awarded to tenderers who complete the preferencing schedule and who are found to be eligible for the preference claimed.</p>
F3.13.1	<p>Tender offers will only be accepted on condition that:</p> <ul style="list-style-type: none"> <li>a) a) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a>) unless it is a foreign supplier with no local registered entity</li> <li>b) the tenderer is in good standing with SARS according to the Central Supplier Database.</li> </ul>



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Sub-clause	Data
	<p>c) the tenderer submits a letter of intent from an approved insurer undertaking to provide the Performance Bond to the format included in Part C1.3 of this procurement document</p> <p>d) the tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation;</p> <p>e) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;</p> <p>f) the tenderer has not:</p> <p style="padding-left: 40px;">i) abused the Employer's Supply Chain Management System; or</p> <p style="padding-left: 40px;">ii) failed to perform on any previous contract and has been given a written notice to this effect;</p> <p>f) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process;</p> <p>g) the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer;</p> <p>h) the employer is reasonably satisfied that the tenderer has in terms of the Construction Regulations, 2003, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely.</p>
F.3.18	<p>The number of paper copies of signed contract to be provided by the Employer is <b>one</b></p>
	<p>Labour Content:</p> <p>The minimum Labour content for this project shall be 10% <b>OF THE WORKS</b>.</p> <p><b>Note: This 10% labour content shall be from LOCAL COMMUNITY. The contractor's own skilled and unskilled personnel will not be counted towards the said 10% contract amount minimum labour content.</b></p>
F.3.11	<p>Responsive tenders will be evaluated according to the Preferential Procurement Regulations, 2017 as published in Government Gazette.</p> <p style="text-align: center;"><b>SUPPLY CHAIN MANAGEMENT</b></p> <p style="text-align: center;"><b>EVALUATION PROCESS AND CRITERIA</b></p>



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Sub-clause	Data
	<p>The following evaluation process and criteria will be used to evaluate all bids submitted:</p> <hr/> <p style="text-align: center;"><b>1. Administrative Compliance – Phase One</b></p> <hr/> <p>1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.</p> <p>1.2 <b>Critical Criteria:</b>          The following critical criteria have been identified for this bid and any non-compliance thereto will lead to the bid being regarded as non-responsive and disqualified from further evaluation</p> <ul style="list-style-type: none"> <li>• All Pages to be initialled</li> <li>• Form of Offer completed and signed</li> <li>• All attached MBD forms must be completed and signed.</li> <li>• If the value of the transaction is expected to exceed R10 million (VAT included), require bidders to furnish–</li> </ul> <p>(i) bidder is required to submit annual financial statements–</p> <p style="padding-left: 40px;">(aa) for the past three years; or</p> <p style="padding-left: 40px;">(bb) since their establishment if established during the past three years;</p> <p>(ii) Municipal rate and taxes for municipal services of any SA respect of which payment is not overdue for more than 90 days;</p> <p>(iii) particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;</p> <p>(iv) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality is expected to be transferred out of the Republic</p> <p>Bill of quantities to be filled in black ink</p> <ul style="list-style-type: none"> <li>• Initial all alterations in the BoQ</li> <li>• Authority of Signatory to be signed</li> </ul>



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Sub-clause	Data												
	<ul style="list-style-type: none"><li>• JV agreement submitted (Where applicable)</li><li>• Proof of registration with CIDB attached (in case of Joint Venture both individuals and combined CIDB must be attached)</li><li>• Copy of Municipal rates and taxes not older than 3 months to be attached (Both for the company and each of the directors)</li><li>• Proof of residence not older than 3 months to be attached (Both for the company and each of the directors)</li><li>• When Bidder or Directors are renting, signed lease agreement by both parties stating who is responsible for rate and taxes must be submitted</li><li>• Certified ID copies of directors/shareholders/members to be attached</li><li>• A trust, consortium or joint venture must submit Original or Certified copy of B-BBEE. (Please note: Non-submission will not lead to disqualification of the bidder).</li></ul> <p><b>NB: All copies must be certified, the certification must not be older than 3 months of the closing date.</b></p>												
<b>2. Functionality – Phase Two</b>													
<p>The bidders who complied administratively are considered for further evaluation on ability to execute the project.</p> <p>The assessment of functionality will be done in terms of the evaluation criteria and minimum threshold as specified. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation.</p> <p><b>FUNCTIONALITY</b></p> <table><tr><th>Item</th><th>Criterion</th><th>Weighting</th></tr><tr><td><b>A</b></td><td>Company relevant experience</td><td><b>20</b></td></tr><tr><td><b>B</b></td><td>The value of relevant projects completed. Score will be based on the successfully executed and completed roads &amp; storm water projects over the last five years of which details are provided on Form T2.1 E</td><td><b>30</b></td></tr><tr><td><b>C</b></td><td>Plant and Equipment necessary for construction</td><td><b>10</b></td></tr></table>		Item	Criterion	Weighting	<b>A</b>	Company relevant experience	<b>20</b>	<b>B</b>	The value of relevant projects completed. Score will be based on the successfully executed and completed roads & storm water projects over the last five years of which details are provided on Form T2.1 E	<b>30</b>	<b>C</b>	Plant and Equipment necessary for construction	<b>10</b>
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Sub-clause	Data																						
	<b>D</b>	Relevant Experience of the Site Agent/Key Personnel to roads & storm water projects	<b>15</b>																				
	<b>E</b>	Specific Knowledge	<b>15</b>																				
	<b>F</b>	Financial Status	<b>10</b>																				
		<b>TOTAL</b>	<b>100</b>																				
<p><b>NB!</b></p> <p>The minimum cut off points for functionality is 70 points out of 100 points and any bidder scoring less than 70 points will not be considered for further evaluation.</p> <p>Tenderers to submit required information as stated below. Non-submission will result in loss of points.</p> <p>Service Providers that qualified pre-evaluation in terms of the functionality cut-off points of 70 points will then be evaluated in terms 80/20 preference point system.</p> <p><b>A. Company Relevant Experience</b></p> <table> <tr> <th>No</th><th>Target Goals</th><th>Maximum Points 30</th><th>Points Claimed</th></tr> <tr> <td colspan="4">The <u>highest 3 projects</u> will be evaluated</td></tr> <tr> <td><b>1</b></td><td>Tenderer score zero points where information is not provided</td><td><b>0</b></td><td></td></tr> <tr> <td><b>2</b></td><td>Tenderer scores 15 points where information regarding the company's relevant experience is provided</td><td><b>15</b></td><td></td></tr> <tr> <td><b>3</b></td><td>Tenderer scores 20 points where information regarding the company's relevant experience is indicated, copies of completion certificates. All relevant projects has full lists with appointment letters.</td><td><b>20</b></td><td></td></tr> </table> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Criteria No 2 above: Company relevant experience with minimum three appointments. Each appointment more than R10 million.</li> <li>Criteria No 3 above: Company relevant experience with minimum three appointments. Each appointment more than R20 million.</li> </ul> <p><b>B. Value Of Relevant Projects Completed (specifically roads &amp; storm water projects)</b></p>				No	Target Goals	Maximum Points 30	Points Claimed	The <u>highest 3 projects</u> will be evaluated				<b>1</b>	Tenderer score zero points where information is not provided	<b>0</b>		<b>2</b>	Tenderer scores 15 points where information regarding the company's relevant experience is provided	<b>15</b>		<b>3</b>	Tenderer scores 20 points where information regarding the company's relevant experience is indicated, copies of completion certificates. All relevant projects has full lists with appointment letters.	<b>20</b>	
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Sub-clause	Data			
	<b>No</b>	<b>Target Goals</b>	<b>Maximum Points 30</b>	<b>Points Claimed</b>
	<b>The <u>highest 3 project</u> will be evaluated</b>			
	<b>1</b>	Tenderer score zero points where information is not provided	<b>0</b>	
	<b>2</b>	Tenderer scores 5 points per project where the value of a completed project/s is/are more > R10 000 000 < R20 000 000 and appointment letter as well as completion certificates are attached.	<b>15</b>	
	<b>3</b>	Tenderer scores 8 points per project where the value of a completed project/s is/are more > R20 000 000 < R30 000 000 and appointment letter as well as completion certificates are attached.	<b>24</b>	
	<b>4</b>	Tenderer scores 10 points per project where the value of a completed project/s is/are more > R30 000 000 and above and appointment letter as well as completion certificates are attached.	<b>30</b>	
	<p><b>Note: Referees provided, to be contactable to confirm the value and the completion certificates provided.</b></p> <p><b>All copies must be certified, the certification must not be older than 3 months of the closing date.</b></p> <p><b>C. Plant and Equipment necessary for construction</b></p>			
	<b>No</b>	<b>Target Goals</b>	<b>Maximum Points 10</b>	<b>Points Claimed</b>
	<b>1</b>	Respondent score zero points where no plant and or equipment ownership or arrangement to hire is indicated	<b>0</b>	
	<b>2</b>	Respondent scorer 5 points where the total minimum plant required a letter of intent from an acceptable plant/machinery hire confirming the intent to make the plant available.	<b>5</b>	
	<b>3</b>	Respondent scorer 10 points where the total minimum plant/machinery required is indicated with proof of ownership.	<b>10</b>	



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Sub-clause	Data																																					
	<p><b>N.B:</b> Tenderers to submit curriculum vitae, including project values, with contactable references and certified copies of Academic qualification certificates for functionality points scoring, otherwise no points will be allocated.</p> <p><b>E. Specific Knowledge (15 points)</b></p> <table border="1"> <thead> <tr> <th>No</th><th>Targeted Goal</th><th>Tendered Goal</th><th>Allocated points by Municipality</th></tr> </thead> <tbody> <tr> <td align="center">1</td><td>Site Agent with a minimum National Diploma (NQF6) in Civil Engineering and has Labour intensive construction methods certificate of at least NQF level 5</td><td align="center">10</td><td></td></tr> <tr> <td align="center">2</td><td>Site Agent with a B – Tech in Civil Engineering and has a Certificate in Labour intensive Construction methods of NQF level 7</td><td align="center">15</td><td></td></tr> <tr> <td></td><td><b>Total Points: Specific Knowledge</b></td><td align="center"><b>15</b></td><td></td></tr> </tbody> </table> <p><b>N.B:</b> Tenderers to submit curriculum vitae and certified copies of Academic qualification certificates for functionality points scoring, otherwise no points will be allocated.</p> <p><b>F. Financial status</b></p> <p>Ability of the tenderer to finance working capital requirements before the first claim is paid by the Client. Score will be based on the Bank Rating of the tenderer which will be obtained from the tenderer's banker using details as provided on Form T2.2 B.</p> <table border="1"> <thead> <tr> <th>Bank Rating</th><th>Points</th><th>Points Claimed</th></tr> </thead> <tbody> <tr> <td>Bank Rating = F to G</td><td align="center"><b>0</b></td><td></td></tr> <tr> <td>Bank Rating = E</td><td align="center"><b>2</b></td><td></td></tr> <tr> <td>Bank Rating = D</td><td align="center"><b>4</b></td><td></td></tr> <tr> <td>Bank Rating = C</td><td align="center"><b>6</b></td><td></td></tr> <tr> <td>Bank Rating = B</td><td align="center"><b>8</b></td><td></td></tr> <tr> <td>Bank Rating = A</td><td align="center"><b>10</b></td><td></td></tr> </tbody> </table> <p><b>NOTE:</b> For the purpose of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance to the evaluation criteria mentioned (e.g. details of relevant previous work undertaken, letters from previous /current clients. etc.)</p>	No	Targeted Goal	Tendered Goal	Allocated points by Municipality	1	Site Agent with a minimum National Diploma (NQF6) in Civil Engineering and has Labour intensive construction methods certificate of at least NQF level 5	10		2	Site Agent with a B – Tech in Civil Engineering and has a Certificate in Labour intensive Construction methods of NQF level 7	15			<b>Total Points: Specific Knowledge</b>	<b>15</b>		Bank Rating	Points	Points Claimed	Bank Rating = F to G	<b>0</b>		Bank Rating = E	<b>2</b>		Bank Rating = D	<b>4</b>		Bank Rating = C	<b>6</b>		Bank Rating = B	<b>8</b>		Bank Rating = A	<b>10</b>	
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Sub-clause	Data										
	<p>Minimum Required Score for functionality is: <b><u>70 points</u></b></p> <p><b>Note:</b> A bidder/s that scores less than <b>70</b> points out of 100 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.</p> <p>Should the relevant bidder/s meet the minimum required percentage or minimum points, they will be evaluated in terms of price and preference as per the PPPFA Act, No.5 of 2000 and its associated Regulations issued by the National Treasury.</p> <p><b>FOR SPECIFIC GOALS EVALUATION: Kindly attach B-BBEE certificate.</b></p> <p>Bidders should note that although the above are the main criteria, the RLM may consider other factors when evaluating Bid's and those factors will be discussed with the successful bidder(s) and may not disadvantage any bidder</p> <p>Final Proposal will be evaluated on the basis of the PPPFA 80/20 point system as presented in the Preferential Procurement Regulations 2017.</p> <p>The 80/20 point system will be as follows:</p> <table border="1"> <tr> <th>Price Assessment</th><th>80 Points</th></tr> <tr> <td>TOTAL</td><td>80</td></tr> <tr> <td colspan="2"> </td></tr> <tr> <th>Specific Goals</th><th>20 Points</th></tr> <tr> <td>Specific Goals</td><td>Number of Points (80/20 system)</td></tr> </table> <p><b>Award of contract to bids not scoring the highest number of points</b></p> <p>(a) A contract must be awarded to the bidder who scored the highest total number of points in terms of the 80/20 preference point system.</p> <p>(b) In exceptional circumstances a contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points. The reasons for such a decision must be approved and recorded for audit purposes and must be defensible in a court of law.</p> <p><b>Evaluation of bids that scored equal points</b></p> <p>(a) In the event that two or more bids have scored equal total points, the successful bid must be the one that scored the highest points for B-BBEE.</p> <p>(b) If two or more bids have equal points, including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.</p> <p>(c) In the event that two or more bids are equal in all respects, the award must be decided by the drawing of lots.</p>	Price Assessment	80 Points	TOTAL	80			Specific Goals	20 Points	Specific Goals	Number of Points (80/20 system)
Price Assessment	80 Points										
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Sub-clause	Data
Local Municipality Special No.1	<b>SMME's:</b> <b>It is encouraged that participation in the contract to a minimum of 10% of the contract value be granted to local SMME companies.</b> Local is defined as "having their head office within the Ratlou Local Municipality boundaries". A SMME company should be a registered company, but not necessarily be registered with CIDB, although it is preferred.
Local Municipality Special No.2	<b>Local Labour Content:</b> The minimum target for expenditure on wages of Local Labour for this project shall be <b>10% of the Tender Sum.</b>

### **T1.3: Standard Conditions of Tender**

The Standard Conditions of Tender that shall govern, shall be the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity as published in CIDB Board Notice 86 of 2010 and as published in Government Gazette No 33239 of 28 May 2010 as amended and supplemented by the Tender Data in Part T1.2.

The complete extract entitled "Annex F" is bound hereafter into this volume, and may not have been edited where found in electronic format by any tender document compiler or tenderer. However, where differences between the original published edition and the edition bound in this document are evident, the original published edition shall govern.

**Annex F**  
(normative)

**Standard Conditions of Tender**

#### **F.1 General**

##### **F.1.1 Actions**

**F.1.1.1** The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

**F.1.1.2** The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the



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procurement process, as appropriate.

- Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.
- 2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

**F.1.1.3** The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

**F.1.2 Tender Documents**

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

**F.1.3 Interpretation**

**F.1.3.1** The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

**F.1.3.2** These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

**F.1.3.3** For the purposes of these conditions of tender, the following definitions apply:

- a) **conflict of interest** means any situation in which:
  - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially;
  - ii) an individual or organisation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
  - iii) incompatibility or contradictory interests exist between an employee and the organisation which employs that employee.
- b) **comparative offer** means the tenderer's financial offer after all tendered parameters that will affect the value of the financial offer have been taken into consideration in order to enable comparisons to be made between offers on a comparative basis
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels
- e) **organization** means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body



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- f) **quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs

**F.1.4 Communication and employer's agent**

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

**F.1.5 The employer's right to accept or reject any tender offer**

**F.1.5.1** The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon written request to do so.

**F.1.5.2** The employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers reissue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.

**F.1.6 Procurement procedures**

**F.1.6.1 General**

Unless otherwise stated in the tender data, a contract will, subject to F.3.13, be concluded with the tenderer who in terms of F.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

**F.1.6.2 Competitive negotiation procedure**

**F.1.6.2.1** Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of F.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of F.3.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

**F.1.6.2.2** All responsive tenderers, or not less than three responsive tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of F.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

**F.1.6.2.3** At the conclusion of each round of negotiations, tenderers shall be invited by the employer to make a fresh tender offer, based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

**F.1.6.2.4** The contract shall be awarded in accordance with the provisions of F.3.11 and F.3.13 after tenderers have been requested to submit their best and final offer.



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**F.1.6.3 Proposal procedure using the two stage-system**

**F.1.6.3.1 Option 1**

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

**F.1.6.3.2 Option 2**

**F.1.6.3.2.1** Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

**F.1.6.3.2.2** The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of these conditions of tender.

**F.2 Tenderer's obligations**

**F.2.1 Eligibility**

**F.2.1.1** Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

**F.2.1.2** Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

**F.2.2 Cost of tendering**

Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

**F.2.3 Check documents**

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

**F.2.4 Confidentiality and copyright of documents**

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

**F.2.5 Reference documents**

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are



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incorporated into the tender documents by reference.

**F.2.6 Acknowledge addenda**

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

**F.2.7 Clarification meeting**

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

**F.2.8 Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

**F.2.9 Insurance**

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

**F.2.10 Pricing the tender offer**

**F.2.10.1** Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

**F.2.10.2** Show VAT payable by the employer separately as an addition to the tendered total of the prices.

**F.2.10.3** Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

**F.2.10.4** State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

**F.2.11 Alterations to documents**

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

**F.2.12 Alternative tender offers**

**F.2.12.1** Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

**F.2.12.2** Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

**F.2.13 Submitting a tender offer**





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**F.2.13.1** Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

**F.2.13.2** Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

**F.2.13.3** Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

**F.2.13.4** Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

**F.2.13.5** Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

**F.2.13.6** Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

**F.2.13.7** Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

**F.2.13.8** Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

**F.2.13.9** Accept that tender offers submitted by facsimile or email will be rejected by the employer, unless stated otherwise in the tender data.

**F.2.14 Information and data to be completed in all respects**

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

**F.2.15 Closing time**

**F.2.15.1** Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

**F.2.15.2** Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

**F.2.16 Tender offer validity**

**F.2.16.1** Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.





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**F.2.16.2** If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

**F.2.16.3** Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.

**F.2.16.4** Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of F.2.13 with the packages clearly marked as "SUBSTITUTE".

**F.2.17 Clarification of tender offer after submission**

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

**Note:** Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.

**F.2.18 Provide other material**

**F.2.18.1** Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as nonresponsive.

**F.2.18.2** Dispose of samples of materials provided for evaluation by the employer, where required.

**F.2.19 Inspections, tests and analysis**

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

**F.2.20 Submit securities, bonds, policies, etc.**

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

**F.2.21 Check final draft**

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

**F.2.22 Return of other tender documents**

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

**F.2.23 Certificates**



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Include in the tender submission or provide the employer with any certificates as stated in the tender data.

**F.3 The employer's undertakings**

**F.3.1 Respond to requests from the tenderer**

**F.3.1.1** Unless otherwise stated in the tender Data, respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.

**F.3.1.2** Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

**F.3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

**F.3.3 Return late tender offers**

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

**F.3.4 Opening of tender submissions**

**F.3.4.1** Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

**F.3.4.2** Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, preferences claimed and time for completion for the main tender offer only.

**F.3.4.3** Make available the record outlined in F.3.4.2 to all interested persons upon request.

**F.3.5 Two-envelope system**

**F.3.5.1** Where stated in the tender data that a two envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the



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time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

**F.3.5.2** Evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the quality evaluation more than the minimum number of points for quality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for quality.

**F.3.6 Non-disclosure**

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

**F.3.7 Grounds for rejection and disqualification**

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

**F.3.8 Test for responsiveness**

**F.3.8.1** Determine, after opening and before detailed evaluation, whether each tender offer properly received:

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

**F.3.8.2** A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the nonconforming deviation or reservation.

**F.3.9 Arithmetical errors, omissions and discrepancies**

**F.3.9.1** Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

**F.3.9.2** Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;



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- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
  - i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
  - ii) the summation of the prices.

**F.3.9.3** Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

**F.3.9.4** Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

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

**F.3.10 Clarification of a tender offer**

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

**F.3.11 Evaluation of tender offers**

**F.3.11.1 General**

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

**F.3.11.2 Method 1: Financial offer**

In the case of a financial offer:

- a) Rank tender offers from the most favourable to the least favourable comparative offer.
- b) Recommend the highest ranked tenderer for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- c) Re-rank all tenderers should there be compelling and justifiable reasons not to recommend the highest ranked tenderer and recommend the highest ranked tenderer, unless there are compelling and justifiable reasons not to do so and the process set out in this sub-clause is repeated.

**F.3.11.3 Methods 2: Financial offer and preference**

In the case of a financial offer and preferences:

- a) Score each tender in respect of the financial offer made and preferences claimed, if any, in accordance with the provisions of F.3.11.7 and F.3.11.8.
- b) Calculate the total number of tender evaluation points (TEV) in accordance with the following formula:



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TEV =NFO + NP

where: NFO is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7; NP is the number of tender evaluation points awarded for preferences claimed in accordance with F.3.11.8.

- c) Rank tender offers from the highest number of tender evaluation points to the lowest.
- d) Recommend the tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- e) Rescore and re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest number of tender evaluation points, and recommend the tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this sub-clause is repeated

**F.3.11.4 Method 3: Financial offer and quality**

In the case of a financial offer and quality:

- a) Score each tender in respect of the financial offer made and the quality offered in accordance with the provisions of F.3.11.7 and F.3.11.9, rejecting all tender offers that fail to score the minimum number of points for quality stated in the tender data, if any.
- b) Calculate the total number of tender evaluation points (TEV) in accordance with the following formula:

TEV =NFO + NQ

where: NFO is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7;

NQ is the number of tender evaluation points awarded for quality offered in accordance with F.3.11.9.

- c) Rank tender offers from the highest number of tender evaluation points to the lowest.
- d) Recommend tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- e) Rescore and re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest number of tender evaluation points and recommend the tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this sub-clause is repeated.

**F.3.11.5 Method 4: Financial offer, quality and preferences**

In the case of a financial offer, quality and preferences:

- a) Score each tender in respect of the financial offer made, preference claimed, if any, and the quality offered in accordance with the provisions of F.3.11.7 to F.3.11.9, rejecting all tender offers that fail to score the minimum number of points for quality stated in the tender data, if any.
- b) Calculate the total number of tender evaluation points (TEV) in accordance with the following formula, unless otherwise stated in the Tender Data:

TEV =NFO + NP + NQ

where: NFO is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7;

NP is the number of tender evaluation points awarded for preferences claimed in accordance with F.3.11.8.

NQ is the number of tender evaluation points awarded for quality offered in accordance with F.3.11.9.



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- c) Rank tender offers from the highest number of tender evaluation points to the lowest.
- d) Recommend the tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- e) Rescore and re-rank all tenderers should there be compelling and justifiable reasons not to recommend the tenderer with the highest number of tender evaluation points and recommend the tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this sub-clause is repeated.

**F.3.11.6 Decimal places**

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

**F.3.11.7 Scoring Financial Offers**

Score the financial offers of remaining responsive tender offers using the following formula:

$$NFO = W1 \times A$$

where: NFO is the number of tender evaluation points awarded for the financial offer.  
W1 is the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.  
A is a number calculated using the formula and option described in Table F.1 as stated in the Tender Data.

**Table F.1: Formulae for calculating the value of A**

Formula	Comparison aimed at achieving	Option 1 <sup>a</sup>	Option 2 <sup>a</sup>
1	Highest price or discount	$A = (1 + \frac{P - P_m}{P_m})$	$A = P / P_m$
2	Lowest price or percentage commission / fee	$A = (1 - \frac{P - P_m}{P_m})$	$A = P_m / P$
<sup>a</sup> $P_m$ is the comparative offer of the most favourable comparative offer. $P$ is the comparative offer of the tender offer under consideration.			

**F.3.11.8 Scoring preferences**

Confirm that tenderers are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where tenderers are not eligible for such preferences. Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the tender data.

**F.3.11.9 Scoring quality**

Score each of the criteria and sub-criteria for quality in accordance with the provisions of the Tender Data.

Calculate the total number of tender evaluation points for quality using the following formula:

$$NQ = W2 \times SO / MS$$

where: SO is the score for quality allocated to the submission under consideration;  
MS is the maximum possible score for quality in respect of a submission; and  
W2 is the maximum possible number of tender evaluation points awarded for the quality as



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stated in the tender data

**F.3.12 Insurance provided by the employer**

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

**F.3.13 Acceptance of tender offer**

Accept the tender offer, if in the opinion of the employer, it does not present any unacceptable commercial risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) complies with the legal requirements, if any, stated in the tender data, and f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

**F.3.14 Prepare contract documents**

**F.3.14.1** If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the employer and the successful tenderer.

**F.3.14.2** Complete the schedule of deviations attached to the form of offer and acceptance, if any.

**F.3.15 Complete adjudicator's contract**

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

**F.3.16 Notice to unsuccessful tenderers**

**F.3.16.1** Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period.

**F.3.16.2** After the successful tenderer has been notified of the employer's acceptance of the tender, notify other tenderers that their tender offers have not been accepted.

**F.3.17 Provide copies of the contracts**



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Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

**F.3.18 Provide written reasons for actions taken**

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

**END OF SECTION**





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**PART T2: LIST OF RETURNABLE DOCUMENTS**

The tenderer must complete the following returnable documents:

T2.1	RETURNABLE DOCUMENTS FOR TENDER EVALUATION.....	T.31
T2.4	RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT.....	T.108
T2.5	RETURNABLE DOCUMENTS CHECKLIST T-143 .....	T.108



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**T2.1 RETURNABLE DOCUMENTS FOR TENDER EVALUATION**

T2.1 A	CERTIFICATE OF AUTHORITY .....	T.34
T2.1 B	CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING .....	T.37
T2.1 C	SCHEDULE OF PROPOSED SUBCONTRACTORS.....	T.38
T2.1 D	SCHEDULE OF PLANT AND EQUIPMENT.....	T.39
T2.1 E	SCHEDULE OF THE TENDERER'S EXPERIENCE .....	T.40
T2.1 F	RECORD OF ADDENDA TO TENDER DOCUMENTS .....	T.41
T2.1 G	DEVIATIONS OR QUALIFICATIONS BY THE TENDERER .....	T.42
T2.1 H	CONTRACTOR'S ESTABLISHMENT ON SITE.....	T.43
T2.1 I	CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS .....	T.44
T2.1 J	AUTHORISATION FOR DEDUCTION OF OUTSTANDING AMOUNTS OWED TO COUNCIL .....	T.45
T2.1 K	VALID TAX CLEARANCE CERTIFICATE (IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011 PUBLISHED IN GOVERNMENT GAZETTE, NO 34350, DATED 8 JUNE 2011) AND SARS PIN .....	T.46
T2.1 L	CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (IF TENDERER IS A COMPANY) .....	T.47
T2.1 M	CERTIFIED COPY OF FOUNDING STATEMENT (IF TENDERER IS A CLOSED CORPORATION).....	T.48
T2.1 N	CERTIFIED COPY OF PARTNERSHIP AGREEMENT (IF TENDERER IS A PARTNERSHIP) .....	T.49
T2.1 O	CERTIFIED COPY OF IDENTITY DOCUMENT (FOR THE DIRECTORS / SHAREHOLDERS) .....	T.50
T2.1 P	JOINT VENTURE AGREEMENT (IF TENDERER IS A JOINT VENTURE) ...	T.51
T2.1 Q	CERTIFIED COPY OF CIDB REGISTRATION CERTIFICATE .....	T.52
T2.1 R	ORIGINAL PROPERTY RATES AND TAXES CERTIFICATE OR COPY OF VALID LEASE AGREEMENT (IF RENTING) OF THE COMPANY.....	T.53
T2.1 S	ORIGINAL PROPERTY RATES AND TAXES CERTIFICATE OR COPY OF VALID LEASE AGREEMENT (IF RENTING) OF THE DIRECTORS / SHAREHOLDERS .....	T.54
T2.1 T	ORIGINAL BANK RATING CERTIFICATE .....	T.55
T2.1 U	CERTIFIED COPIES OF CURRICULUM VITAE OF ALL SUPERVISORY AND SAFETY PERSONNEL .....	T.56
T2.1 V	PRO-FORMA CERTIFICATE OF INSURANCE COVER.....	T.57



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T2.1 W	CERTIFICATE OF TENDERER'S CERTIFIED B-BBEE STATUS LEVEL OF CONTRIBUTOR (IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017) .....	T.58
T2.2 A	MBD1 .....	T.60
T2.2 B	MBD 2.....	T.64
T2.2 C	MBD 3.1.....	T.65
T2.2 D	MBD 4.....	T.66
T2.2 E	MBD 5.....	T.70
T2.2 F	MBD 6.1.....	T.72
T2.2 G	MBD 6.2.....	T.76
T2.2 H	MBD 7.1.....	T.80
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**  
**T2.1 RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION**

**T2.1 A CERTIFICATE OF AUTHORITY**

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

**A. Certificate for company**

I,....., chairperson of the board of directors of  
....., hereby confirm that by resolution of the board  
(copy attached) taken on .....20....,Mr/Mrs.....acting in the  
capacity of.....,was authorised to sign all documents  
in connection with this tender and any contract resulting from it on behalf of the company.

As witness

1.....  
.....  
Chairman

2.....  
.....  
Date

**B. Certificate of partnership**

We, the undersigned, being the key partners in the business trading  
as.....

hereby authorise Mr/Mrs.....,acting in the capacity  
of.....to sign all documents in connection with the tender for  
Contract.....and any contract resulting from it  
on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.



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**C. Certificate for Joint Venture**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Mrs....., authorised signatory of the company....., acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract.....and any other contract resulting from it on our behalf.

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

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY
Lead partner		

The Joint Venture agreement must be submitted with this document and must clearly state the percentage partnership, payment procedures and VAT payment percentages between the two parties.

Failure to affix the Joint Venture agreement as prescribed to this page shall result in this tender not being further considered for the award of the contract.

**D. Certificate for sole proprietor**

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

As Witness:

1.....

.....

Signature: Sole owner

2.....

.....

Date

**E. Certificate for Close Corporation**



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
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We, the undersigned, being the key members in the business trading  
 as.....hereby authorise Mr/Mrs.....

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

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be complete and signed by all the key members upon whom rests  
 the direction of the affairs of the Close Corporation as a whole.



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**T2.1 B CERTIFICATE OF ATTENDANCE AT CLARIFICATION MEETING**

This is to certify that

.....(Tenderer)

of

.....  
(address)

.....  
was represented by the person(s) named below at the compulsory meeting held for all  
tenderers at .....(location) on.....(date), starting  
at.....

We acknowledge that the purpose of the meeting was to acquaint ourselves with the site of  
the works and / or matters incidental to doing the work specified in the tender documents in  
order for us to take account of everything necessary when compiling our rates and prices  
included in the tender.

Particulars of person(s) attending the meeting:

Name .....

Signature.....

Capacity.....

Name.....

Signature.....

Capacity.....

Attendance of the above persons at the meeting is confirmed by the employer's  
representative/ Employer's Agent, namely:

Name.....

Signature.....

Capacity.....

Date & Time.....





T.38

**RATLOU LOCAL MUNICIPALITY**

**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 C SCHEDULE OF PROPOSED SUBCONTRACTORS**

We notify you that it is our intention to employ the following subcontractors for work in this contract.

If we are awarded a contract we agree that this notification does not change the requirement for us to submit the name of proposed subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	<b>Name and address of proposed Subcontractor</b>	<b>Company Registration Number&amp; CIDB Classification</b>	<b>Description of Work to be executed by Subcontractor</b>
1.			
2.			
3.			
4.			
5.			

Signed.....

Date.....

Name.....

Position.....

Tenderer.....



**RATLOU LOCAL MUNICIPALITY**  
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**T2.1 D SCHEDULE OF PLANT AND EQUIPMENT**

The following are lists of major items of relevant equipment that I/we presently own or lease and will have available for this contract or will acquire or hire for this contract is my/our tender is accepted. If found at any stage that the information is false and incorrect, the tender will not be further considered for the award of the contract.

- (a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

- (b) Details of major equipment that will be hired, or acquired for this contract if my/our tender is acceptable

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required

Signed..... Date.....

Name..... Position.....

Tenderer.....



T.40

**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 E SCHEDULE OF THE TENDERER'S EXPERIENCE**

The following is a statement of similar work successfully executed by myself/ourselves in the last five years:

<b>Employer, contact person and telephone number</b>	<b>Description of contract</b>	<b>Value of work Inclusive of VAT (Rand)</b>	<b>CIDB Classification</b>	<b>Date Completed</b>

Signed..... Date .....

Name..... Position.....

Tenderer.....



T.41

**RATLOU LOCAL MUNICIPALITY**  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 F RECORD OF ADDENDA TO TENDER DOCUMENTS**

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

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

Attach additional pages if more space is required.

Signed..... Date .....

Name..... Position.....

Tenderer.....



T.42

**RATLOU LOCAL MUNICIPALITY**

**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 G DEVIATIONS OR QUALIFICATIONS BY THE TENDERER**

**Note:** Tenderers will be declared to be non-responsive should any proposed deviation or qualification, save for where alternative tender offers are permitted in terms of the Tender Data, in the employer's opinion:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) change the employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

PAGE	DESCRIPTION

SIGNED ON BEHALF OF TENDERER:

.....



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 H CONTRACTOR'S ESTABLISHMENT ON SITE**

Should the combined, extended total tendered for Item 13.01 The contractor's general obligations:

- (a) Fixed obligations
- (b) Value-related obligations
- (c) Time-related obligations

Shall not exceed a maximum of 15 % of the tender sum (excluding VAT).

Total tendered for Item B13.01 expressed as a percentage of the tender sum (excluding VAT):  
.....% (insert percentage).

SIGNED ON BEHALF OF TENDERER: .....



T.44

**RATLOU LOCAL MUNICIPALITY**  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 I CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS**

TO: MUNICIPAL MANAGER, RATLOU LOCAL MUNICIPALITY

FROM: \_\_\_\_\_ (Name of Bidder)

FURTHER DETAILS OF BIDDER(S); DIRECTORS/SHAREHOLDERS/PARTNERS, ETC.

Directors/shareholders/Partner	Physical address of the Business	Municipal Account No.	Physical residential address of the Director/ Shareholder/ Partner	Municipal Account No.

**NB: Please attach certified copy (Copies) of ID document(s) and proof of payment not older than 3 months**

\_\_\_\_\_  
Signatory

\_\_\_\_\_  
Date

**Witnesses**

1. \_\_\_\_\_  
Full Names

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

2. \_\_\_\_\_  
Full Names

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISCENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 J AUTHORISATION FOR DEDUCTION OF OUTSTANDING AMOUNTS OWED TO COUNCIL**

FROM: \_\_\_\_\_ (Name of the Bidder or Consortium)

Signed at \_\_\_\_\_ Date \_\_\_\_\_ Month \_\_\_\_\_ 20\_\_\_\_

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

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

Thus done and signed for and on behalf of the bidder/Contractor

## Signatory

Date \_\_\_\_\_

## Witnesses

1. \_\_\_\_\_

Full Names                      Signature                      Date

2. \_\_\_\_\_

Full Names                      Signature                      Date





**RATLOU LOCAL MUNICIPALITY**  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 K      VALID TAX CLEARANCE CERTIFICATE (in terms of the Preferential  
PROCUREMENT REGULATIONS, 2011 PUBLISHED IN GOVERNMENT GAZETTE,  
NO 34350, DATED 8 JUNE 2011) AND SARS PIN**

*Attach Tax Certificate  
and SARS pin*



**RATLOU LOCAL MUNICIPALITY**  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 L CERTIFIED COPY OF CERTIFICATE OF INCORPORATION (IF TENDERER IS A  
COMPANY)**

*Attach Certificate*



**RATLOU LOCAL MUNICIPALITY  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 M CERTIFIED COPY OF FOUNDING STATEMENT (IF TENDERER IS A CLOSED  
CORPORATION)**

*Attach Certificate*



**RATLOU LOCAL MUNICIPALITY  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 N CERTIFIED COPY OF PARTNERSHIP AGREEMENT (IF TENDERER IS A  
PARTNERSHIP)**

*Attach Certificate*



**RATLOU LOCAL MUNICIPALITY**  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 O CERTIFIED COPY OF IDENTITY DOCUMENT (FOR THE DIRECTORS /  
SHAREHOLDERS)**

*Attach Certificate*



**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 P      JOINT VENTURE AGREEMENT (IF TENDERER IS A JOINT VENTURE)**

*Attach Certificate*



**RATLOU LOCAL MUNICIPALITY**  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 Q CERTIFIED COPY OF CIDB REGISTRATION CERTIFICATE**

*Attach Certificate*



**RATLOU LOCAL MUNICIPALITY  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 R ORIGINAL PROPERTY RATES AND TAXES CERTIFICATE OR COPY OF VALID  
LEASE AGREEMENT (IF RENTING) OF THE COMPANY**

*Attach Certificate*





**RATLOU LOCAL MUNICIPALITY  
NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 S      ORIGINAL PROPERTY RATES AND TAXES CERTIFICATE OR COPY OF VALID  
LEASE AGREEMENT (IF RENTING) OF THE DIRECTORS / SHAREHOLDERS**

*Attach Certificate*



**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 T ORIGINAL BANK RATING CERTIFICATE**

*Attach Certificate*



**RATLOU LOCAL MUNICIPALITY  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 U      CERTIFIED COPIES OF CURRICULUM VITAE OF ALL SUPERVISORY AND  
SAFETY PERSONNEL**

*Attach Certificate*



**RATLOU LOCAL MUNICIPALITY**  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 V PRO-FORMA CERTIFICATE OF INSURANCE COVER**

*Attach  
Certificate*



**RATLOU LOCAL MUNICIPALITY  
NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.1 W     CERTIFICATE OF TENDERER'S CERTIFIED B-BBEE STATUS LEVEL OF  
CONTRIBUTOR (IN TERMS OF THE PREFERENTIAL PROCUREMENT  
REGULATIONS, 2017)**

*Attach Certificate*



**RATLOU LOCAL MUNICIPALITY**  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
 TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**  
**PART T2.2: MBD FORMS CHECKLIST**

**T2.2 MBD FORMS CHECKLIST**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | MBD 1: INVITATION TO BID AND TERMS AND CONDITIONS FOR BIDDING         |
| <input type="checkbox"/> | MBD 2: TAX CLEARANCE CERTIFICATE REQUIREMENTS                         |
| <input type="checkbox"/> | MBD 3.1: PRICING SCHEDULE – FIRM PRICES                               |
| <input type="checkbox"/> | MBD 4: DECLARATION OF INTEREST  |
| <input type="checkbox"/> | MBD 5: DECLARATION FOR PROCUREMENT ABOVE 10 MILLION                   |
| <input type="checkbox"/> | MBD 6.1: PREFERENCE POINTS CLAIM FORM                                 |
| <input type="checkbox"/> | MBD 7.1: CONTRACT FORM – PURCHASE OF GOODS / WORKS                    |
| <input type="checkbox"/> | MBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES |
| <input type="checkbox"/> | MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION                   |



T.60

**RATLOU LOCAL MUNICIPALITY**  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.2 A MBD1**

**PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>					
BID NUMBER:	NW381/TECH-PMU06/2025/2026	CLOSING DATE:	16 FEBRUARY 2026	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET A CENTREEDDRESS)

<p><b>Tender Box at the Ratlou Local Municipality Offices, foyer</b>  <b>Ratlou Local Municipality, R507 Delareyville Road,</b>  <b>Next to Setlagole Library, Setlagole Village,</b>  <b>North West</b></p>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes



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**RATLOU LOCAL MUNICIPALITY**  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

[TICK APPLICABLE BOX]	<input type="checkbox"/> No		<input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Technical Services	Tazu Projects and Consulting Engineers cc	
CONTACT PERSON	Mr P More	Mr T Nkgudi	
TELEPHONE NUMBER	(018) 330 7000/ 082 868 4917	(012) 655 0111	
FACSIMILE NUMBER			
E-MAIL ADDRESS	pasekamathews@outlook.com	info@tazuprojects.co.za	





**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE</b>	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	



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

**NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

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

DATE: .....



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**T2.2 B MBD 2**

**TAX CLEARANCE CERTIFICATE REQUIREMENTS**

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).



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**T2.2 C MBD 3.1**

**PRICING SCHEDULE – FIRM PRICES**  
**(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING,  
A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH  
DELIVERY POINT

Name of Bidder.....	Bid Number.....
Closing Time .....	Closing Date .....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
-	Required by:	.....	
-	At:	.....	
-	Brand and Model	(if applicable) .....	
-	Country of Origin	.....	
-	Does the offer comply with the specification(s)?		*YES/NO
-	If not to specification, indicate deviation(s)	.....	
-	Period required for delivery	.....	*Delivery: Firm/Not firm
-	Delivery basis	.....	

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable



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**T2.2 D MBD 4.**

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - The bidder is employed by the state; and/or
  - The legal person on whose behalf the bidding document is signed, has a relationship with persons/ a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 2.1. Full Name of bidder or his or her representative:.....
  - 2.2. Identity Number:.....
  - 2.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....
  - 2.4. Company registration number:.....
  - 2.5. Tax Reference Number:.....
  - 2.6. VAT Registration Number:.....
  - 2.6.1 The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/ persal numbers must be indicated in paragraph 3 below.

1“State” means –

- a. Any national or provincial department, national or provincial public entity or constitution within the meaning of Public Finance Management Act, 1999 (Act No. 1 of 1999);
- b. Any municipality or municipal entity;



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- c. Provincial legislature;
- d. National Assembly or the national Council of provinces; or
- e. Parliament.

2"shareholder" means-

a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.1. Are you or any person connected with them bidder YES ☐ NO ☐  
presently employed by the state?

2.1.1. If so, furnish the following particulars: Name of person / director / trustee/  
shareholder/ member: .....

Name of state institution at which you or person connected to the bidder is  
employed: .....

Position occupied in the public institution:  
.....

Any other particulars:

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

2.1.2. If you are presently employed by the state, did you obtain ☐ YES ☐ NO  
the appropriate authority to undertake remunerative  
work outside employment in the public sector?

2.1.2.1. If yes, did you attach proof of such authority to the bid YES ☐ NO ☐  
document?

(Note: Failure to submit proof of such authority, where  
applicable, may result in the disqualification of the bid.

2.1.2.2. If no, furnish reasons for non-submission of such proof:

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

2.2. Did you or your spouse, or any of the company's directors/ trustees/ YES ☐ NO ☐  
shareholders/ members or their spouses conduct business with the



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state in the previous twelve months?

2.2.1. If so, furnish particulars:

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

2.3. Do you, or any person connected with the bidder, have any relationship YES ☐ NO ☐  
 (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.3.1. If so, furnish particulars:

.....  
 .....

2.4. Are you, or any person connected with the bidder, aware of any ☐ YES ☐ NO  
 relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjustment of this bid?

2.4.1. If so, furnish particulars:

.....  
 .....

2.5. Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.5.1. If so, furnish particulars:

.....  
 .....

**3. Full details of directors/ trustees/ members/ shareholders.**

Full Names	Identity Number	Personal Tax Reference Number	State Number/ Employee Persal Number



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**4. DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder





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**T2.2 E MBD 5**

**DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing? **\*YES / NO**

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....

.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? **\*YES / NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars. **\*YES / NO**

.....

.....

.....

\* Delete if not applicable



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3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

**\*YES / NO**

3.1 If yes, furnish particulars

.....

.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

**\*YES / NO**

4.1 if yes, furnish particulars

.....

.....

**T. CERTIFICATION**

I, THE UNDERSIGNED (NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.



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T2.2 F

**MBD 6.1**

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

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

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

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2
- a) The applicable preference point system for this tender is the 80/20 preference point system.
  - b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.

The maximum points for this tender are allocated as follows:

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

- 1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

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



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contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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

**3.1. POINTS AWARDED FOR PRICE**

**3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

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

The specific goals allocated	Number of points allocated	Number of points allocated	Number of points claimed	Number of points claimed	Means of Verification
------------------------------	----------------------------	----------------------------	--------------------------	--------------------------	-----------------------



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points in terms of this tender	(90/10 system) (To be completed by the organ of state)	(80/20 system) (To be completed by the organ of state)	(90/10 system) (To be completed by the tenderer)	(80/20 system) (To be completed by the tenderer)	
Black Owned Business		17			CSD Report/Original or Certified copy of BBBEE
50% or more owned Dissability Business		1			Dissability Verification Letter/CSD Report
50% or more owned Youth Business		1			CSD Report
50% or more owned Women Business		1			CSD Report

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the



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conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

**FORWARD THE MATTER FOR CRIMINAL PROSECUTION.**



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**T2.2 G MBD 6.2**

**DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

**1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)



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Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;
- 2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
<hr/>	<hr/> %
<hr/>	<hr/> %
<hr/>	<hr/> %

- 3.** Does any portion of the goods or services offered have any imported content?

*(Tick applicable box)*

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

- 3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):





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Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**

**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Institution):  
.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thdti.gov.za/industrial\\_development/ip.jsp](http://www.thdti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),



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do hereby declare, in my capacity as .....

of .....(name of bidder entity), the  
following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content(x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** **DATE:** \_\_\_\_\_

**WITNESS No. 1** **DATE:** \_\_\_\_\_

**WITNESS No. 2** **DATE:** \_\_\_\_\_



**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.2 H MBD 7.1**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

**WITNESSES**

1 .....

2. ....

DATE: .....



**RATLOU LOCAL MUNICIPALITY**  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

MBD 7.1

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**  
**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as.....

accept your bid under reference number .....dated.....for the  
supply of

goods/works indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions is forthcoming.

3. I undertake to make payment for the goods/works delivered in accordance with the terms  
and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied  
by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP



WITNESSES

1. ....

2. ....



**RATLOU LOCAL MUNICIPALITY**  
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**T2.2 I      MBD 8**

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).  <b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
Item	Question	Yes	No



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
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4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND  
CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN  
AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**  
**T2.2 J MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.



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7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- <sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of Bidder





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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
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**T2.3 OTHER DOCUMENTS REQUIRED FOR TENDER EVALUATION**

- T2.3 A DECLARATION OF GOOD STANDING REGARDING TAX ..... **ERROR!  
BOOKMARK NOT DEFINED.**
- T2.3 B FINANCIAL DETAILS, STATEMENTS AND BANK REFERENCES ..... **ERROR!  
BOOKMARK NOT DEFINED.**
- T2.3 C CONSTRUCTION INDUSTRIES DEVELOPMENT BOARD REGISTRATION  
..... **ERROR! BOOKMARK NOT DEFINED.**
- T2.3 D CERTIFICATE OF NON-COLLUSIVE TENDER ..... **ERROR! BOOKMARK NOT  
DEFINED.**
- T2.3 E COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 AND  
CONSTRUCTION REGULATIONS, 2003 **ERROR! BOOKMARK NOT DEFINED.**
- T2.3 F REQUIREMENTS IN TERMS OF GOVERNMENT'S RECONSTRUCTION AND  
DEVELOPMENT PROGRAMME ..... **ERROR! BOOKMARK NOT DEFINED.**
- T2.3 G EQUITY OWNERSHIP CLAIMED IN TERMS OF HDI STATUS ..... **ERROR!  
BOOKMARK NOT DEFINED.**
- RDP1(E) SCHEDULE OF LABOUR CONTENT...  
..... **Error! Bookmark not defined.**
- RDP2(E) EMPLOYMENT OF ABE'S..... **ERROR! BOOKMARK NOT DEFINED.**
- RDP3(E) HDI EQUITY IN PROJECT ..... **ERROR! BOOKMARK NOT DEFINED.**
- RDP4(E) HDI SUPERVISORY STAFF..... **ERROR! BOOKMARK NOT DEFINED.**
- RDP5(E) ABE DECLARATION AFFIDAVIT ..... **ERROR! BOOKMARK NOT DEFINED.**
- RDP6(E) GENERIC TRAINING ..... **ERROR! BOOKMARK NOT DEFINED.**
- RDP7(E) ENTREPRENEURIAL TRAINING ..... **ERROR! BOOKMARK NOT DEFINED.**
- RDP8(E) EMPLOYER'S AGENTING SKILLS TRAINING.....  
..... **Error! Bookmark not defined.**



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**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**  
**T2.3 A DECLARATION OF GOOD STANDING REGARDING TAX**

<b>SOUTH AFRICAN REVENUE SERVICES</b>	Tender No: ..... Closing Date: .....																				
<b>DECLARATION OF GOOD STANDING REGARDING TAX</b>																					
<b>PARTICULARS</b>																					
1. Name of Taxpayer/Tenderer: .....																					
2. Trade Name: .....																					
3. Identification Number: (If applicable)	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
4. Company / Close Corporation registration number:	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
5. Income Tax reference number:	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
6. VAT registration number: (If applicable)	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
7. PAYE employer's registration number: (If applicable)	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
8. Monetary value of tender:	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
<b>DECLARATION</b>																					
I, ..... the undersigned, the above taxpayer/tenderer, hereby declare that my Income Tax, Pay-As-You-Earn (PAYE) and Value-Added-Tax (VAT) obligations of the above-mentioned taxpayer, which include the rendition of returns and payment of the relevant taxes:																					
(i) Have been satisfied in terms of the relevant Acts; or																					
(ii) That suitable arrangements have been made with the Receiver of Revenue, ..... to satisfy them.*																					
.....																					
<b>SIGNATURE</b>	<b>CAPACITY</b>	<b>DATE</b>																			
<b>PLEASE NOTE: * The declaration (ii) cannot be made unless formal arrangements have been made with the Receiver of Revenue with regard to any outstanding revenue/outstanding tax returns.</b>																					



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**  
**T2.3 B FINANCIAL DETAILS, STATEMENTS AND BANK REFERENCES**

**1. FINANCIAL STATEMENTS**

I/We agree, if required, to furnish a copy of the latest audited set of financial statement together with my/our Director's and Auditor's report for consideration by the employer.

**2. DETAILS OF CONTRACTOR'S BANK ACCOUNT**

I/We furnish the following information:

- a) Name of Bank: .....
- b) Branch of Bank .....
- c) Town/city/suburb where bank is situated.....
- d) Contact Person at the Bank: .....
- e) Telephone number of Bank: Code: ..... Number: .....
- f) Account Number: .....
- g) Bank rating (include confirmation from bank or financial institution): .....  
.....

I/We hereby authorise the Employer to approach the above Bank for a reference.

SIGNED ON BEHALF OF THE TENDERER:.....

DATE: .....



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**  
**T2.3 C CONSTRUCTION INDUSTRIES DEVELOPMENT BOARD REGISTRATION**

The tenderer is to affix to this page either:

- Written proof of his registration with the CIDB as the relevant Category 5CE or Higher
- Or
- Written proof of his application to the CIDB for registration as a contractor in the category listed above.

Note:

1. Failure to affix such documentation as prescribed to this page shall result in this tender not being further considered for the award of the contract.
2. Should this tender be considered for award of the contract, based on proof of submission of application for registration in the appropriate category with the CIDB, and should proof of such subsequent registration not be forthcoming to the employer by the time of award of the contract, then this tender will no longer be considered for the award of the contract.



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.3 D CERTIFICATE OF NON-COLLUSIVE TENDER**

**1 IN THE CASE OF A SINGLE CONSTRUCTION CONCERN:**

I/We certify that this is a bona fide tender.

I/We also certify that I/We have not done and I/We undertake not to do any of the following at any time before the hour and date specified for the closure of submission of tenders for this contract.

- a) Fix or adjust the amount of this tender by or under or in accordance with any agreement or arrangement with any other person;
- b) communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except when the confidential disclosure of the approximate amount of the tender is necessary to obtain the insurance-premium quotations required for preparation of the tender;
- c) cause or induce any other person to communicate to me/us the amount or approximate amount of any rival tender for this contract;
- d) enter into any agreement or arrangement with any other person to induce him to refrain from tendering for this contract, or to influence the amount of any tender or the conditions of any tender to be submitted, nor cause or induce any other person to enter into any such agreement or arrangement;
- e) offer or pay or give or agree to pay or to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any tender or proposed tender for this contract, any action similar to those described above.

In this certificate the term "person" includes any persons, body of persons or association, whether corporate or not, and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not.

SIGNED ON BEHALF OF TENDERER: .....



**RATLOU LOCAL MUNICIPALITY**  
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.3 D CERTIFICATE OF NON-COLLUSIVE TENDER (continued)**

**IN THE CASE OF A CONSORTIUM OF CONSTRUCTION CONCERNS:**

We certify that this is a bona fide tender.

We also certify that we have not done and we undertake not to do any of the following at any time before the hour and date specified for the closure of submission of tenders for this contract:

- a) Fix or adjust the amount of this tender by or under or in accordance with any agreement or arrangement with any person outside this consortium;
- b) communicate to a person outside this consortium other than the person calling for these tenders, the amount or approximate amount of the proposed tender, except when the confidential disclosure of the approximate amount of the tender is necessary to obtain insurance premium quotations required for preparation of the tender;
- c) cause or induce any person outside this consortium to communicate to us the amount or approximate amount of any rival tender for this contract.
- d) enter into any agreement or arrangement with any person outside this consortium to induce him to refrain from tendering for this contract, or to influence the amount of any tender or the conditions of any tender to be submitted, nor cause or induce any person outside this consortium to enter into any such agreement or arrangement;
- e) offer or pay or give or agree to give any sum of money or valuable consideration directly or indirectly to any person outside this consortium for doing or having done or causing or having caused to be done in relation to any tender or proposed tender for this contract, any action similar to those described above.

In this certificate the term "person" includes any persons, body of persons or association, whether corporate or not, the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not, and the term "person outside this consortium" means, when the consortium is a partnership, a person other than a partner or an employee of a partner or the partnership, or when the consortium is a company, a person other than a person or company holdings shares in the consortium, or any employee of such a person, company or the consortium.

SIGNED ON BEHALF OF TENDERER: .....



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
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**T2.3 E COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT, 1993  
AND CONSTRUCTION REGULATIONS, 2003**

The tenderer shall attach to this Form evidence that he is registered and in good standing with a compensation insurer who is approved by Department of Labour in terms of section 80 of the Compensation for Injury and Disease Act (COID) (Act 130 of 1993).

The tenderer is required to disclose, by also attaching documentary evidence to this form, all inspections, investigations and their outcomes conducted by the Department of Labour into the conduct of the tenderer at any time during the 36 months preceding the date of this tender.

SIGNED ON BEHALF OF THE TENDERER: .....

**Note to tenderer:**

**Discovery that the tenderer has failed to make proper disclosure may result in RATLOU Local Municipality terminating a contract that flows from this tender on the ground that it has been rendered invalid by the Tenderer's misrepresentation.**



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**T2.3 F REQUIREMENTS IN TERMS OF GOVERNMENT'S RECONSTRUCTION AND DEVELOPMENT PROGRAMME**

**M1 General**

The employer requires the active participation of the contractor in this aspect of the contract.

Forms RDP 1 (E) to RDP 4 (E) apply to this section and must be completed and submitted with the tender.

The tenderer's submissions under this item will be taken into consideration when evaluating tenders received.

**K2 Definitions**

**M2.1 Contract Participation Goal (CPG)**

The value of goods, services and works, excluding VAT, for which the contractor proposes to engage labour or ABEs.

**M2.2 Affirmable Business Enterprise (ABE)**

A business which adheres to statutory labour practices, is a legal entity, registered with the South African Revenue Service and a continuing and independent enterprise for profit, providing a commercially useful function and

- a) which is at least 51 % Owned by one or more Previously Disadvantaged Individuals (PDI) or in the case of a company, at least 51 % of the shares are owned by one or more Previously Disadvantaged Individuals (PDI) and
- b) whose management and daily business operations are under the control of one or more of the Previously Disadvantaged Individuals (PDI) who effectively own it provided that during the period for which the business has been operating or the previous three financial years, whichever period is the lesser, the average annual turnover of the business (excluding VAT and any turnover generated in respect of work performed by other parties in a joint venture or a consortium) does not exceed:
  - 1) R10 million in respect of contractors who mainly perform Civil Employer's Agenting Services.
  - 2) R2,5 million in respect of labour-only subcontractors
  - 3) R10 million in respect of Manufacturers





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- 4) R15 million in respect of Suppliers
- 5) R2,5 million, exclusive of any turnover generated in respect of out-sourced activities which the enterprise does not have the in-house competence and expertise to perform, in respect of professional service providers, and
- 6) R2,5 million in respect of other service providers, e.g., transport; and that the sum of the average annual turnovers over the same period of all the business concerns which are under the control of Previously Disadvantaged Individuals (PDI) within the business entity and Affiliated Entities does not exceed one and a half (1,5) times the maximum allowable annual average turnover for the particular category of enterprise as set out in (b) above, seeking ABE status.

**M2.3 “Historically Disadvantaged Individuals (HDIs)” means all South African Citizens**

1. who had no franchise in national elections prior to the introduction of the 1983 and 1993 constitutions;
2. women, or
3. disabled persons

Persons who obtained South African Citizenship after the first democratic election in April 1994, cannot qualify for preference as an HDI.

**M2.4 Target values**

- (a) The values of the following items (excluding VAT) expressed as percentages of the Tender Sum, (excluding VAT) as proposed by the tenderer in his tender. The monetary total of these values shall be the CPG.

In this contract the minimum target values shall be as follows:

Labour Maximisation : 10%  
ABE support : 25%

- (b) The value of the following item expressed as a percentage of the total number of supervisory staff employed on the contract, as proposed by the tenderer in his tender. In this contract the minimum target value shall be:

HDI Supervisory Staff: 10%

The maximum target values for each category will be the highest of all values submitted in the tenders short-listed for detailed evaluation



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**M3 Preferential Procurement Point System Policy**

The Procurement Policy to be used is included under section 21(b) of the Supply Chain Management Policy

**M4 Contract Participation Performance (CPP)**

M4.1 The Contractor's Participation Performance will be measured monthly in order to monitor the extent to which he is striving to reach the Contract Participation Goal (CPG) he proposed in his tender. Failure to reach the CPG will make him liable for a penalty as prescribed in Section C3.3.1.5 of the Preferential Procurement Point System Policy.

**M4.2 Monitoring of CPG**

Regular returns will be required from the contractor, to be submitted with each payment certificate.

Examples of the forms to be used are illustrated under Annexure C5.1 of this document.

**M5 Training**

Provision is made in the PROJECT SPECIFICATIONS for structured training to be provided by the contractor to PDI'S and ABE'S.



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**T2.3 G EQUITY OWNERSHIP CLAIMED IN TERMS OF HDI STATUS**

**1. POINTS TO BE CALCULATED FROM INFORMATION FURNISHED IN PARAGRAPH 2.8.**

<b>Ownership</b>	<b>Percentage owned</b>	<b>Points claimed</b>
------------------	-------------------------	-----------------------

Equity ownership by persons who due to the apartheid policy that had been in place, had no franchise in the national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) ("The Interim Constitution")

	%	.....
--	---	-------

Equity ownership <b>by women</b>	%	.....
----------------------------------	---	-------

**2. DECLARATION WITH REGARD TO EQUITY**

2.1 Name of firm : .....

2.2 VAT registration number : .....

2.3 Company registration number : .....

**2.4 TYPE OF FIRM**

	Partnership
	One person business / sole trader
	Close corporation
	Company
	(Pty) Limited

[TICK APPLICABLE BOX]

**2.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**2.6 COMPANY CLASSIFICATION**

	Manufacturer
	Supplier
	Professional service provider
	Other service providers, e.g. transporters, etc.

[TICK APPLICABLE BOX]

**2.7 TOTAL NUMBER OF YEARS THE FIRM HAS BEEN IN BUSINESS? .....**



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**2.8 List all Shareholders by Name, Position, Identity Number, HDI status and ownership, as relevant. Information to be used to calculate the points claimed in paragraph 1.**

Name	ID Number	Designation in company / organisation	Activity and responsibility in the company / organisation	Date RSA Citizenship obtained	Race e.g. Black, White, Coloured or Indian	*HDI Status			% of business shares in enterprise owned
						No franchise prior to 1983 & 1993 Constitutions	Women		

\*Indicate YES or NO



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**2.9 Consortium / Joint Venture**

2.9.1 In the event that preference points are claimed for HDI members by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of HDI member **(to be consistent with paragraph 2.8)**:

Name	ID Number	Designation in company / organisation	Activity and responsibility in the company / organisation	Date RSA Citizenship obtained	Race e.g. Black, White, Coloured or Indian	*HDI Status			% of business shares in enterprise owned
						No franchise prior to 1983 & 1993 Constitutions	Women		

\*Indicate YES or NO:



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2.10 I / we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm certify that points claimed, based on the equity ownership, qualifies the firm for the preference(s) shown and

I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The Equity ownership claimed is in accordance with the applicable preference point system.
- (iii) In the event of a contract being awarded as a result of points claimed, the tenderer may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the claims are found to be incorrect, the Ratlou Municipality may, in addition to any other remedy it may have –
  - (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (c) impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the bid; and

WITNESSES:

1 ..... SIGNATURE(S) of TENDERER(S)

2 .....

DATE: .....

ADDRESS: .....

.....

.....

.....



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**RDP1(E) SCHEDULE OF LABOUR CONTENT**

The Tenderer must complete the table below to reflect the labour force anticipated to be employed on this contract, including labour employed by sub-contractors.

The specified target value is 10%

**Note:** The full amount of this 10% target value should be obtained from Local Labour content. This 10% labour content shall be from the LOCAL COMMUNITY, the contractors own key, skilled and unskilled personnel will not be counted towards the said 10% of the contract amount minimum labour content.

Type of Labour	Man-hours	Minimum Wage Rate per Unit	Total Wage Cost (Excl VAT)
Permanent Labour			
Temporary Labour			
SMME/HDI's Labour			
TOTAL			
PERCENTAGE			

**Notes to Tenderer:**

- (1) Labour is defined as hourly paid personnel.
- (2) The penalty for non-compliance during the contract or for fraudulent disclosure is discussed in Section C3.3.1.5.

SIGNED ON BEHALF OF THE TENDERER: .....







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**RDP3(E) HDI EQUITY IN PROJECT**

The tenderer shall complete the table below

<b>Company Name (In Case of Joint Venture, all JV Partner Names)</b>	<b>Other HDI Equity Share %</b>	<b>Female Equity Share %</b>	<b>Total HDI Equity Share %</b>

**Notes to tenderer:**

**The tenderer may be required to provide audited proof of equity distribution. In the case of public listed companies, the ratios of equity shareholding are to be replaced by the ratio of HDI and female retrospectivity at directorship level.**

SIGNED ON BEHALF OF THE TENDERER.....





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**RDP5(E) ABE DECLARATION AFFIDAVIT**

It is understood and agreed that should this contract be awarded to me an ABE Declaration Affidavit will be completed by each and every ABE employed by me on this contract and will be submitted to the Employer immediately upon demand by the Employer.

SIGNED ON BEHALF OF THE TENDERER .....

**An example of the SMME/PDI Declaration Affidavit is given in Annexure C5.1.**



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION A LICENSE  
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**RDP6(E) GENERIC TRAINING**

Name of Training Institution: .....

Name of Programme: .....

Trainer's Name	Qualification	Subject

**Notes to tenderer:**

**Provide details here, or attach hereto, the subjects to be covered and the manner in which the training is to be delivered.**

SIGNED ON BEHALF OF THE TENDERER .....



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**RDP7(E) ENTREPRENEURIAL TRAINING**

Name of Training Institution: .....

Name of Programme: .....

Trainer's Name	Qualification	Subject

**Notes to tenderer:**

**Provide details here, or attach hereto, the subjects to be covered and the manner in which the training is to be delivered.**

SIGNED ON BEHALF OF THE TENDERER .....



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**RDP8(E) EMPLOYER'S AGENTING SKILLS TRAINING**

Name of Training Institution: .....

Name of Programme: .....

Trainer's Name	Qualification	Subject

**Notes to tenderer:**

**Provide details here, or attach hereto, the subjects to be covered and the manner in which the training is to be delivered.**

SIGNED ON BEHALF OF THE TENDERER .....

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION A LICENSE  
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THE CONTRACT**

T2.4 A	SCHEDULE OF ESTIMATED MONTHLY EXPENDITURE .....	T-113
T2.4 B	RATES FOR SPECIAL MATERIALS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 C	ALTERATIONS BY TENDERER.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 D	WORKS PREVIOUSLY EXECUTED ... T.	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 E	PRESENT COMMITMENTS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 F	SUPERVISORY AND SAFETY PERSONNEL .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 G	CONTRACT PARTICIPATION GOAL (CPG) SCHEDULE: PARTICIPATION OF TARGETED LABOUR.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 H	LABOUR UTILISATION .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 I	COMPLIANCE WITH OHSA (ACT 85 OF 1993) .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 J	PLANT AND EQUIPMENT.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 K	SUB-CONTRACTORS.....	T-129
T2.4 L	SITE INSPECTION CERTIFICATE.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 M	AUTHORITY OF SIGNATORY .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 N	PROSPECTIVE TENDERER'S REGISTRATION FORM /CHANGE OF REGISTRATION FORM .....	T-131
T2.4 O	JOINT VENTURE AGREEMENT .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 P	PREFERENTIAL PROCUREMENT .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 Q	AFFIDAVIT .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 R	AFFIDAVIT .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 S	AFFIDAVIT .....	T-139
T2.4 T	DECLARATION OF INTEREST .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 U	BANKING DETAILS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
T2.4 V	RATES FOR SPECIAL MATERIALS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>



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**RATLOU LOCAL MUNICIPALITY****NW381/TECH-PMU06/2025/2026****APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION A LICENSE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE****T2.4 RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE  
CONTRACT****T2.4 A SCHEDULE OF ESTIMATED MONTHLY EXPENDITURE**

The tenderer shall state his estimated value of the work to be completed every month, based on his preliminary programme and his tendered unit rates, in the table below. The amounts for contingencies and contract price adjustment shall not be included.

<b>MONTH</b>	<b>VALUE (INCLUDING VAT)</b>
1	R .....
2	R .....
3	R .....
4	R .....
5	R .....
6	R .....
7	R .....
8	R .....
9	R .....
10 (FINAL RETENTION)	R .....
<b>TOTAL: R.....</b>	
<b>(EXCLUDING CONTINGENCIES AND CONTRACT PRICE ADJUSTMENT)</b>	
<b>DURATION.....(MONTHS)</b>	

SIGNED ON BEHALF OF TENDERER: .....





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**T2.4 B RATES FOR SPECIAL MATERIALS**

**Only bitumen products will be dealt with as a special material** in terms of sub-clause 46.3 of the General Conditions of Contract. All bitumen products as indicated in the contract data must be stated in the list below.

The rates and prices for the special materials shall be furnished by the contractor, which rates and prices shall exclude VAT but shall include all other obligatory taxes and levies.

The Compiler should state the Base Month.

SPECIAL MATERIALS	UNIT *	RATE OR PRICE FOR THE BASE MONTH

\* Indicate whether the material will be delivered in bulk or in containers.

When called upon to do so, the contractor shall substantiate the above rates or prices with acceptable documentary evidence from the applicable refinery supplying the bitumens.

SIGNED ON BEHALF OF TENDERER:.....



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**T2.4 C      ALTERATIONS BY TENDERER**

Should the Tenderer desire to make any departures from or modifications to the General or Special Conditions of Contract, the Specifications, the Schedule of Quantities or the Drawings, or to qualify his/her tender in any way, he/she shall set out his/her proposals clearly hereunder or alternatively state them in a covering letter attached to his tender and referred to hereunder, failing which the tender will be deemed to be unqualified.

Page	Clause or Item

SIGNATURE OF TENDERER: ..... DATE: .....



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**T2.4 D WORKS PREVIOUSLY EXECUTED**

The following is a statement of major relevant works successfully executed by myself/ourselves in recent years:

Employer	Engineer *	Nature of Works	Value of Works	Duration and Completion Date

**Failure to detail the required information, shall signify that the tender is submitted by an inexperienced tenderer.**

SIGNATURE OF TENDERER: ..... DATE: .....

\* State firm, contact person and telephone number.

\_\_\_\_\_



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**T2.4 E      PRESENT COMMITMENTS**

Employer	Consulting Engineer *	Nature of Works	Value of Works	Duration and Completion Date

SIGNATURE OF TENDERER: ..... DATE: .....

\* State firm, contact person and telephone number.



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**T2.4 F SUPERVISORY AND SAFETY PERSONNEL**

**PREVIOUS EXPERIENCE ON WORKS OF A SIMILAR NATURE DURING THE LAST FIVE YEARS**

Name	% Time on Site	Position (Current)	Service (Years)	Name of Project And year executed	Value of Works	Position Occupied
Contracts Manager						
Contractor's Site Agent						
Contractor's Foremen						
Construction Health and Safety Officer						

Tenderers shall indicate the percentage of working time these persons will be engaged on site. Tenderers are required to provide copies of curriculum vitae's of all supervisory and safety personnel.

SIGNATURE OF TENDERER: DATE:



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GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.4 G CONTRACT PARTICIPATION GOAL (CPG) SCHEDULE: PARTICIPATION OF  
TARGETED LABOUR**

**1. DEFINITIONS**

The following definitions shall apply to this schedule:

**1.1 Targeted labour**

Individuals, employed by the Contractor or approved SMME/ABE subcontractors in the performance of the contract, who are defined as the target group in the contract and who permanently reside in the target area or who are recognized as being residents of the target area on the basis of identification and association with and recognition by the residents of the target area.

**1.2 Target Group**

For this project the contract does not specify the target group based on gender, age or disability. However, specifically excluded from the Target Group is the Contractor's own staff, unless such staff are also from the Target Area.

**1.3 Target Area**

The target area is defined as the area resorting under the Ratlou Local Municipality Areas, in which the project is located.

**2. CONDITIONS ASSOCIATED WITH THE GRANTING OF CPG CREDITS**

The Tenderer, undertakes to:

- (1) engage Targeted Labour in accordance with the provisions of the SANS 1914-5 as varied in Section 3 hereunder;
- (2) accept the sanctions set out in Section 4 below should such conditions be breached; and



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(3) complete the Tendered Contract Participation Goal contained in section 5 of this schedule.

**3. VARIATIONS TO THE TARGETED CONSTRUCTION PROCUREMENT SPECIFICATION SANS 1914-5**

The variations to SANS 1914-5 are set out below. Should any requirements of the variations conflict with requirements of SANS 1914-5, the requirements of the variations shall prevail:

- 3 Requirements
- 3.1 Contract participation goal

*ADD THE FOLLOWING TO 3.1.1:*

“Targeted labour shall be engaged in the performance of the contract to the value of .....% (insert %) of the Net Amount as defined in 2.6 of SANS 1914-5.”

**4. SANCTIONS**

In the event that the Tenderer fails to substantiate that any failure to achieve the Contract Participation Goal was due to quantitative under runs, the elimination of items, or any other reason beyond the Contractor's control which may be acceptable to the Employer, it shall be liable to pay to the Employer a financial penalty calculated in the following manner:

$$P = \frac{1.0 \times (D - Do)}{(100)} \times N_A$$

where:

- D = tendered Contract Participation Goal percentage
- Do = the Contract Participation Goal which the Employer's representative based on the credits passed, certifies as being achieved upon completion of the Contract
- NA = Net Amount (Actual contract expenditure, excluding VAT)
- P = Rand value of penalty payable.

**5. TENDERED CONTRACT PARTICIPATION GOAL (minimum set-aside on this contract is 7.5%)**



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I/we hereby tender a Contract Participation Goal of .....% for the Participation of Targeted Labour.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the tenderer, confirms that he/she understands the conditions under which such Contract Participation Goal is approved and confirms that the tender satisfies the conditions pertaining to the Contract Participation Goal for the Participation of Targeted Enterprises.

SIGNATURE: .....

NAME: .....

DULY AUTHORISED TO SIGN ON BEHALF OF CONTRACTOR: .....





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**T2.4 H LABOUR UTILISATION**

Labour Categories - Definitions

NOTE: These definitions serve as a guideline to complete the following table and will in no respect alter the Project Specifications or Standardised Specifications.

**1. General Foreman/Foreman**

An employee who gives out work to and directly co-ordinates and supervises employees. His/her duties encompass any one or more of the following activities:

- (a) Supervision
- (b) Maintaining discipline
- (c) Ensuring safety on the workplace
- (d) Being responsible to the Contractor for efficiency and production for his/her portion of the works
- (e) Performing skilled work, whether in an instructional capacity or otherwise.

**2. Charge hand**

An employee engaged in any one or more of the following activities:

- (a) Being primarily employed in a supervisory capacity, but who may also be doing the work of an artisan
- (b) Giving out work to other employees under his/her control and supervision
- (c) Ensuring safety on the workplace
- (d) Maintaining discipline



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- (e) Being directly responsible to a general foreman or foreman or the Contractor or the Contractor's representative for efficiency and production for his/her portion of the works.

**3. Artisan**

An employee who has successfully completed all prescribed courses at a practical institutional training centre for a particular trade and who has successfully completed the on-site period of training as prescribed and who has successfully passed the prescribed trade tests.

**4. Team Leader**

An employee engaged in any one or more of the following activities:

- (a) Being employed in a supervisory capacity, but who may also be doing the work of a skilled person
- (b) Giving out work to other employees under his control and supervision
- (c) Maintaining discipline
- (d) Being directly responsible to a Charge hand or a foreman or a general foreman or the employer's authorised representative for efficiency and production for his portion of the works.



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**5. Skilled Employee**

An employee engaged in an ancillary trade or an assistant artisan.

**6. Semi-Skilled Employee**

An employee with any specified skills, an apprentice or a trainee-artisan.

**7. Unskilled Employee**

An employee engaged on any task or operation not specified above.

**8. Imported Employee**

Personnel permanently employed by Contractor.

**9. Local Employee**

Temporary workforce employed through Labour Desk.

Note: Man-Days table on next page.



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**MAN DAYS**

Categories	No. of Man Days	
	Imported	Local
1. Contracts Manager		
2. Site Agent		
3. Foreman/Supervisors (specify type)		
3.1 .....		
3.2 .....		
3.3 .....		
4. Safety Inspectors (specify type)		
4.1 .....		
4.2 .....		
5. Charge hands		
6. Artisans		
7. Operators/Drivers		
8. Clerks/Storeman		
9. Team Leader		
10. Skilled Labour		
11. Semi-skilled Labour		
12. Unskilled Labour		

SIGNATURE OF TENDERER: .....

DATE: .....



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**T2.4 I COMPLIANCE WITH OHSA (ACT 85 OF 1993)**

Tenderers are required to satisfy the Employer and the Engineer as to their ability and available resources to comply with the above by answering the following questions and providing the relevant information required below.

1. Is the Contractor familiar with the OHSA (ACT 85 OF 1993) and its Regulations? YES / NO

2. Who will prepare the Contractors Health and Safety Plan? (Provide a copy of the person/s curriculum vitae/s or company profile).

.....

3. Does the Contractor have a health and safety policy? (If yes, provide a copy). YES / NO  
How is this policy communicated to all employees?

.....

4. Does the Contractor keep records of safety aspects of each construction site? YES / NO  
If yes, what records are kept?

.....

5. Does the Contractor conduct monthly safety meetings? If yes, who is the YES / NO  
chairperson of the meeting, and who attends these meetings?

.....

6. Does the Contractor have a safety officer in his employment, responsible for the YES / NO  
overall safety of his company?

If yes, please explain his duties and provide a copy of his CV.

.....



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.....

7. Does the Contractor have trained first aid employees? If yes, indicate who. YES / NO

.....

8. Does the Contractor have a safety induction training programme in place? YES / NO  
(If yes, provide a copy).

SIGNATURE OF TENDERER: ..... DATE: .....



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**T2.4 J PLANT AND EQUIPMENT**

1. Major Plant and Equipment available for this Contract:

Quantity	Size, Description, Capacity, etc

2. Major Plant and Equipment that will be acquired for this contract if my/our tender is accepted:

Quantity	Size, Description, Capacity, etc

SIGNATURE OF TENDERER: ..... DATE: .....



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**T2.4 K SUB-CONTRACTORS**

The tenderer shall list below any subcontractors he/she intends to employ to carry out part(s) of the Works.

The acceptance of this tender shall not be construed as being approval of all or any of the listed subcontractors. Should any or all of the subcontractors be not approved subsequent to the acceptance of the tender, it shall in no way invalidate this tender, and the tendered unit rates for the various items of work shall remain final and binding in the event of a subcontractor not listed below being approved by the Employer.

Company	Portion of Contract	Approx. Value

SIGNATURE OF TENDERER: .....

DATE: .....





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**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.4 L SITE INSPECTION CERTIFICATE**

As required by the Tender Data, I/we certify that I/we have visited the site of the Works and attended the compulsory site visit and clarification meeting on the date certified below.

I/we further certify that I am/we are satisfied with the description of the Work and the explanations given by the Engineer at the site visit and clarification meeting.

SIGNATURE OF TENDERER: ..... DATE: .....

***Site Visit***

This will certify that.....

Representing.....

attended a Site Inspection for this Contract on ..... 20.....

FOR THE ENGINEER: ..... (signed)



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**RATLOU LOCAL MUNICIPALITY**

**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.4 M AUTHORITY OF SIGNATORY**

With reference to Clause 2.13.4 of the Tender Data, Part T1.1, I/we herewith certify that this tender is submitted by: *(Mark applicable block)*

(a) A company, and attach hereto a certified copy of the required resolution of the Board of Directors

☐

(b) A partnership, and attach hereto a certified copy of the required resolution by all partners

☐

(c) A close corporation, and attach hereto a certified copy of the required resolution of the Board of Officials

☐

(d) A one-man business, and attach hereto certified proof that I am the sole owner of the business submitting this tender

☐

(e) A joint venture, and attach hereto:

- An notarially certified copy of the original document under which the joint venture was constituted
- Certified authorisation by the participating members of the undersigned to submit tenders and conclude contracts on behalf of the joint venture

SIGNATURE OF TENDERER: ..... DATE:.....



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**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING  
GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.4 N PROSPECTIVE TENDERER'S REGISTRATION FORM /CHANGE OF REGISTRATION  
FORM**

The Main Tenderers, Subcontractors or Joining Entities listed in Table 1 of the Schedule No 7 must complete this form despite the fact that they must register as a Registered Tenderer separately.

All Tenderers (Main Contractor, Subcontractors or Joining Entities) intending to tender, or a Registered Tenderer who's registration information has changed in the meantime, must complete this form and submit it to the client not later than 7 days before the closing of the relevant tender.

**\* Complete in full (indicate N/A where not available or applicable) and indicate if the information is submitted for the first time (F), it is unchanged (U) or has changed (C) since the previous submission.**

- Name of Business (or person, in case of goods/services provided by a person):  
..... ( )\*
- Official physical address of business, e-mail, telephone and fax numbers:  
Address: ..... ( )\*  
e-mail: ..... ( )\*  
Telephone: ..... ( )\*  
Fax: ..... ( )\*
- Electricity account no. if a local business: ..... ( )\*
- Type of business (Company, cc, etc): ..... ( )\*
- Main business activity (Stationary Dealer, Building Contractor, etc):  
..... ( )\*
- Estimated annual turnover (to remain confidential): R ..... ( )\*
- Full name of controlling shareholder if not a one-man business (to remain confidential):  
..... ( )\*



T.132

**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISCENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

- Equity held by HDI's in the above-mentioned business:

Full Name	ID No	Race	Sex (M/F)	Age	Disability Status	Personal Tax No	Equity Ownership %

I, the owner/manager of the above-mentioned business declare that the above-mentioned information is complete and correct, and that I am fully aware of the penalty that will apply if the tenders are allocated to the above-mentioned business on its own or as a joining entity, based on wrong information submitted above.

SIGNATURE OF TENDERER: .....

DATE: .....



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**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING  
GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.4 O JOINT VENTURE AGREEMENT**

The following legal business entities agree to deliver the services and/or goods as required under this Contract as a Joint Venture as follows:

Name and Addresses of Joint Venture: .....

.....

.....

Consisting of the following businesses (Joining Entities)

NAME JOINING ENTITY	TAX No	PROPORTIONAL PAYMENT THAT WILL BE RECEIVED UNDER THIS CONTRACT
.....	.....	.....%
.....	.....	.....%
.....	.....	.....%
.....	.....	.....%
.....	.....	.....%

The above-mentioned Joint venture will execute the Contract under the management of (full name)

.....

who is an employee of (name of joining entity) .....

and in accordance with any further agreements as attached to this document, titled

.....

and dated .....(if applicable).

Bank guarantees and retention money (where required) will be provided or paid by (name of joining entity)

.....

who will be responsible for the fulfilment of the retention obligations (where required) asset out in the Contract Document.



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**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING  
GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

Signed by the duly authorized representatives of the above-mentioned Joint Entities:

JOINING ENTITY AND POSITION	FULL NAME (Position)	SIGNATURE	DATE
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

WITNESSES:

1.	.....	.....	.....
2.	.....	.....	.....

SIGNATURE OF TENDERER: ..... DATE: .....



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**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING  
GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.4 P PREFERENTIAL PROCUREMENT**

List all partners, proprietors and shareholders and complete the table.

Name	Proportional percentage contribution only if a Joint Venture (1*)	HDI			%  Owned (5*)	Other Specific Goals	
		No franchise prior to elections (2*)	Women (3*)	Disabled (4*)		Joint venture with local SMME (6*)	Located in RATLOU LOCAL MUNICIPALITY (7*)

- \* Notes: (1) Joint Venture agreement in Section T 2.2 of this document.  
(2) States Yes or No.  
(3) States Yes or No.  
(4) States Yes or No.  
(5) Indicate percentage Equity Ownership.  
(6) States Yes or No.  
(7) States Yes or No.



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**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING  
GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

Total HDI Equity Ownership (EP) ..... %

Tender adjudication points claimed for Equity ownership of HDI's within the enterprise:

$$\text{NEP} = \frac{6 \times \text{EP}}{100} = \frac{6 \times \quad}{100} \%$$

**NEP = .....**

Calculation of preferential points:

$$\text{TPP} = \text{NEP} + \text{L( Locality)}$$

Where:

TPP = Total Preference Points scored

NEP = Points scored for Equity Ownership

L = Points scored for being located in RATLOU Local Municipality.

$$\text{TPP} = \dots + \dots = \dots$$

SIGNATURE OF TENDERER: ..... DATE: .....





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**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING  
GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.4 Q AFFIDAVIT**

Affidavit to be completed by every member of a company, closed corporation, trust, partnership or other business entity, claiming preference points regarding their HDI-status:

1. I, the undersigned ....., hereby  
(Full name and surname)

certify that I am a ..... of the tenderer.  
(Member, Director, Partner, Owner)

2. I furthermore certify that I personally hold .....% (per cent) equity shares in the above mentioned business venture and are actively involved in the management and control of the business.

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

.....  
SIGNATURE

I certify that the deponent has acknowledge that he/she knows and understands the contents of this declaration.

This declaration has been sworn/affirmed before me at .....

on this ..... day of .....20.....

.....  
**STAMP:**  
COMMISSIONER OF OATHS

I, THE UNDERSIGNED ....., ACTING IN MY CAPACITY AS

THE COMPANY/CORPORATION/BUSINESS VENTURE: .....

.....  
Hereby gives RATLOU Local Municipality and its delegates the right to inspect any documents in our possession pertaining to the verification of information reflecting the equity held in our company/corporation/ business venture.

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

.....  
SIGNATURE



T-138

**RATLOU LOCAL MUNICIPALITY  
NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING  
GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.4 R AFFIDAVIT**

Affidavit to be completed by every member of a company, closed corporation, trust, partnership or other business entity, claiming preference points regarding their HDI-status:

1. I, the undersigned ....., hereby  
(Full name and surname)  
certify that I am a ..... of the tenderer.  
(Member, Director, Partner, Owner)
2. I furthermore certify that I personally hold .....% (per cent) equity shares in the above mentioned business venture and are actively involved in the management and control of the business.

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

.....  
SIGNATURE

I certify that the deponent has acknowledge that he/she knows and understands the contents of this declaration.

This declaration has been sworn/affirmed before me at .....

on this ..... day of .....20.....

.....  
COMMISSIONER OF OATHS

**STAMP:**

I, THE UNDERSIGNED ....., ACTING IN MY CAPACITY AS

THE COMPANY/CORPORATION/BUSINESS VENTURE: .....

.....  
Hereby gives Ratlou Local Municipality and its delegates the right to inspect any documents in our possession pertaining to the verification of information reflecting the equity held in our company/corporation/ business venture.

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

.....  
SIGNATURE



T-139

**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING  
GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.4 S AFFIDAVIT**

Affidavit to be completed by every member of a company, closed corporation, trust, partnership or other business entity, claiming preference points regarding their HDI-status:

1. I, the undersigned ....., hereby  
(Full name and surname)  
  
certify that I am a ..... of the tenderer.  
(Member, Director, Partner, Owner)
2. I furthermore certify that I personally hold .....% (per cent) equity shares in the above mentioned business venture and are actively involved in the management and control of the business.

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

.....  
SIGNATURE

I certify that the deponent has acknowledge that he/she knows and understands the contents of this declaration.

This declaration has been sworn/affirmed before me at .....

on this ..... day of .....20.....

.....  
COMMISSIONER OF OATHS

**STAMP:**

I, THE UNDERSIGNED ....., ACTING IN MY CAPACITY AS

THE COMPANY/CORPORATION/BUSINESS VENTURE: .....

.....  
Hereby gives RATLOU Local Municipality and its delegates the right to inspect any documents in our possession pertaining to the verification of information reflecting the equity held in our company/corporation/ business venture.

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

.....  
SIGNATURE



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**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING  
GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.4 T DECLARATION OF INTEREST**

Tenderers are to satisfy the Employer and the Engineer to their independence of service in the state as well as proof prohibiting them from doing business with the private sector by answering the following questions and providing the relevant confirmation required below:

		<u><b>YES</b></u>	<u><b>NO</b></u>
(1)	Whether he/she is in the service of the state, or has been in the service of the state in the previous twelve months	<input type="checkbox"/>	<input type="checkbox"/>
(2)	In the event that the provider is not a natural person, whether any of its directors, principal shareholders or stakeholders is in the service of the state, or has been in the service of the state in the previous twelve months	<input type="checkbox"/>	<input type="checkbox"/>
(3)	Whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to above is in the service of the state, or has been in the service of the state in the previous twelve months	<input type="checkbox"/>	<input type="checkbox"/>
(4)	Proof that his name does not appear on a database maintained by the national treasury as a person prohibited from doing business with the private sector	<input type="checkbox"/>	<input type="checkbox"/>

SIGNATURE OF TENDERER: ..... DATE: .....



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**RATLOU LOCAL MUNICIPALITY**

**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING  
GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.4 U      BANKING DETAILS**

Bank Name: .....

Account Holder's Name: .....

Account Number: .....

Branch Code: .....

Contact Person: .....

Contact Number: .....

SIGNATURE OF TENDERER: .....

SIGNED ON BEHALF OF: .....

DATE: .....



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**RATLOU LOCAL MUNICIPALITY  
NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING  
GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**T2.4 V RATES FOR SPECIAL MATERIALS**

Each material dealt with as a special material in terms of sub clause 49(3) of the general conditions of contract is stated in the list below. The provisions of the contract price adjustment schedule of the general conditions of contract shall apply to such special materials. The rates and prices for the special materials shall be furnished by the tenderer, which rates and prices shall not include VAT but shall include all other obligatory taxes and levies.

SPECIAL MATERIAL	UNIT	DELIVERY BULK/CONTAINER *	RATE OR PRICE FOR THE BASE MONTH

\* Indicate whether the material will be delivered in bulk or in containers.

When called upon to do so, the contractor shall substantiate the above rates or prices with acceptable documentary evidence.

SIGNATURE OF TENDERER: ..... DATE: .....

**END OF SECTION**



**RATLOU LOCAL MUNICIPALITY**

**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING  
GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**RATLOU LOCAL MUNICIPALITY**

**BID NUMBER: NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE  
CONSTRUCTION OF A LISENCE TESTING GROUND AT  
SETLAGOLE THUSONG SERVICE CENTRE**

**PORTION 1: TENDER**

**PART T2: RETURNABLE DOCUMENTS AND SCHEDULES**

**PART T2.5: RETURNABLE DOCUMENTS CHECKLIST**



T.144

**RATLOU LOCAL MUNICIPALITY**  
**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION A LICENSE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**CHECKLIST**

**The following information MUST be completed in full and/or attached to the tender document:**

RETURABLE DOCUMENT	YES	NO
1. COMPLETE THE DOCUMENT WITH A BLACK INK, INITIAL WHERE ALTERED AND INITIAL EVERY PAGE, COMPLETE FORM OF OFFER.		
2. COMPANY REGISTRATION DOCUMENT		
3. ID COPIES COMPANY DIRECTORS: CERTIFIED.		
4. ORIGINAL SIGNATORY AUTHORISATION LETTER ON A COMPANY LETTER HEAD.		
5. VALID TAX CLEARANCE CERTIFICATE AND SARS PIN		
6. COMPLIANT CENTRAL SUPPLIER DATABASE, JV SHOULD SUBMIT FOR BOTH COMPANIES		
7. CIDB, JV SHOULD SUBMIT CONSOLIDATED CIDB		
8. B-BBEE CERTIFICATE: SANAS ACCREDITATION, JOIN VENTURES TO SUBMIT A CONSOLIDATED BBEE CERTIFICATE: CERTIFIED OR SWORN AFFIDAVIT.		
9. LETTER OF GOOD STANDING: CERTIFIED		
10. RECENT ORIGINAL STAMPED LETTER FROM THE BANK WITH RATING		
11. COMPANY AND DIRECTORS PROOF OF MUNICIPAL ACCOUNT FOR WATER AND LIGHTS ARE NOT IN ARREARS; AND SHOULD NOT BE OLDER THAN 3 MONTHS/ RECENT AND ORIGINAL PROOF OF RESIDENCE FROM TRADITIONAL AUTHORITY OR VALID LEASE AGREEMENT ACCOMPANIED BY RECENT PROOF OF PAYMENT FOR MUNICIPAL RATES AND TAXES OF THE LESSOR		
12. PROGRAM OF WORKS, SCHEDULE OF MONTHLY EXPENDITURE		





RATLOU LOCAL MUNICIPALITY  
NW381/TECH-PMU06/2025/2026

APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG  
SERVICE CENTRE

RETURNABLE DOCUMENT	YES	NO
13. JOIN VENTURE AGREEMENT: WHERE APPLICABLE <ul style="list-style-type: none"><li>• CIDB CONSOLIDATED</li><li>• CONSOLIDATED B-BBEE CERTIFICATE</li></ul>		
14. COMPLETE THE DOCUMENT WITH A BLACK INK, INITIAL WHERE ALTERED AND INITIAL EVERY PAGE, COMPLETE FORM OF OFFER.		
15. SITE INSPECTION CERTIFICATE		

Reasons for non-compliance:

.....

.....

Contact Details:

Office Phone No: .....

Office Fax No: .....

Cell phone No: .....NAME IN CAPITAL (BLOCK) LETTERS SIGNATURE

END OF SECTION



C.1

**RATLOU LOCAL MUNICIPALITY**

**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

## **THE CONTRACT**

PART C1	AGREEMENT AND CONTRACT DATA
PART C2	PRICING DATA
PART C3	SCOPE OF WORKS
PART C4	SITE INFORMATION
PART C5	ANNEXURES

**RATLOU LOCAL MUNICIPALITY****NW381/TECH-PMU06/2025/2026****APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE****PARTC1: AGREEMENT AND CONTRACT DATA**

C1.1	FORM OF OFFER AND ACCEPTANCE.....	C.3
C1.2	AGREEMENT IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT 85 OF 1993 AND APPOINTMENT AS MINE MANAGER IN TERMS OF SECTION 3(1)(A) OF MINE HEALTH AND SAFETY ACT 29 OF 1996. ....	C.6
C1.3	PERFORMANCE GUARANTEE .....	C.10
C1.4	CONTRACT DATA .....	C.12
C1.5	FORM AGREEMENT IN TERMS OF THE MINE HEALTH AND SAFETY ACT, (ACT NO. 29 OF 1996) AS AMENDED BY THE MINE HEALTH AND SAFETY AMENDMENT ACT (ACT NO. 72 OF 1997) .....	C.25
C1.6	APPOINTMENT IN TERMS OF SECTION 4 OF THE MINE HEALTH AND SAFETY ACT, (ACT NO. 29 OF 1996) AS AMENDED BY THE MINE HEALTH AND SAFETY AMENDMENT ACT (ACT NO. 72 OF 1997) .....	C.27
C1.7	MINE HEALTH AND SAFETY ACT NO. 29 OF 1996 AND AMENDMENT ACT NO. 72 OF 1997 .....	C.28
C1.8	AGREEMENT IN TERMS OF THE MINE HEALTH AND SAFETY ACT, (ACT NO. 29 OF 1996) AS AMENDED BY THE MINE HEALTH AND SAFETY AMENDMENT ACT (ACT NO. 72 OF 1997) .....	C.29



C.3

**RATLOU LOCAL MUNICIPALITY**

**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**C1.1 FORM OF OFFER AND ACCEPTANCE**

**Offer**

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

**CONTRACT No.: NW381/TECH-PMU06/2025/2026**

**FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

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

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

**THE OFFERED TOTAL OF THE PRICE INCLUSIVE OF VALUE ADDED TAX IS  
(CONTRACT PRICE)**

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

Rand (in words); ..... (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s) .....

Name(s) .....

Capacity .....

for the tenderer .....

(Name and address of organization)

Name and  
signature of  
witness

..... Date .....

**RATLOU LOCAL MUNICIPALITY****NW381/TECH-PMU06/2025/2026****APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE****Acceptance**

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract are contained in:

PARTC1 Agreements and contract data, (which includes this agreement)

PART C2 Pricing data

PARTC3 Scope of work

PARTC4 Site information

PARTC5 Annexures

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C4 above.

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

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

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

Signature(s) .....

Name(s) .....

Capacity .....

for the Employer.....

(Name and address or organization)

Name and signature of witness ..... Date:



C.5

**RATLOU LOCAL MUNICIPALITY**

**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**Schedule of Deviations**

Item	Deviation Details

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

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

**For the Contractor:**

Signature(s) .....

Name(s) .....

Capacity .....

.....  
(Name and address of organization)

Name and  
signature of  
witness .....

Date: .....

**For the Employer:**

Signature(s) .....

Name(s) .....

Capacity .....

.....  
(Name and address of organization)

Name and  
signature of  
witness .....

Date:.....

**RATLOU LOCAL MUNICIPALITY****NW381/TECH-PMU06/2025/2026****APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE****C1.2 AGREEMENT IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT 85 of 1993 AND APPOINTMENT AS MINE MANAGER IN TERMS OF SECTION 3(1)(a) OF MINE HEALTH AND SAFETY ACT 29 of 1996.**

This AGREEMENT made at ..... on this ..... day of ..... in the year ..... between Ratlou Local Municipality (hereinafter called "the Employer" on the one part, herein represented by ..... in his capacity as ..... and delegate of the Employer and ..... (herein after called "the Principal Contractor") of the other part, herein represented by ..... in his capacity as .....

WHEREAS the Employer is desirous that certain works be constructed, as stated for in Contract No.:...../...../.....for (description of contract)..... in the .....District of Limpopo Province and has accepted a tender by the Principal Contractor for the construction, completion and maintenance of such works and whereas the Employer and the Principal Contractor have agreed to certain arrangements and procedures to be followed in order to ensure compliance by the Principal Contractor with the provisions of the Occupational Health and Safety Act 1993(Act 85 of 1993 and the Construction Regulation, July 2003):

NOW THEREFORE THIS AGREEMENT WITNESS AS FOLLOWS:

1. The Principal Contractor shall execute the work in accordance with the contract documents pertaining to this contract.
2. This Agreement shall hold good from its commencement date, which shall be the date of a written notice from the employer or Employer's Agent requiring him to commence the execution of the Works, to either:
  - a) the date of the final certificate issued in terms of clause 49 of the General Conditions of Contract for Construction Works 2015 (Second Edition) as issued b the South African Institution of Civil Employer's Agenting (hereinafter referred to as "the GCC 2015"), as contained in the contract documents pertaining to this contract, or
  - b) the date of termination of the contract in terms of clause 9.19.2 or 9.3 of the GCC 2015.
3. The Principal Contractor declares himself to be conversant with the following:-
  - a) All requirements, regulations and standards of the Occupational Health and Safety Act (Act 85 of 1993), hereinafter referred to as "The Act", together with its amendments and with special reference to the following Sections of The Act.



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- i. Section 8: General duties of employers to their employees.
  - ii. Section 9: General duties of employers and self-employed persons to persons other than employees
  - iii. Section 37: Acts or omissions by employees or mandatories and
  - iv. Sub-section 37(2) relating to the purpose and meaning of this Agreement.
  - v. Construction Regulations 2003, and other safety regulations, as applicable.
- b) The procedures and safety rules of the employer as pertaining to the Principal Contractor and to his subcontractors.
4. The Principal Contractor is responsible for the compliance with the Act by his sub-contractors, whether or not selected and/or approved by the employer.
5. The Principal Contractor warrants that all his and his sub-contractors' employees (permanent and temporary) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 1993 which cover shall remain in force whilst any such employees are present on site. The Principal Contractor shall submit a written report to this effect at each Progress Site Meeting.
6. The Principal Contractor undertakes to ensure that he and/or his sub-contractors and/or their respective employees will at all times comply with the following conditions:
  - a) The Principal Contractor shall assume the responsibility in terms of Section 16.1 of the Occupational Health and Safety Act. The Principal contractor shall not delegate any duty in terms of Section 16.2 of this Act without the prior written approval of the Employer. If the Principal contractor obtains such approval and delegates any duty in terms of Section 16.2 a copy of such written delegation shall immediately be forwarded to the Employer.
  - b) All incidents referred to in the Occupational Health and Safety Act shall be reported by the Principal Contractor to the Department of Labour as well as to the Employer. The Employer will further be provided with copies of all written documentation relating to any incident.
  - c) The Employer hereby obtains an interest in the issues of any formal enquiry conducted in terms of Section 32 of the Occupational Health and Safety Act into any incident involving the Principal Contractor and/or his employees and/or his sub-contractors.

Further to the abovementioned, where contracts involve quarries or borrow pits, the following shall be applicable:-

In terms of Section 3(1)(a) of the Mine Health and Safety Act of 1996, The Department of Roads and Transport. shall appoint a manager for its mine/s.



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You are hereby appointed as the mine manager for....., with effect from ..... until further notice.

In terms of this appointment you are charged with the functions, duties and responsibilities imposed by the aforementioned Act and its regulations. Without derogating from the duties, functions and responsibilities imposed by this legislation, you are to:

- i) Control, manage and direct employees at the Mine (borrow pit or quarry).
- ii) Take all reasonable measures to ensure the health and safety of employees and proper discipline at the Mine.
- iii) Take all reasonable measures to ensure that the provisions of the Mine Health and Safety Act and its regulations (as may be amended from time to time) are implemented and adhered to at the Mine.
- iv) Ensure and maintain a healthy and safe mine environment for all persons.
- v) Ensure an adequate supply of health and safety equipment and facilities.
- vi) Staff the Mine, with due regard to health and safety.
- vii) Provide health and safety training as far as reasonably practicable to all employees.
- viii) Initiate, prepare and implement codes of practice, relating to health and safety.
- ix) Maintain an effective risk identification and management system.
- x) Ensure the effective maintenance of hazard identification and medical monitoring records.
- xi) Prepare and or review the Health and Safety Policy for the Mine.
- xii) Ensure that an annual medical report is compiled at the Mine, and forwarded to the owner or the appointed owner representative of the Mine.
- xiii) Ensure compliance with relevant environmental legislation.
- xiv) Assist with implementation and maintenance of the Department of Roads and Transport SHE Management Standards, the Contractor's Compliance Pack and operational procedures.
- xv) Enhance a culture of high performance in safety and health.

You are to appoint the prescribed persons to assist you in your duties and functions, and you are hereby authorised and obliged to take all reasonable measures to comply with legislative requirements. You are to ensure that an acting mine manager is appointed when you are to be absent, or on leave for a period longer than five (5) days.

Instructions and procedures are from time to time issued by the board the Department of Roads and Transport, and it will be your responsibility to ensure the implementation and adherence to these instructions and procedures at the Mine.



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You are further responsible to ensure that relevant environmental legislative requirements are complied with, including the implementation of all internal procedures and systems to ensure compliance with such legislation.

It would be the responsibility of yourself to report any shortcomings, in relation to the implementation of applicable legislation which you are unable to rectify, immediately in writing to the appointed owner representative. In witness thereof the parties have set their signatures heron in the presence of the subscribing witnesses:

**SIGNED FOR ON BEHALF OF THE EMPLOYER/SECTION 4.1 APPOINTEE**

.....

WITNESS: 1..... 2.....

NAME

(IN CAPITALS) 1..... 2.....

DATE: .....

**SIGNED FOR AND ON BEHALF OF THE PRINCIPAL CONTRACTOR/MINE MANAGER**

.....

WITNESS: 1..... 2.....

NAME

(IN CAPITALS) 1..... 2.....

DATE: ..... DATE:.....

**Copy to: The Chief Inspector - Department of Minerals and Energy**



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**C1.3 PERFORMANCE GUARANTEE**

**MUNICIPAL MANAGER**

**Ratlou Municipality**

**Private Bag X209**

**Madibogo**

**2772**

CONTRACT .....

I/We, the undersigned, .....

.....

acting herein in my/our capacity as

.....

..... and as such duly

authorized to represent

.....(Hereinaft

er referred to as "the

Guarantor") (in the case of a Company a resolution to be attached) do hereby bind the said Guarantor for the

obligations of.....

(hereinafter referred to as "the Contractor") in terms of the above-mentioned Contract between the Municipal Manager of Ratlou Municipality and the said Contractor, and/or for the refund by the Contractor of any excess payments to the Contractor not due and which cannot be recovered from the amount of the retention money to the credit of the Contractor in terms of Clauses 6.2 and 6.10.1 of the General Conditions of Contract 2010, and do further bind the Guarantor as surety and co-principal debtor with the Contractor for any other amounts which may become payable to the said Municipal Manager from any cause whatsoever arising from the insolvency of the Contractor.

The Guarantor's liability in terms hereof shall be limited to the sum of R .....  
(..... %) of the contract amount which amount I/we agree to hold at your disposal.

I/we declare that I/we on behalf of the Guarantor am/are fully acquainted with the terms and conditions of the said contract

and the Guarantor undertakes to pay the said amount of R

.....

or such portion thereof as may be demanded immediately on receipt of a written demand from you in terms of Clause 6.2 of the General Conditions of Contract 2010. A certificate under your hand shall be sufficient and satisfactory evidence as to the amount of the Guarantor's liability for the purpose of enabling provisional sentence or any similar relief to be obtained against the Guarantor.



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It is recorded that this guarantee shall remain in force until all moneys which might become due and payable by the Contractor to the Municipal Manager have been paid and you or the

said Municipal Manager shall always be entitled without your or the Municipal Manager's rights being affected, to release securities, to give time, to compound or to make any other arrangements with the Contractor, and any alteration or variation of the said Contract shall in no way release the Guarantor from liability in terms of this Guarantee.

This Guarantee is neither negotiable nor transferable, and must be surrendered to the Guarantor in the event of the full amount of the Guarantee being paid to your Agency.

This Guarantee shall lapse upon the issue of the Completion Certificate in terms of Clause 5.14.4 of the General Conditions of Contract 2015.

SIGNED at ..... on this ..... day of ..... 20.....

AS WITNESSES:

1. .... GUARANTOR

ADDRESS: .....

.....

2. ....

ADDRESS: .....

.....



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**C1.4 CONTRACT DATA**

**GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract (GCC) for Construction Works, 3<sup>rd</sup> Edition (2015), (displaying “2<sup>nd</sup> Print” on the frontispiece); and published by the South African Institution of Civil Engineering, are applicable to this Contract.

The General Conditions of Contract, hereinafter referred to as GCC 2015, are not bound into this document, but are available at the Contractor’s expense from the Secretary of the South African Institution of Civil Engineering, Private Bag X200, Halfway House, Midrand, 1685. Each party to the Contract shall purchase its own copy of the correct print edition of the GCC 2015 that applies to this Contract (see Notes on the next page).

**NOTES**

**Note 1**

**Each item of data below is cross-referenced to the clause in the Conditions of Contract to which it applies.**

**Note 2**

Certain pro-forma forms and pro-forma agreements contained in the GCC 2015 have been adapted for this particular contract. Those pro-forma forms and pro-forma agreements contained in the GCC 2015 do not apply where replaced by similar pro-forma forms and pro-forma agreements in this procurement document.

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In terms of Clause 1.1.7 of the General Conditions of Contract for Construction Works, 3<sup>rd</sup> Edition (2015), the following Contract Data apply to this Contract.

The Contract Data consists of two parts. Part 1 contains information provided by the Employer, while Part 2 contains information to be provided by the Contractor.

**Part 1: Data provided by the Employer**

Clause	Contract Data
1.1.1.5	Add the following to the Clause after the last sentence.  “The contract shall come into effect when the employer issues a letter to the contractor stating that his tender has been accepted / the contract has been awarded to the contractor, or upon receipt of the signed contract document by the contractor from the employer.”
1.1.1.12	<i>ADD THE FOLLOWING TO THIS CLAUSE:</i>  “The special non-working days are all South African statutory holidays and as further defined in Clause 5.8.1.”
1.1.1.14	<i>ADD THE FOLLOWING TO THE END OF THIS DEFINITION:</i>  “This Clause shall apply mutatis mutandis to any portion or phase of the Works that may be described in the Scope of Works or in the Contract Data, or agreed subsequently between the Contractor and the Employer, and committed to writing.  The time for completion of the Works is indicated in Clause 5.5.1. The Due Completion Date shall be 7 Months”
1.1.1.15	The Employer is Ratlou Local Municipality.
1.1.1.16	The Employers Agent means any Director, Associate or Professional Engineer appointed generally or specifically by the management of the firm Tazu Projects and Consulting Engineers cc to fulfil the functions of the Engineer in terms of the Conditions of Contract.
1.2	<i>ADD THE FOLLOWING TO THIS CLAUSE:</i>

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Clause	Contract Data
	<p>“1.2.1.3 Sent by facsimile, electronic or any like communication irrespective of it being during office hours or otherwise.</p> <p>1.2.1.4 Posted to the Contractor’s address, and delivered by the postal authorities.</p> <p>1.2.1.5 Delivered by a courier service, and signed for by the recipient or his representative.</p>
	<p>The address of the Employer is:</p> <p><b>Ratlou Local Municipality</b> The Municipal Manager Roads and Storm Water Private Bag X209 Madibogo 2772</p> <p>The address of the Engineer is:</p> <p>Physical address:</p> <p><b>Tazu Projects and Consulting Engineers cc</b> Suit 208A 2<sup>nd</sup> Floor Lougardia Building 1262 Embankment Road Centurion 0157</p> <p>E-mail address: <a href="mailto:info@tazuprojects.co.za">info@tazuprojects.co.za</a></p> <p>Contact numbers:</p> <p>Corporate: <b>+27 12 655 0111</b> Direct: <b>+27 71 937 3043</b></p>
1.3.5	<i>ADD THE FOLLOWING TO THIS CLAUSE:</i>



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Clause	Contract Data				
	“The copyright in all documents, drawings and records (prepared by the Engineer) related in any manner to the Works shall vest in the Employer or the Engineer or both (according to the dictates of the Contract that has been entered into by the Engineer and the Employer for the Works and as accorded by law), and the Contractor shall not furnish any information in connection with the Works to any person or organisation without the prior approval of the Employer to this effect.”				
3.2.3	The Engineer shall obtain the specific approval of the Employer before executing any of his functions or duties according to the following table:				
	<b>Delegated to ER*</b>	<b>Requires EWA*</b>	<b>GCC Clause No</b>	<b>Description</b>	<b>Financial limit per occurrence</b>
		Y	1.2.1.2	Change of address	NA
	N		2.2.3	Adverse physical conditions	NA
			2.4.1	Ambiguity in or discrepancy between documents	NA
		Y	3.3.1	Employer's Agent's appointment and termination	NA
		Y	3.3.4	Employer's Agent's acting on Employer's Agent's behalf	NA
			3.3.6	Employer's Agent's orders or instructions causing dissatisfaction	NA
			4.3.1	Proof of compliance with applicable laws	NA
			4.3.2	Proof of good standing with payments in terms of legislation	NA
			4.4.2	Subcontractor to be approved	NA
			4.5.4	Payment for notices and fees	R.....
			4.7.1	Fossils, etc. on Site	NA
		Y	4.8.2	Facilities for others	NA
		Y	4.9.1	Removal of Construction Equipment from Site	NA
			4.10.1	Use of Site for Contractor's employees	NA
			4.10.2	Contractor's employee information	NA
			4.11.2	Removal of Contractor's employee from Works	NA
			4.11.2	Re-employment of Contractor's employee	NA
		Y	4.12.2	Approval of Construction Manager	NA
			5.3.1	Commencement of the Works	NA
			5.6.3	Approval of programme	NA
			5.6.4	Adjustment of programme	NA
		Y	5.7.1	Rate of progress falling behind programme	NA





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Clause	Contract Data				
		Y	5.7.1	Steps taken to expedite progress	NA
			5.7.2	Work at night	R.....
		Y	5.7.3	Acceleration of rate of progress	NA
			5.7.3	Payment for acceleration	R.....
		Y	5.8.1.1	Work during non-working times	R.....
			5.9.1	Instructions and drawings on Commencement Date	NA
			5.9.2	Further instructions and drawings	NA
			5.9.3	Requested instructions and drawings	NA
		Y	5.9.7	Contractor's designs	NA
		Y	5.9.7	Departing from Contractor's designs	NA
		Y	5.11.2	Suspension of the Works	NA
			5.11.6	Proceeding with Works after suspension	NA
	N		5.12.4	Acceleration instead of extension of time	R.....
			5.13.2	Reduction in penalty	R.....
	N	Y	5.14.1	Work to be completed for Practical Completion	NA
	N	Y	5.14.2	Certificate of Practical Completion	NA
	N		5.14.4	Certificate of Completion	NA
	N		5.16.1	Final Approval Certificate	NA
		Y	6.3.1	Variation orders	R.....
		Y	6.3.2.1	Confirmation of a Variation Order	NA
			6.4.1	Valuation of a Variation Order	NA
			6.4.1.3	Consultation on valuation of a Variation Order	NA
			6.4.1.4	Dayworks as a Variation Order	R.....
		Y	6.4.2	Delivering the valuation of a Variation Order	NA
			6.5.1.3	Construction Equipment rates for dayworks	NA
			6.5.2	Materials for dayworks	R.....
			6.5.3	Workmen, materials and Construction Equipment used for dayworks	NA
			6.6.1	Provisional sum work	
			6.6.3	Prime cost work	
			6.7.2	Valuation of the Works	NA
			6.7.3	Measurement of work	NA
			6.8.4	Costs due to changes in legislation	NA
			6.9.3	Plant and materials becoming property of Employer	NA
			6.10.1	Monthly payment certificate	NA
			6.10.4	Delivery of payment certificate	NA



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Clause	Contract Data				
			6.10.7	Correction of previous payment certificate	NA
			6.10.8	Completion payment certificate	NA
			6.10.9	Final payment certificate	NA
			6.11.1	Variations exceeding 15%	
			7.1.1	Unsuitable Construction Equipment	NA
			7.4.1	Samples of materials	NA
			7.4.2	Test specimens	NA
			7.4.3	Tests	NA
			7.4.5	Reports on tests	NA
			7.5.1	Covering up work	NA
	Y		7.5.2	Delivery of Plant to Site	NA
	Y		7.5.3	Testing and examining Plant and work	NA
			7.5.5	Uncovering work	NA
	Y		7.6.1	Making good and retesting of Plant	NA
			7.6.2	Plant failing testing	NA
	Y		7.6.3	Removal of improper work	NA
	Y		7.7.1	Search for defects	NA
	Y		7.8.1	Making good of defects	NA
	Y		7.9.1	Work by others during emergency	NA
			8.2.2.2	Damage due to excepted risks	NA
			8.5.1	Reporting accidents	NA
			9.1.5	Termination of Contract	NA
N	Y		9.2.1	Consultation on breach of Contract by Contractor	NA
N	Y		9.2.1	Breach of Contract by Contractor	NA
N	Y		10.1.3	Facts to assess Contractor's claim	NA
N	Y		10.1.5	Consultation on Contractor's claim	NA
N	Y		10.1.5	Ruling on Contractor's claim	R.....
N	Y		10.2.3	Consultation on dissatisfaction claim	NA
N	Y		10.2.3	Ruling on dissatisfaction claim	NA
TOTAL FOR CONTRACT					
<p>*The following abbreviations apply to the above table:</p> <p>ER     Engineer's Representative</p> <p>EWA   Engineer's Written Action</p> <p>N       No</p> <p>NA      Not Applicable</p> <p>Y       Yes</p>					



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Clause	Contract Data
4.1.2	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>“The Contractor shall provide the following to the Engineer for retention by the Employer or his/her assignee in respect of all works designed by the Contractor:</p> <p>4.1.2.1 A Certificate of Stability of the Works signed by a registered Professional Engineer confirming that all such works have been designed in accordance with the appropriate codes of practice.</p> <p>4.1.2.2 Proof of registration and of adequate and current professional indemnity insurance cover held by the designer(s).</p> <p>4.1.2.3 Design calculations should the Engineer request a copy thereof.</p> <p>4.1.2.4 Engineering drawings and workshop details (both signed by the relevant professional engineer), in order to allow the Engineer to compare the design with the specified requirements and to record any comments he may have with respect thereto.</p> <p>4.1.2.5 ‘As-Built’ drawings in DXF electronic format after completion of the Works.</p> <p>The Contractor shall be responsible for the design of the Temporary Works.”</p>
4.3.1	<p>Compliance with applicable laws.</p> <p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>“4.3.1.1 The Ministerial Determination, Special Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1977 by the Minister of Labour in Government Notice No R63 of 25 January 2002, as appended to these Contract Data as Annexure B, shall apply to works described in the Scope of Work as being labour intensive and which are undertaken by unskilled or semi-skilled workers.</p> <p>4.3.1.2 OHS requirements</p> <p>The Contractor shall comply with the Occupational Health and Safety Specification prepared by the Employer in terms of the Construction Regulations, 2003 promulgated in terms of Section 43 of the Occupational Health and Safety Act (Act No. 85 of 1993).</p> <p>Without limiting the Contractor’s obligations in terms of the Contract, the Contractor shall before commencement of the Works or any part thereof, be in the possession of an approved Health and Safety Plan. The Contractor</p>



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Clause	Contract Data
	shall submit an approved Health and Safety Plan to the Engineer within 14 days of the Commencement Date.
4.3.1.3	<p>Contractor's liability as mandatory</p> <p>Notwithstanding any actions which the Employer may take, the Contractor accepts sole liability for due compliance with the relevant duties, obligations, prohibitions, arrangements and procedures imposed by the Occupational Health and Safety Act, 1993 (Act 85 of 1993), and all its regulations, including the Construction Regulations, 2003, for which he is liable as mandatory. By entering into this Contract it shall be deemed that the parties have agreed in writing to the above provisions in terms of Section 37 (2) of the Act.</p>
4.3.1.4	<p>Contractor to notify Employer</p> <p>The Employer retains an interest in all inquiries conducted under this Contract in terms of Section 31 and/or 32 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and its Regulations following any incident involving the Contractor and/or Sub-Contractor and/or their employees. The Contractor shall notify the Employer in writing of all investigations, complaints or criminal charges which may arise pursuant to work performed under this Contract in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and Regulations.</p>
4.3.1.5	<p>Contractor's Designer</p> <p>The Contractor and his/her designer shall accept full responsibility and liability to comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and the Construction Regulations, 2003 for the design of the Temporary Works and those part of the Permanent Works which the Contractor is responsible to design in terms of the Contract."</p>
4.4.4	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>"The Engineer's consent in respect of any particular subcontractor may be withdrawn at any time should reasonable grounds be given therefore in writing to the Contractor by the Engineer, in which event the Contractor shall forthwith terminate the engagement of that subcontractor on the Works.</p> <p>The withdrawal by the Engineer of his consent in respect of any particular sub-contractor that is engaged in the execution of any portion of the works, including any portions of the Works which are sub-let by the Contractor in accordance with Clause 4.4.3 shall not relieve the Contractor of any of his obligations under the Contract, nor of any of his obligations to sub-let the particular portions of the Works concerned."</p>



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Clause	Contract Data
4.10	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>“4.10.3 The Contractor shall use local labour in accordance with the requirements contained within the Scope of Work.”</p>
5.3.1	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>“The Contractor shall commence executing the works within a period of 22 working days from the date of the written instruction by the Engineer unless otherwise agreed.</p> <p>The documentation required before commencement with Works execution are:</p> <ul style="list-style-type: none"> <li>• Health and Safety Plan (Refer to Clause 4.3)</li> <li>• A signed Agreement between the Employer and the Contractor for the Works to be completed by the Contractor in terms of the provisions of Section 37(2) of the Occupational Health and Safety Act (Act No 85 of 1993) and the Construction Regulations promulgated thereunder (Refer to Clause 4.3).</li> <li>• Proof of payment to the Employer, that the Contractor has paid all contributions required in terms of the Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (Refer to Clause 4.3).</li> <li>• Initial programme (Refer to Clause 5.6)</li> <li>• Security (Refer to Clause 6.2)</li> <li>• Insurance (Refer to Clause 8.6)</li> <li>• Cashflow”</li> </ul>
5.3.3	<p>Add the following to Clause 5.3.3 after the last sentence:</p> <p>“The Contractor shall not commence with the Works until they have an approved project specific health and safety plan in terms of the Occupational Health and Safety Act 1993: Construction Regulations 2003 and complied with the initial requirements thereof.”</p>
5.5.1	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>“The time for Completion shall be <b>8 months</b> from Commencement Date, including year-end break/s.”</p>
5.6.2.6	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>“Commencement date after all documents after all documents are submitted</p>
5.7.1	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>“No such instruction by the Engineer to expedite progress shall be the subject of additional compensation to the Contractor unless the instruction explicitly states that the Contractor is entitled to additional compensation, and cites the amount of such compensation or the basis upon which it is to be determined.”</p>



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

Clause	Contract Data
5.8.1	<p>The non-working Days are Sundays</p> <p>The special non-working Days are:</p> <p>Statutory public holidays; and</p> <p>All annual year-end shutdown periods as recommended by the South African Federation of Civil Engineering Contractors (SAFCEC), and which commence after the Commencement Date and which commence before the Due Completion Date.</p>
5.13.1	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>"Penalty per day shall be R5 000,00 per day."</p>
5.14.1	<p>Practical Completion</p> <p>Replace the last sentence of the second paragraph:</p> <p>"Should the Engineer ... on the Due Completion Date."</p> <p>with the following:</p> <p>"Should the Engineer not issue such a list within 14 days, Practical Completion shall be deemed to have been achieved on the said fourteenth day."</p>
5.14.2	<p>Issue of Certificate of Practical Completion</p> <p>Replace "the Engineer" in the second line with the following:</p> <p>", the Contractor shall notify the Engineer, who shall inspect the works and the Engineer"</p>
5.14.4	<p>Certificate of Completion</p> <p>Replace "the Engineer" in the second line of the first paragraph with:</p> <p>", the Contractor shall notify the Engineer, who shall inspect the works and the Engineer"</p>
6.1	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>"Payment for works identified in the Scope of Work as being labour-intensive shall only be made in accordance with the provisions of the Contract if the works are constructed strictly in accordance with the provisions of the Scope of Work. Any non-payment for</p>



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<b>Clause</b>	<b>Contract Data</b>
	such works shall not relieve the Contractor in any way from his obligations either in contract or in delict."
6.2.1	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>The amount of the guarantee will be 10% of the Purchase Order as per Engineers instruction (including Value Added Tax) at the time that the Guarantee comes into effect. The guarantee shall remain valid until the issue of the Certificate or Certificates of Completion in respect of the whole of the Purchase Order. The Form of Guarantee is appended to the Contract Data as Annexure A.</p> <p>The Guarantee shall be returned to the Contractor within 14 days after the issue of the Certificates or Certificates of Completion in respect of the whole of the Permanent Works as per Purchase Order."</p>
6.2.2	<i>DELETE THIS CLAUSE.</i>
6.8.2	The application of a contract price adjustment will apply to this Contract.
6.3.3	Price adjustment for variations in the cost of special materials is NOT allowed.
6.8.4	<i>DELETE THE WORDS "between the Employer and the Contractor".</i>
6.10.1.5	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>"The percentage limit for materials not yet built into the Permanent Works is 80%."</p>
6.10.3	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>"The percentage retention is 10%. The limit of retention money is 5% of the Contract Price at the time of the Guarantee made in terms of the Form of Offer and Acceptance coming into effect."</p>
6.10.4	<p><i>IN LINE 3 DELETE THE WORD "said" AND INSERT THE WORD "correct".</i></p> <p>In the third sentence replace "28" with "35".</p>
6.10.5.3	<i>ADD THE FOLLOWING TO THIS CLAUSE:</i>


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Clause	Contract Data
	“Defects Liability Period will be 12 months.”
6.11.1.3	<i>IN LINE 2 OF THE SECOND PARAGRAPH DELETE “15 %” AND REPLACE IT WITH “25 %”.</i>
8.6.1.3	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>“Limit of indemnity shall be R2 million per event, the number of events being unlimited.”</p>
8.6.1.5	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>“In addition to the insurance required in terms of General Conditions of Contract Clause 8.6.1.1 to 8.6.1.3 the following insurance is also required:</p> <p>Insurance cover against any damages or loss against production due to political unrest. The Employer shall not be held responsible for such damages or losses.”</p>
8.6.6	<p><i>ADD THE FOLLOWING TO THIS CLAUSE:</i></p> <p>“Proof of insurance shall be submitted to the Employer prior to Commencement of the Works (Clause 5.3.1), and copies of the policies and proof of due payment of all premiums shall be presented to the Employer.”</p>
9.2.1.3.7	<p><i>DELETE THE FIRST TWO LINES OF THE CLAUSE AND INSERT THE FOLLOWING:</i></p> <p>“The Contractor furnished inaccurate information in the Returnable Documents or Returnable Schedules forming part of the Contract,”</p>
10.7.1	<p><i>CHANGE THE WORDING OF THE FIRST SENTENCE OF THIS CLAUSE TO READ AS FOLLOWS:</i></p> <p>This Contract provides for the determination of disputes by arbitration.</p>





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**Part 2: Data provided by the Contractor**

Clause	Contract Data
1.1.1.9	The name of the Contractor is:  .....
1.2.1.2	The Contractor's address for receipt of communications is:  Physical address:          Postal address:          e-mail address:          Contact numbers:
1.2.1	The security to be provided by the Contractor shall be:  Performance guarantee of 10% of the Contract Sum.
6.5.1.2.3	The percentage allowance to cover overhead charges is ..... %.
6.8.3	The variation in cost of special materials is as per Form T2.2.18

**END OF SECTION**

**RATLOU LOCAL MUNICIPALITY****NW381/TECH-PMU06/2025/2026****APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE****C1.5 FORM AGREEMENT IN TERMS OF THE MINE HEALTH AND SAFETY ACT, (ACT No. 29 OF 1996) AS AMENDED BY THE MINE HEALTH AND SAFETY AMENDMENT ACT (ACT No. 72 OF 1997)**

THIS AGREEMENT made at .....on this the .....day of .....in the year..... between RATLOU LOCAL MUNICIPALITY (hereinafter) called “the Employer”) of the one part, herein represented by ..... in his capacity as .....and delegate of the Employer in terms of the Employer’s standard powers of delegation pursuant to the provisions of Act No. 7 of 1998 and .....in his capacity as ..... and being duly authorised by virtue of a resolution appended hereto as Annexure A.

WHEREAS the Employer is desirous that certain works be constructed as stated above and has accepted a tender by the Contractor for the construction, completion and maintenance of such works and whereas the Employer and the contract have agreed to certain arrangements and procedures to be followed in order to ensure compliance by the Contractor with the provisions of the Mine Health and Safety Act (Act 29 of 1996); as amended by the Mine Health and Safety Amendment Act (Act No. 27 of 1997) ), the Mineral Resources and Petroleum Development Act (Act No. 28 of 2002) and all the applicable Regulations of the said Acts.

NOW THEREFORE THIS AGREEMENT WITNESS AS FOLLOWS:

1. The Contractor declares himself conversant with all the requirements, regulations and standards of the said Acts and Amendments of the Acts, as well as with the procedures and safety rules of the Employer as pertaining to the Contractor and all his Sub-contractors.
2. The Contractor accepts responsibility for compliance with all the requirements, regulations and standards of the Acts and Amendments of the Acts, as well as with the procedures and safety rules of the Employer as pertaining to the Contractor and all his Sub-contractors.
3. The Contractor, as the appointed Mine Manager of the Employer (Owner of the mine / borrow pit / quarry), shall undertake all the duties and accept all the responsibilities of the owner in compliance with the said Acts, Amendments and its Regulations.
4. The Contractor, as the appointed Mine Manager of the Owner, shall in turn appoint a Sub-Ordinate Mine Manager, a Responsible Mine Surveyor/ Competent Person and a Competent Person in Charge of Machinery who shall undertake the duties as delegated to them in terms of their appointments.
5. The Contractor shall himself obtain the necessary authorisation for mining, quarrying, blasting and crushing for all the borrow pit sites.



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6. The Contractor shall assume responsibility for the Environmental Management Programme (EMP) in respect of all the borrow pit sites and quarries (mines) and shall ensure that the sites are rehabilitated at the conclusion of the contract.
7. The Contractor shall comply with all the provisions and requirements as set out in the EMP and in the said Acts, Amendments and its Regulations.
8. This Agreements shall hold good from the date of signature until the date on which a Closure Certificate is issued by the Mining Authority (Department of Minerals and Energy)

In witness thereof the parties have set their signatures hereon in the presence of the subscribing witnesses:

SIGNED ON BEHALF OF THE EMPLOYER .....

AS WITNESS:

1. .... 2. ....

NAME (Print): ..... NAME (Print): .....

SIGNED ON BEHALF OF THE CONTRACTOR .....

AS WITNESS:

1. .... 2. ....

NAME (Print): ..... NAME (Print): .....



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF LICENSE TESTING GROUND AT SETHLAGOLE THUSONG SERVICE CENTRE**

**C1.6 APPOINTMENT IN TERMS OF SECTION 4 OF THE MINE HEALTH AND SAFETY ACT, (ACT No. 29 OF 1996) AS AMENDED BY THE MINE HEALTH AND SAFETY AMENDMENT ACT (ACT No. 72 OF 1997)**

I, ..... in my capacity as Municipal Manager of the Employer, RATLOU LOCAL MUNICIPALITY who is the owner of the Mine(s) state name(s) or state "to be worked under the requirements of the above mentioned Acts, hereby, in terms of Section3(1) of the Act (as amended) appoint .....in his capacity as ..... of the Contractor, ..... of address:..... and contact number:..... to perform all functions entrusted to the Employer by Sections 2 and 3 of the Act (as amended) for all the borrow pits on the project no.:.....for

SIGNED: .....

DATE: .....

WITNESS: 1. .... 2. ....

NAME(Print):1. .... 2. ....

I,..... having been appointed in terms of Section 4 of the Act, as amended to perform all functions entrusted to the Employer by Sections 2 and 3 of the act, as amended, hereby appoint ..... in his capacity as .....of the Contractor.....as Manager, who, in terms of Section 3 of the Act, as amended, will be responsible for the day to day management and operation of the mine(s).

SIGNED: .....

DATE: .....

WITNESS: 1. .... 2. ....

NAME (Print):1. .... 2. ....



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF LICENSE TESTING GROUND AT SETHLAGOLE THUSONG SERVICE CENTRE**

**C1.7 MINE HEALTH AND SAFETY ACT No. 29 OF 1996 AND AMENDMENT ACT No. 72 OF 1997**

**DEFINITIONS:**

Section 102 of the Mine Health and Safety Act refers.

“mine” means, when –

- (a) “used as a noun-
  - (i) any borehole, or excavation, in any tailing or in the earth, including the portion of the earth that is under the sea or other water, made for the purpose of searching for or winning a mineral, whether is being worked or not, or
  - (ii) any other place where a mineral deposit is being exploited, including the mining area and all buildings, structures, machinery, mine dumps, access roads or objects situated on or in that area that are used or intended to be used in connection with searching, winning, exploiting or processing of a mineral, or for health and safety purposes. But, if two or more excavations, boreholes or places are being worked in conjunction with one another
  - (iii) a works; and
- b) used as a verb, the making of any excavation or borehole referred to in paragraph (a) (i), or the exploitation of any mineral deposit in any other manner, for the purpose of winning a mineral including prospecting in connection with the winning of a mineral.
  - a) whether that substance is in solid, liquid or gaseous form;
  - b) that occurs naturally in or on the earth, in or under water or in tailings, and
  - c) that has been formed by or subjected to a geological process.

“processing” means the recovering, extracting, concentrating, refining, calcimining, classifying, crushing, milling, screening, washing, reduction, smelting or gasification or any mineral, and “process” has a similar meaning

“works” means any place, excluding a mine, where any person carries out-

- a) The transmitting and distributing to another consumer of any form of power from a mine, by the owner thereof, to the terminal point of bulk, to the power supply meter on any such other consumer’s premises, or
- b) Training at any central rescue station, or
- c) The making, repairing, re-opening or closing of any subterranean tunnel, or
- d) Any operations necessary in connection with any of the operational listed in this paragraph.

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THIS AGREEMENT made at .....on this the .....day of .....in the year..... between RATLOU LOCAL MUNICIPALITY (hereinafter) called “the Employer”) of the one part,

herein represented by ..... in his capacity as.....and delegate of the Employer in terms of the Employer’s standard powers of delegation pursuant to the provisions of Act No. 7 of 1998 and .....in his capacity as ..... and being duly authorised by virtue of a resolution appended hereto as a resolution appended hereto as Annexure A.

WHEREAS the Employer is desirous that certain works be constructed, (insert contract title) and has accepted a tender by the Contractor for the construction, completion and maintenance of such works and whereas the Employer and the contract have agreed to certain arrangements and procedures to be followed in order to ensure compliance by the Contractor with the provisions of the Mine Health and Safety Act (Act 29 of 1996); as amended by the Mine Health and Safety Amendment Act (Act No. 27 of 1997).

NOW THEREFORE THIS AGREEMENT WITNESS AS FOLLOWS:

1. The contractor shall obtain the Mining Authorisation for the particular site where mining activities, as defined in the Mine Health and Safety Act, No. 29 of 1996 as amended, are to be conducted.
2. The contractor shall assume responsibility for the Environmental Management Programme (EMPR) in respect of the site and shall ensure that the site is rehabilitated at the conclusion of the contract.
3. The contractor declares himself to be conversant with:
  - a) all the requirements, regulations and standards of the Act, together with its amendments.
  - b) the procedures and safety rules of the Employer as pertaining to the Contractor and to all his sub-contractors.
4. The contractor is responsible for the compliance with the Act and its amendments by all his subcontractors, whether or not selected and/or approved by the Employer.

SIGNED ON BEHALF OF THE EMPLOYER .....



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AS WITNESS:

1. .... 2. ....

NAME (Print): ..... NAME (Print): .....

SIGNED ON BEHALF OF THE CONTRACTOR .....

AS WITNESS:

1. .... 2. ....

NAME (Print): ..... NAME (Print): .....

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I, ..... in my capacity as ....., having been appointed in terms of **Section 3(1)** of the Act (as amended), by the Municipal Manager who is our client, 'RATLOU Municipality' and owner of the Mine(s) to be worked under the requirements of the above mentioned Acts hereby, in terms of **Regulation 2.6.1** of the Act as amended, appoint ..... as Sub-Ordinate Manager of the Contractor, ..... of address, ..... and contact number, ..... on contract no .... **for the** .....

In accordance with the provisions of the Mine Health and Safety Act, 1996 (Act 29 of 1996), you are also appointed in terms of Section 7(2) of the Mine Health and Safety Act, 1996 to perform the following functions, assigned to the Mine Manager in terms of Section 7(1), 10(2) (b) and (c) and 11 (1) in so far as your area of responsibilities are concerned:-

1. You must identify the hazards, assess the risk and record the hazards to health and safety to which employees may be exposed while they are at work, and
2. To the extent that is reasonable, you must ensure that every employee is properly trained:
  - a. In the measures necessary to eliminate, control and minimise those risks to health and safety.
  - b. In the procedures to be followed to perform the employee's work.
3. To the extent that is reasonably practical, you must:-

Ensure that every employee becomes familiar with the work-related hazards and risk and the measures that must be taken to eliminate, control and minimise those hazards and risks.
4. To the extent that is reasonably practical, you must:-

Ensure that every employee under your control complies with the requirements of the Act.

Institutes the measures necessary to secure, maintain and enhance health and safety.

Considers and employees training and capabilities in respect of health and safety before assigning a task to that employee.

Ensure that work is performed under the general supervision of a person trained



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to understand the hazards associated with the work, and who has the authority to ensure that the precautionary measures laid down by the Manager are implemented.

You will be responsible for the control, management and direction of all the activities and employees connected with work and you are required to ensure that all such activities take place in accordance with the provisions of the Mine Health and Safety Act and the Regulations are complied with.

You are further required to inform the Manager, ..... as soon as practicable, of any breach of any provision of these Regulation, to enable him to inform the Principal Inspector of Mines, Department of Minerals and Energy, or take such steps as may be necessary.

Please acquaint yourself with the relevant Regulations, Standards and Procedures, which have a bearing on your appointment. You must ensure that you are fully conversant with the requirements of the Procedures for Reporting Accidents.

SIGNED: .....

DATE: .....

WITNESS: 1. .... 2. ....

NAME (Print): 1..... 2.....

I, ....., having been appointed in terms of Regulation 2.6.1 of the act (as amended) to perform all functions entrusted to.....In terms of the Act (as amended) hereby accept the above appointment.

SIGNED: .....

DATE: .....

WITNESS: 1. .... 2. ....

NAME (Print): 1..... 2.....



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**EXAMPLE FOR USE BY CONTRACTOR WHEN APPOINTING SUB-ORDINATES IN TERMS OF THE MINE HEALTH AND SAFETY ACT (1996) AS AMENDED.**

**(To be printed on Contractors letter head)**

**APPOINTMENT OF RESPONSIBLE MINE SURVEYOR / COMPETENT PERSON: REGULATION 2.12.2 AND 2.12.6 IN FORCE IN TERMS OF SCHEDULE 4 OF THE MINE HEALTH AND SAFETY ACT, (ACT NO.29 OF 1996) AS AMENDED BY THE HEALTH AND SAFETY AMENDMENT ACT (ACT NO. 72 OF 1997)**

I, ..... in my capacity as ....., having been appointed in terms of Section 3(1) of the Act (as amended), by the Director: Infrastructure and Planning, who is our client, 'RATLOU Municipality' and owner of the Mine(s) to be worked under the requirements of the above mentioned Acts hereby, in terms of Regulations 2.12.2 and 2.12.6 of the Act as amended, appoint ..... as Competent Person responsible for mine survey for the Contractor, .....

..... of address .....

and contact number, ..... on all contracts in the Limpopo Province that are undertaken by the contractor.

Please confirm this appointment by signing at the bottom.

SIGNED: ..... DATE:.....

NAME: .....

SIGNED: ..... DATE:.....

NAME: .....



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**EXAMPLE FOR USE BY CONTRACTOR WHEN APPOINTING SUB-ORDINATES IN TERMS OF THE MINE HEALTH AND SAFETY ACT (1996) AS AMENDED.**

**(To be printed on Contractors letter head)**

**APPOINTMENT AS COMPETENT PERSON IN CHARGE OF MACHINERY IN TERMS OF REGULATION 2.13.2 IN FORCE IN TERMS OF SCHEDULE 4 OF THE MINE HEALTH AND SAFETY ACT (ACT NO. 29 OF 1996) AS AMENDED BY THE HEALTH AND SAFETY AMENDMENT ACT (ACT NO. 72 OF 1997)**

I, ..... in my capacity as ....., having been appointed in terms of **Section 3(1)** of the Act (as amended), by the Director: Infrastructure and Planning, who is our client, 'Ratlou Municipality' and owner of the Mine(s) to be worked under the requirements of the above mentioned Acts hereby, in terms of **Regulations 2.13.2** of the Act as amended, appoint ..... as Competent Person in charge of machinery for the Contractor, ..... of address ..... and contact number, ..... on all contracts in the Limpopo Province that are undertaken by the contractor.

You are to report any accident to the mine manager immediately and personally visit the scene of the accident without delay.

You must familiarise yourself with the Mine Health and Safety Act and the Minerals Act and the Regulations and ensure that you have a copy in your possession and you must take all reasonable measures to ensure that the provisions of this Act are complied with.

Your attention are further drawn to Regulation 2.13.4.1 as well as the requirements of Chapter 18, 20 and 21.

Please confirm this appointment by signing at the bottom.

SIGNED: ..... DATE:.....

NAME: .....

SIGNED: ..... DATE:.....

NAME: .....



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**PART C2: PRICING DATA**

C2.1	PRICING INSTRUCTIONS .....	C.36
C2.2	BILL OF QUANTITIES .....	C.40
C2.3	SUMMARY OF BILL OF QUANTITIES .....	C.42
C2.4	CALCULATION OF TENDER SUM.....	C.00



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**C2.1 PRICING INSTRUCTIONS**

- 1 For the purposes of this bill of quantities, the following words shall have the meanings hereby assigned to them:

Unit: The unit of measurement for each item of work as defined in the standard specifications or the project specifications.

Quantity: The number of units of work for each item.

Rate: The payment per unit of work for which the tenderer tenders to do the work.

Amount: The product of the quantity and the rate tendered for an item.

Lump Sum: An amount tendered for an item, the extent of which is described in the bill of quantities, the specifications or elsewhere, but of which the quantity of work is not measured in units.

- 2 This bill of quantities forms part of the contract documents and must be read in conjunction with all the other documents comprising the contract documents.

- 3 The quantities set out in the bill of quantities are only approximate quantities. The quantities of work finally accepted and certified for payment, and not the quantities given in the bill of quantities, will be used to determine payments to the contractor.

The validity of the contract shall in no way be affected by differences between the quantities in the bill of quantities and the quantities finally certified for payment. Work is valued at the rates or lump sums tendered, subject only to the provisions of sub-clause 1209 (a) of the standard specifications.

- 4 Rates and lump sums shall include full compensation for overheads, profits, incidentals, tax (other than VAT), etc, and for the completed items of work as specified, all in accordance with sub-clause 1209 (b) of the standard specifications. Full compensation for completing and maintaining, during the defects liability period, all the work shown on the drawings and specified in the standard specifications and project specifications and for all the risks, obligations and responsibilities specified in the general conditions of contract, special conditions of contract, standard specifications and project specifications shall be considered as provided for collectively in the items of payment given in the bill of quantities, except in so far as the quantities given in the bill of quantities are only approximate.

- 5 The tenderer shall fill in a rate or a lump sum for each item where provision is made

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for it even where no quantities are given. Items against which no rate or lump sum has been entered in the tender will not be paid for when the work is executed, as payment for such work will be regarded as being covered by other rates or lump sums in the bill of quantities.

The tenderer shall fill in a rate against all items where the words "rate only" appear in the amount column. Although no work is foreseen under such item and no quantities are consequently given in the quantity column, the tendered rate shall apply should work under this item actually be required. Tenders should note the provisions of paragraph 12 of this preamble.

If the tender should group a number of items together and tender one lump sum for each group of items, this single tendered lump sum shall apply to that group of items and not to each individual item, or should he indicate that full compensation for any item has been included in the rate for another item, the rate for the item included in another item shall be deemed to be nil.

The tendered lump sums and rates shall be valid irrespective of any change in the quantities during the execution of the contract.

- 6 The works executed are measured for payment in accordance with the methods described in the contract documents under the various payment items, notwithstanding any custom to the contrary. Attention is directed to the provisions of clause 1220 of the standard specifications regarding the measurements of quantities for payment. Except where specified otherwise than in clause 1220, the nett measurement or mass of the finished work in place shall be taken for payment, and any volume or mass of work in excess of that prescribed, shall be excluded.
- 7 The amount of work or the quantities of material stated in the bill of quantities shall not be considered as restricting or extending the amount of work to be done or quantity of material to be supplied by the contractor.
- 8 The statement of quantities of material or the amount of work in the bill of quantities shall not be regarded as authorisation for the contractor to order material or to execute work. The contractor shall obtain the Employer's Agent's detailed instructions for all work before ordering any materials or executing work or making arrangements in this regard.
- 9 The short descriptions of the payment items in the bill of quantities are only given to identify the items and to provide specific details. Reference shall, inter alia, be made to the drawings, standard specifications, project specifications, general conditions of contract and special conditions of contract for more detailed information regarding the extent of work entailed under each item.
- 10 The provisions of clause 45 of the general conditions of contract shall apply to

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provisional sums and prime cost sums.

- 11 Subject to the conditions stated in paragraph 12 below, the rates and lump sums filled in by the tenderer in the bill of quantities shall be final and binding with regard to submitting the tender, and may not be adjusted should there be any mistakes in the extensions thereof and in the total sums appearing in the tender. Should there be any discrepancies between the tender sum and the correctly extended and totalled bill of quantities, the rates will be regarded as being correct, and the employer shall have the right to make adjustments to the tender sum to reconcile the tender sum with the total of the bill of quantities. In such an event the contractor will be consulted but, failing agreement between the parties, the decision of the employer shall be final and binding. Adjustment of the tender sum will take place prior to the signing of the contract. In their own interest tenderers must make doubly sure of the correctness of their tendered rates, the extensions and the tender sum.
- 12 A tender may be rejected if the unit rates or lump sums for some of the items in the bill of quantities are, in the opinion of the employer, unreasonable or out of proportion, and if the tenderer fails, within a period of seven (7) days of having been notified in writing by the employer to adjust the unit rates or lump sums for such items, to make such adjustments.
- 13 The units of measurement indicated in the bill of quantities are metric units

The following abbreviations are used in the bill of quantities:

mm	=	millimetre
m	=	metre
km	=	kilometre
km-pass	=	kilometre-pass
m <sup>2</sup>	=	square metre
m <sup>2</sup> -pass	=	square metre pass
ha	=	hectare
m <sup>3</sup>	=	cubic metre
m <sup>3</sup> km	=	cubic metre kilometre
l	=	litre
kl	=	kilolitre
kg	=	kilogram
t	=	ton (1000 kg)
No	=	number
mn	=	meganewton
mn-m	=	meganewton-metre
%	=	per cent
kW	=	kilowatt
Kn	=	kilonewton

**RATLOU LOCAL MUNICIPALITY****NW381/TECH-PMU06/2025/2026****APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

PC sum           =       prime cost sum  
Prov sum        =       provisional sum

- 14      All rates and sums of money quoted in the bill of quantities shall be in rands and whole cents. Fractions of a cent shall be discarded
- 15      The item numbers appearing in the bill of quantities refer to the corresponding item numbers in the standard specifications. Item numbers prefixed by the letter B refer to payment items described under part B of the project specifications, those with C to payment items described under part C, and so on for further parts of the project specifications.

Item numbers in schedule B of the bill of quantities are, in addition, preceded by the number of each separate part of schedule B of the bill of quantities, e.g. payment item 62.02 described in the standard specifications (clause 6210), when used in part 3 of schedule B of the bill of quantities, would be numbered 3/62.02, and if this payment item had been amended in part B of the project specifications, the payment item would be indicated as 3/B62.02.

**CSD Supplier Number.....**

**CSD UNIQUE NUMBER.....**





C.40

**RATLOU LOCAL MUNICIPALITY**

**NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**C2.2 BILL OF QUANTITIES**

RATLOU LOCAL MUNICIPALITY

CONTRACT NO: NW381/TECH-PMU06/2025/2026

APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LECENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
<b>1200</b>	<b><u>GENERAL REQUIREMENTS AND PROVISION</u></b>				
12/C12.01	Project liaison				
	(a) Project Liaison officer	Prov Sum	1	140 000,00	140 000,00
	(c) Contractor's charges to allow for handling cost and profit in respect of 12/C12.01(a) and (b)	%	140000		
12/D07.01	Training				
	(a) Civil engineering technician/engineer trainee	Prov Sum	1	350 000,00	350 000,00
	(b) Technical skills	Prov Sum	1	100 000,00	100 000,00
	(c) Management of Local Contractors	Month	6		
	(d) Training venue	Prov Sum	1	15 000,00	15 000,00
	(e) Remuneration of workers undergoing technical skills training	Prov Sum	1	117 000,00	117 000,00
	(f) Contractor's handling costs, profit and all other charges in respect of Sub items D 07.01(a) and (b)	%	582000		
12/E9.01	Contractor's initial obligations in respect of the Occupational Health and Safety Act and Construction Regulations and DMA act 2002	L Sum	1		
12/E9.02	Contractor's time related obligations in respect of the Occupational Health and Safety Act and Construction Regulations	Month	8		
12/E9.03	Submission of the Health and Safety File	L Sum	1		
12/E9.04	Contractor's time related obligations in respect of the Occupational Health and Safety Act Construction Regulations (2014) and Disaster Management Act of 2002 as amended for administrative Controls for SARS (COVID 19) Virus	Month	8		
12/H11.04	Contractor's time related obligations in respect of Environmental management plans and specifications	Month	8		
B12.01	Construction Nameboard	No	2		
B12.02	Provision for compensation to land owners				
	(a) Provisional sum for royalties of borrow pit material	Prov Sum	1	300 000,00	300 000,00
	(b) Handling cost and profit in respect of subitem B12.02 (a)	%	300000		
B12.03	Services:				
	(a) Searching, locating and relocation of existing services and installation of street lighting after completion ( Telkom, existing street lightings, water services, etc)	PC Sum	1	100 000,00	100 000,00
<b>1200</b>	<b>TOTAL CARRIED TO SUMMARY</b>				

## RATLOU LOCAL MUNICIPALITY

CONTRACT NO: NW381/TECH-PMU06/2025/2026

## APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1300	<b><u>CONTRACTOR'S ESTABLISHMENT ON SITE AND GENERAL OBLIGATIONS</u></b>				
13.01	The Contractor's general obligations:				
	(a) Fixed obligations	L/Sum	1		
	(b) Value-related obligations	L/Sum	1		
	(c) Time-related obligations	Month	8		
	<b>NB: The combined total ESTIMATED amount for sub items (a), (b) and c, should NOT exceed 15% of ESTIMATED amount</b>				
1300	<b>TOTAL CARRIED TO SUMMARY</b>				

RATLOU LOCAL MUNICIPALITY

CONTRACT NO: NW381/TECH-PMU06/2025/2026

APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
<b>1400</b>	<b><u>HOUSING, OFFICE AND LABORATORY FOR THE ENGINEER'S SITE PERSONNEL</u></b>				
14,01	Offices and laboratory accommodation				
	(a) Offices (interior floor space only)				
	(i) Type 1 (6m x 3,5,)	m²	21		
	(ii) Type 2 (4m x 3,5)	m²	14		
14,02	Offices and laboratory furniture				
	(a) Chairs	No	18		
	(d) Desks, complete with drawers and locks	No	4		
	(f) Conference tables	No	1		
B14.03	Offices and laboratory fittings Installations and equipment.				
	(a) Items measured by number				
	(i) 220/250 volt power points	No	4		
	(iii) Double 80 watt flourescent light fittings complete with ballast and tubes	No	4		
	(v) Single incandescent light fittings complete with 100	No	2		
	(vi) Hand wash basins complete with taps and drains globes	No	2		
	(iv) Double 55 watt flourescent light fittings complete w ballast and tubes	No	3		
	(x) Fire extinguishers, 9,0 kg, all purpose dry powder ty complete, mounted on wall with brackets	No	2		
	(xiv) General-purpose steel cupboards with shelves	No	2		
	(xv) Steel filing cabinets drawers	No	1		
	(xix) Steel plan cabinets	No	1		
<b>1400</b>	<b>TOTAL CARRIED FOWARD</b>				

RUSTENBURG LOCAL MUNICIPALITY

CONTRACT NO: NW381/TECH-PMU06/2025/2026

APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
<b>TOTAL BROUGHT FORWARD</b>					
	(b) Prime-cost items and items paid for in a lump sum:				
	(ix) Cell phones costs, including pro-rata rentals, for calls in connection with contract administration	PC Sum	1		
	(x) Handling costs and profit in respect of subitem B14.03 (b)(ix)above	%	40 000		
	(c) Items measured by area				
	(i) Shelving as specified, complete with brackets	m²	6		
14,04	Car ports				
	(a) Car ports, as specified,at offices and laboratory building	No	2		
14,08	Services				
	(a) Services at office and laboratories				
	(i) Fixed costs	L/sum	1		
	(ii) Running costs	month	6		
14,10	Provision of photostat facilities	month	6		
<b>1400 TOTAL CARRIED TO SUMMARY</b>					

RATLOU LOCAL MUNICIPALITY

CONTRACT NO: NW381/TECH-PMU06/2025/2026

APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
<b>1500</b>	<b><u>ACCOMMODATION OF TRAFFIC</u></b>				
B15.01	Accommodating traffic and maintaining temporary deviations	km	3		
15,03	Temporary traffic-control facilities				
	(a) Flagmen	man-days	336		
	(b) Portable STOP and GO-RY signs	no	4		
	(e) Road signs, R- and TR-series, (1200mm diameter)	No	10		
	(f) Road signs, TW-series, (1500mm)	No	10		
	(g) Road signs, STW-, DTG-, TGS- AND TG-series excluding delineators and barricades)	No	5		
	(h) Delineators (DTG50(j) (200mm x 800mm)				
	(1) Single	No	10		
	(2) Mounted back to back	No	10		
	(i) Moveable barricade/road sign combination (1970mm x 3000mm)	No	5		
	(j) Traffic cones (750mm)	No	20		
15,04	Relocation of traffic-control facilities	No	4		
15,06	Watering of temporary deviations	kl	100		
B15.15	Provision of safety equipment to be used by the Engineer				
	(a) Safety Jackets	No	4		
<b>1500</b>	<b>TOTAL CARRIED FORWARD</b>				

RATLOU LOCAL MUNICIPALITY  
CONTRACT NO: NW381/TECH-PMU06/2025/2026  
APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUNATITY	RATE	AMOUNT
TOTAL BROUGHT FORWARD					
15/16.02	Overhaul on material hauled in excess of 1,0km	m³-km	2500		
1500	TOTAL CARRIED FORWARD TO SUMMARY				

RATLOU LOCAL MUNICIPALITY

CONTRACT NO: NW381/TECH-PMU06/2025/2026

APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
1700	<b><u>CLEARING AND GRUBBING</u></b>				
17,01	Clearing and grubbing	ha	12000		
17,02	Removal and grubbing of large trees and stumps				
	(a) Girth exceeding 1 m up to and including 2 m	No	4		Rate Only
	(b) Girth exceeding 2 m up to and including 3 m	No	2		Rtae Only
17,04	Clearing and grubbing at inlets and outlets of hydraulic structures	m <sup>2</sup>	10		
17,05	Clearing out of hydraulic structures:				
	(a) Pipes with an internal diameter up to and including 750 mm	m <sup>3</sup>	5		
	(b) Pipes with an internal diameter exceeding 750 mm	m <sup>3</sup>	1		
	(c) Box culverts up to and including 1,5 m vertical dimension	m <sup>3</sup>	1		
	(d) Box culverts exceeding 1,5 m vertical dimension	m <sup>3</sup>	1		
1700	<b>TOTAL CARRIED TO SUMMARY</b>				



RATLOU LOCAL MUNICIPALITY

CONTRACT NO: NW381/TECH-PMU06/2025/2026

APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
<b>B1800</b>	<b>DAYWORKS</b>				
B18.01	Personnel during normal working hours				
	(a) Unskilled labour	hour	32,00		
	(b) Semi-skilled labour	hour	32,00		
	(c) Skilled Labour	hour	32,00		
	(d) Foreman - Section Leader	hour	32,00		
	(e) Flagman	hour	32,00		
	(f) Operator	hour	32,00		
B18.02	Personnel outside normal working hours				
	(a) Outside normal working hours and Saturdays:				
	(i) Unskilled labour	hour	32,00		
	(ii) Semi-skilled labour	hour	32,00		
	(iii) Skilled Labour	hour	32,00		
	(iv) Foreman - Section Leader	hour	32,00		
	(v) Flagman	hour	32,00		
	(vi) Operator	hour	32,00		
	(b) Sunday and Public holidays:				
	(i) Unskilled labour	hour	32,00		
	(ii) Semi-skilled labour	hour	32,00		
	(iii) Skilled Labour	hour	32,00		
	(iv) Foreman - Section Leader	hour	32,00		
	(v) Flagman	hour	32,00		
	(vi) Operator	hour	32,00		
<b>TOTAL CARRIED FORWARD</b>					

## RATLOU LOCAL MUNICIPALITY

CONTRACT NO: NW381/TECH-PMU06/2025/2026

## APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO		DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
<b>BROUGHT FORWARD</b>						
B18.03		Plant:				
		(a) Tipper Trucks				
		(i) 6m3 capacity	hour	650,00		
		(ii) 10m3 capacity	hour	710,00		
		(c) TLB	hour	300,00		
		(e) Pneumatic Roller (10 to 25 tons)	hour	360,00		
		(g) Air Compressors and equipment	hour	180,00		
		(k) Pedestrian roller (bomag 120 or similar)	hour	180,00		
B18.04		Materials:				
		(a) Procurement of materials	PC Sum	1,00	350 000,00	350 000,00
		(b) Contractor's handling costs, profit and all other charges in respect of subitem B18.04 (a)	%	350 000		
B18.05		Transport:				
		(a) LDV	km	2 200,00		
		(b) Flatbed truck	km	1 500,00		
		(c) Semi-trailer and truck	km	1 500,00		
B18.06		Relocation of Services: □ □ (a) Relocation of Existing Services Boundary Fences, Eskom Poles and line Telkom, existing street lightings, water services, etc Relocation of water	PC Sum	1,00	100 000,00	100 000,00
<b>TOTAL CARRIED TO SUMMARY</b>						

**RATLOU LOCAL MUNICIPALITY**
**CONTRACT NO: NW381/TECH-PMU06/2025/2026**
**APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD**

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
<b>2100</b>	<b><u>DRAINS</u></b>				
21,01	Excavation for open drains				
	(a) Excavating soft material situated within the following depth ranges below the surface level:				
	(i) 0m up to 1.5m	m <sup>3</sup>	1260		
	(b) Extra over subitem 21.01 (a) for excavation in hard material, irrespective of depth	m <sup>3</sup>	120		
21,03	Excavation for subsoil drains systems				
	(a) Excavating soft material situated within the following depth ranges below the surface level:				
	(i) 0m up to 1.5m	m <sup>3</sup>	120		
	(ii) Excveding 1.5m and up to 3.0m	m <sup>3</sup>	90		
	(b) Extra over subitem 21.03 (a) for excavation in hard material, irrespective of depth	m <sup>3</sup>	65		
21,04	Impermeable backfilling to subsoil drainage system	m <sup>3</sup>	450		
21,04	Banks and dykes	m <sup>3</sup>	3500		
21,06	Natural permeable material in subsoil drainage system (crhushed stone)				
	(b) Chrushed stone obtained from commercial sources (19,0mm aggregates)	m <sup>3</sup>	1620		
21,06	Natural permeable material in subsoil drainage system (stand)				
	(b) Sand obtained from commercial sources	m <sup>3</sup>	197		
21,08	Pipes in subsoil drainage systems				
	(b) Unplasticized PVC pipes and fittings, normal duty, complete with couplings				
	(i) 150mm internal dia Perforated slotted	m	10		
<b>2100</b>	<b>TOTAL CARRIED FORWARD</b>				

## RATLOU LOCAL MUNICIPALITY

CONTRACT NO: NW381/TECH-PMU06/2025/2026

## APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
<b>TOTAL BROUGHT FORWARD</b>					
21,12	Concrete outlet structures, manhole boxes, junction boxes and cleaning eyes for subsoil drainage systems as in drawing No. AC.....				
	(b) Manhole boxes	No	2		
	(c) Junction boxes	No	2		
21,13	Concrete caps for subsoil drain pipes	No	4		
21,15	Overhaul for material hauled in excess of 1,0km free hauled (normal overhaul)	m³- km	3650		
21,17	Test flushing of pipe subsoil drains	No	2		
2100	<b>TOTAL CARRIED TO SUMMARY</b>				

RATLOU LOCAL MUNICIPALITY

CONTRACT NO: NW381/TECH-PMU06/2025/2026

APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
<b>2200</b>	<b><u>PREFABRICATED CULVERTS</u></b>				
22,01	Excavation				
	(a) Excavating soft material situated within the following depth ranges below the surface level:				
	(i) 0m up to 1.5m	m³	18 000		
	(ii) exceeding 1.5m to 3.0m	m³	18 000		
	(b) Extra over subitem 21.01 (a) for excavation in hard material, irrespective of depth	m³	6 300		
22,02	Backfilling				
	(a) Using excavated material	m³	9 000		
	(b) Using Imported material	m³	6 600		
	(c) Extra over subitem 22.0(a) and 22.02(b) for soil cement backfilling				
	(i) with 2% stabilization (soil screte) cem II 32.5N	m³	3 600		
22,03	Concrete culvert pipes				
	(b) On class "B" bedding,				
	(i) OG Class 75D - SABS 677 Type SC				
	(1) 450mm dia.	m	250		
	(2) 600mm dia.	m			RATE ONLY
	(3) 750mm dia.	m			RATE ONLY
	(i) OG Class 100D - SABS 677 Type SC				
	(1) 450mm dia.	m			RATE ONLY
<b>22.05</b>	<b>Portal culverts and Rectangular culverts</b>				
	a) Complete with prefabricated floor				
	(i) 600mm by 600mm	m	15		
<b>22.07</b>	<b>Cast in situ concrete and formwork</b>				
	b) in floor slabs for portal or rectangular culverts,including formwork joints and class u2 finish( 25MPA)	m³	20		
<b>2200</b>	<b>TOTAL CARRIED TO FOWARD</b>				

**RATLOU LOCAL MUNICIPALITY**

**CONTRACT NO: NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD**

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
<b>TOTAL BROUGHT FORWARD</b>					
22,12	Removing of existing concrete				
	(a) Plain concrete	m <sup>3</sup>	2		
	(b) reinforced concrete	m <sup>3</sup>	2		
B22.13	Removing and re-laying of concrete pipes				
	(a) All types and size	m	180		
22,17	Manholes, catchpits, precast inlet and outlet structures complete				
	(a) Manholes				
	(1) Brick manholes for drainage: constructed on all pipes up to 750 mm diameter complete with covers				
	(i) Up to 1.0m deep	no	2		
	(ii) 1.0m up to 1.5m deep	no	3		
	(iii) 1.5m up to 2.5m	no	2		
	(b) Catchpits constructed to complete	no	1		
22,18	Brick work				
	a) 230mm brickwork	m <sup>2</sup>	20		
	b) 345mm brick work	m <sup>2</sup>	20		
22,27	Reinstating trenches crossing road:				
	(a) Selected layers	m <sup>3</sup>	15		
	(b) Subbase	m <sup>3</sup>	15		
	(c) Base	m <sup>3</sup>	20		
	(d) Asphalt surfacing (including tack coat)	m <sup>2</sup>	5		
	(e) kerbs (all types)	m	2		
22/16.01	Overhaul material hauled in an excess of free haul distance of 1,0km (restricted haul overhaul)	m <sup>3</sup>	18 000		
22/16.02	Overhaul on material hauled in an excess of 1,0km (ordinary overhaul)	m <sup>3</sup> - km	6 300		
22.26	Hand Excavation to determine positions of services	m <sup>3</sup>	3 800		
<b>2200</b>	<b>TOTAL CARRIED TO SUMMARY</b>				

RATLOU LOCAL MUNICIPALITY

CONTRACT NO: NW381/TECH-PMU06/2025/2026

APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
23,00	<b>CONCRETE KERBING, CONCRETE CHANNELLING, CHUTES AND DOWNPIPES, AND CONCRETE LININGS FOR OPEN DRAINS</b>				
23,02	Concrete kerbing-channeling combination				
	(a) Precast kerb to SABS 927 and cast in situ channel (100mm x 100mm concrete class 20/19)				
	(1) Figure 8C kerb				
	(i) Radius 1m to 20m	m	40		
	(iii) Straight and to radius not less than 20m	m	60		
	(b) Fig 5	m	850		
	(c) Fig 3	m	10		
23,08	Concrete lining for open drains				
	(a) Cast insitu concrete lining class 30/19 cast in 2.0m alternate sections				
	(1) standard side drain				
	(i) type v1 - v4	m <sup>3</sup>	85		
23,09	Formwork to cast insitu concrete lining for open drains (class F2 surface finish)				
	(a) To sides with formwork on the internal face only	m <sup>2</sup>	350		
	(b) To sides with formwork on both internal and external faces (each face measured)	m <sup>2</sup>	650		
23.10	Sealed joints in concrete linings of open drains				
	(a) Polysulphide sealants	m	3500		
23.12	Steel Reinforcement				
	(c) Welded steel fabric	kg	3000		
23.14	Cutting bituminous surfacing and pavement layers for concrete kerbing, channelling or concrete-lined drains	m	10		
23/73.02	Cast in situ concrete edge and intermediate beams (concrete class 30/19)	m <sup>3</sup>	220		
B23.16	Removal of kerbs to spoil including haulage	m	1300		
<b>TOTAL CARRIED TO SUMMARY</b>					

RATLOU LOCAL MUNICIPALITY

CONTRACT NO: NW381/TECH-PMU06/2025/2026

APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
<b>33,00</b>	<b>MASS EARTHWORKS</b>				
B33.01	Cut and borrow to fill, including free-haul up to 10km				
	(a) Gravel material in compacted layer thickness of 200mm and less				
	(i) Compacted to 90% MOD. AASHTO	m <sup>3</sup>			RATE ONLY
	(g) Supply and compact dump rock ( 3 passes)	m <sup>3</sup>	3000		
	(h) Fill from commercial sources	m <sup>3</sup>	6300		
33,04	Cut to spoil, including free-haul up to 0.5 km. Material obtained from:				
	(a) Soft Excavation	m <sup>3</sup>	6600		
	(b) Intermediate Excavation	m <sup>3</sup>	660		
	(c) Hard Excavation	m <sup>3</sup>	330		
	(d) Boulder Excavation (class A)	m <sup>3</sup>			RATE ONLY
	(e) Boulder Excavation (class B)	m <sup>3</sup>			RATE ONLY
33,09	Material bladed to windrow	m <sup>3</sup>	100		
33,10	Roadbed preparation and the compaction of material				
	(a) Compacted to 93% modified AASHTO density	m <sup>3</sup>	6600		
33,11	Three-roller-passes compaction				
	(a) Vibratory roller	m <sup>2</sup>	17500		
	(b) Grid roller	m <sup>2</sup>	200		
	(f) Pneumatic-tyred roller	m <sup>2</sup>	200		
33,14	Extra over item 33.01 for excavating material from the pavements and fills of existing roads				
	(a) Non cemented material	m <sup>3</sup>	125		
	(b) cemented material	m <sup>3</sup>	105		
33,12	In situ treatment of roadbed				
	(a) In situ treatment by ripping	m <sup>3</sup>	6600		
33/16.02	Overhaul on material hauled in excess of 1,0km (ordinary overhaul)	m <sup>3</sup> -km	42360		
33/32.06	Stockpiling of material	m <sup>3</sup>	500		
B33.15	Supply and install Geotextile membrane Grade A5	m <sup>2</sup>	4500		
<b>TOTAL CARRIED TO SUMMARY</b>					



**RATLOU LOCAL MUNICIPALITY**

**CONTRACT NO: NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF A LICENSE TESTING YARD**

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
<b>34.00</b>	<b>PAVEMENT LAYERS OF GRAVEL MATERIAL</b>				
34,01	Pavement layers constructed from gravel taken from cut or borrow including free-haul up to 1.0 km				
	(a) Gravel selected layer compacted to				
	(i) 95% of modified AASHTO density (150mm compacted layer thickness)	m³	1800		
	(f) Gravel subbase (chemically stabilized materia) compacted to				
	(i) 97% of modified AASHTO density (150mm compacted layer thickness)	m³	1800		
	(g) Gravel shoulder/sidewalks compacted to:				
	(i) 93% MOD. AASHTO density	m³	1800		
34,02	Extra over item 34.01 for excavation of material in:				
	(a) Intermediate excavation	m³	100		
	(b) Hard Excavation	m³	100		
B34,14	Pavement layers constructed from gravel obtained from commercial sources:				
	(b) Gravel selected layer G5 material quality compacted to:				
	(i) 93% of modified AASHTO density (150mm compacted layer thickness)	m³	1800		
	(d) Gravel subbase G5 material quality (chemically stabilized material to C3 quality) compacted to:				
	(i)95% of modified AASHTO density (150mm compacted layer thickness)	m³	1800		
34/16.02	Overhaul on material hauled in excess of 1,0km (ordinary overhaul)	m³-km	22160		
<b>3400</b>	<b>TOTAL CARRIED TO SUMMARY</b>				

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APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
B35.00	STABILIZATION				
35,01	Chemical stabilization extra over unstabilized 150mm thickness subbase	m³	1800		
35,02	Chemical stabilization agent:				
	(a) Ordinary portland cement	t	350		
	(c) Road lime	t			
35,04	Provision and application of water for curing	kl	15000		
TOTAL CARRIED TO SUMMARY					

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APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
<b>B36.00</b>	<b>CRUSHED STONE BASE</b>				
36,01	Crushed-stone base  (a) Constructed form type G1 material obtained from commercial sources and compacted to 88% of apparent relative density (150mm layer thickness)  (1) 37mm nominal maximum size stone	m <sup>3</sup>	1800		
<b>3600</b>	<b>TOTAL CARRIED TO SUMMARY</b>				

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## APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
56,00	<b>ROAD SIGNS</b>				
56,01	Road signs boards with painted or colouted semi-matt background. Symbols, lettering and borders in semi-matt black or in Class 1 retro-effective material, where the sign board is constructed.  (c) Prepainted galvanized steel plate (chromadek 1,6 mm thick or approved equivalent):				
	(i) Area not exceeding 2m <sup>2</sup>	m <sup>2</sup>	30		
	(ii) Area exceeding 2m <sup>2</sup> but not 10m <sup>2</sup>	m <sup>2</sup>	30		
	(iii) Area exceeding 10m <sup>2</sup>	m <sup>2</sup>	15		
56,02	Extra over item 56.01 for using:  (b) Lettering, symbols, number, arrows, emblems and borders or retro-reflective material of Class 1 Engineering grade	m <sup>2</sup>	120		
56,03	Road sign supports (overhead road sign structures excluded):  (a) Steel tubing, fully galvanised				
	(i) 50mm dia. D-Section 1,6mm thick	t	2		
	(iii) 76mm dia. D-Section 2m thick	t	2		
	(iii) 100mm dia. D-Section 4mm thick	t	1		
56,05	Excavation and backfilling for road sing supports	m <sup>3</sup>	40		
56,06	Extra over item 56.05 for cement-treated soil backfill	m <sup>3</sup>	30		
56,08	Dismantling, storing and re-erecting road signs with a surface area of:  (a) Up to 2 m <sup>2</sup>	No	13		
56,09	Dismantling and storing road signs with a surface area of:  (a) Up to 2 m <sup>2</sup>	No	15		
5600	<b>TOTAL CARRIED TO SUMMARY</b>				

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ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
57.02	<b><u>ROAD MARKINGS</u></b> Retro-reflective road-marking paint: (a) White lines (broken or unbroken): (i) 100 mm wide (b) Yellow lines (broken or unbroken): (i) 100 mm wide (c) White lettering and symbols (d) Yellow lettering and symbols (e) Transverse lines, painted island and arrestor bed markings (any colour)	km	4,50		RATE ONLY
57.04	Variations in rate of application: (a) White paint (b) Yellow paint	litre	80,0		RATE ONLY
57.06	Setting out and premarking the lines (excluding traffic-island markings, lettering and symbols)	km	2,5		
57.07	Re-establishing the painting unit at the end of the maintenance period	L/Sum	1,0		
5700	TOTAL CARRIED TO SUMMARY				

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ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
59.01	<b><u>FINISHING THE ROAD AND ROAD RESERVE AND TREATING OLD ROADS</u></b>				
	Finishing the road and road reserve:  (a) Single-carriageway road	km	4,5		
5900	TOTAL CARRIED TO SUMMARY				

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## APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
<b>7300</b>	<b><u>CONCRETE BLOCK PAVING FOR ROADS</u></b>				
73,01	a) 80mm interlocking paving blocks (25Mpa) SABS approved on a 20mm bedding sand	m <sup>2</sup>	12000		
	b) 60mm interlocking paving blocks (25Mpa) SABS approved on a 20mm bedding sand	m <sup>2</sup>	75		
73,03	Provision of approved herbicide and ant poison:				
	(a) Provision of materials	PC Sum	1	250 000,00	250 000,00
	(b) Contractor's charges and profit added to the prime cost sum	%	250000		
B73,04	Removal of 80mm interlocking paving blocks and including stacking at designated area by Engineer including free haul of 1km	m <sup>2</sup>	15		
B73.05	Reinstatement of existing paving	m <sup>2</sup>	10		
B73.06	Haulage of paving	tonkm	65		
B73.07	Polythene sheeting, 0.15mm thick, DPC 250 micron or similar approved material, for lining below paving	m <sup>2</sup>	16000		
<b>7300</b>	<b>TOTAL CARRIED TO SUMMARY</b>				

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APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LICENSE TESTING YARD

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	<b><u>TESTING MATERIALS AND WORKMANSHIP</u></b>				
B81.02	Other special tests requested by the Engineer:				
	(a) Cost of testing	PC Sum	1	380 000,00	380 000,00
	(b) Charge on Prime Cost Sum	%	380000		
81.03	Providing testing equipment:				
	(a) Rolling straight-edge	m	4,5km		RATE ONLY
	(b) Core drill	Nº	4		
8100	TOTAL CARRIED TO SUMMARY				





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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE  
TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

## **C2.3 SUMMARY OF BILL OF QUANTITIES**

### **C2.3.1 Summary**



# SUMMARY OF BILL OF QUANTITIES



RATLOU LOCAL MUNICIPALITY  
CONTRACT NO: NW381/TECH-PMU06/2025/2026

APPOINTMENT OF A CONTRACTOR FOR THE CONSTRUCTION OF LECESE TESTING YARD

SCHEDULE A : ROADWORKS		AMOUNT
1200	GENERAL REQUIREMENTS AND PROVISIONS	
1300	CONTRACTOR'S ESTABLISHMENT ON SITE AND GENERAL OBLIGATION	
1400	HOUSING, OFFICE AND LABORATORY FOR THE ENGINEER'S SITE PERSONNEL	
1500	ACCOMMODATION OF TRAFFIC	
1700	CLEARING AND GRABBING	
1800	DAYWORKS	
2100	DRAINS	
2200	PREFABRICATED CULVERTS	
2300	CONCRETE KERBING, CONCRETE CHANNELLING, CHUTES AND DOWNPIPES, AND CONCRETE LINING FOR OPEN DRAINS	
3300	MASS EARTHWORKS	
3400	PAVEMENT LAYERS OF GRAVEL MATERIAL	
3500	STABILIZATION	
3600	CRUSHED STONE BASE	
5600	ROAD SIGNS	
5700	ROAD MARKINGS	
5900	FINISHING THE ROAD AND ROAD RESERVE AND TREATING OLD ROADS	
7300	CONCRETE BLOCK PAVING FOR ROADS	
8100	TESTING MATERIALS AND WORKMANSHIP	
TOTAL CONSTRUCTION		
10% CONTIGENCIES		
SUB-TOTAL A		
15% VAT		
TENDER AMOUNT ( CARRIED TO FORM OF OFFER)		



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**C2.4 CALCULATION OF TENDER SUM**

**Note :** Tender sum is the value of the offered total of the prices exclusive of VAT, contingencies, CPA and special materials but including contractual variations.



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**PART C3: SCOPE OF WORK**

C3.1	DESCRIPTION OF WORKS .....	C.44
C3.2	EMPLOYER'S AGENTING .....	C.48
C3.3	PROCUREMENT .....	C.49
C3.4	CONSTRUCTION .....	C.56

**RATLOU LOCAL MUNICIPALITY****NW381/TECH-PMU06/2025/2026****APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE****C3.1 DESCRIPTION OF WORKS****C3.1.1 Employer's Objectives**

The employer's objective is to construct a license testing yard at Thusong Service Centre to segmented paving blocks, ensure greater investment in infrastructure, build a sustainable revenue base, improve good governance, contribute to the improvement of health and safety of the community and develop higher level of service while making optimum use of local labour, and creating jobs for locals during construction and creating business opportunities for local contractors and SMME's. The project implementation will be designed to maximise EPWP sector quotas and opportunities.

**C3.1.2 Overview and Location of Works**

This term of reference set out the minimum scope of work for which the service providers is responsible. The key accountabilities and deliverables of scope of work is herein set out.

The facility is accessible from N18 along R507 to Delareyville (at **26° 18' 44" S, 25° 08' 19" E**) in North West Province. The proposed road works are approximately at the above coordinates:

**C3.1.3 Extent of Works**

The major items of the remedial works included in this contract are:

The work to be carried out by the Contractor under this contract comprises mainly the following:

- The construction of a 12 000m<sup>2</sup> testing yard
- Fills of maximum 200mm in layers using minimum G6 material, compacted to 90% MOD AASHTO
- Roadbed to be ripped and re-compacted to 90% MOD AASHTO
- Selected layers of 150mm using minimum G6 material and compacted to 93% MOD AASHTO
- Sub-base layer of 150mm using minimum C4 material with 3% OPC and compacted to 95% MOD AASHTO.
- Base layer of 150mm using minimum G1 material and compacted to 97% MOD AASHTO.
- Surfacing-using pavement bricks (80mm).
- Construction concrete lined v drains
- Kerbs
- To install the road signs.
- To install the speed humps.
- Road markings.
- Maintaining the works for the period of 12 months from the date of completion of the works
- Finishing of the road and road reserve
- Testing materials and workmanship on instruction of the engineer.

The description of the works is not necessarily complete and shall not limit the work to be carried out by the Contractor under this contract.



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**C3.1.4 Location of the Works**

The project is located at Thusong Service Center in Setlagole Village, within the jurisdiction of Ratlou Local Municipality.

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The Contractor is to set up a site office for his use as well as for the Employer's Agent's use. The contractor shall submit proposals relating to the site offices and infrastructure to Employer's Agent for approval. The site office to meet the relevant sanitation requirements.

At the end of construction, the temporary works to be dismantled and the site restored as far as possible to what it is.

**C3.1.6 General Information****C3.1.6.1 Drawings**

The reduced drawings contained in Annexure C5.2 that form part of the Tender document shall be used for Tender purposes only. Further drawings are to be provided on an on-going basis by the Employer's Agent.

Any information in the possession of the contractor, which the resident Employer's Agent requires to complete the as-built drawings, shall be supplied to the resident Employer's Agent before a certificate of completion will be issued.

Only figured dimensions shall be used and drawings shall not be scaled unless so instructed by the Employer's Agent. The Employer's Agent will supply all figured dimensions omitted from the drawings.

**C3.1.6.2 Power, Water Supply and Other Services**

The contractor shall make his own arrangements concerning the supply of electrical power and all other services. No direct payment will be made for the provision of electrical and other services. The cost of providing these services will be deemed to be included in the rates and amounts Tendered for the various items of work for which these services are required.

**C3.1.6.3 Contractor's Camp Site and Security**

The contractor shall make his own arrangements regarding the establishment of a camp site and housing for his construction personnel and all regulations stipulated by the local authority shall be adhered to.

It is anticipated that the contractor's choice of a camp site will be influenced by the availability of telephone and electrical connections as well as the supply of potable water.

Provision is made in these specifications for the erection of a security fence around the site offices. The contractor shall be responsible for the security of his personnel and constructional plant on and around the site of the works and for the security of his camp, and the employer will consider no claims in this regard.

**C3.1.6.4 Additional Requirements for Construction Activities****C3.1.6.4.1 The contractor may not commence constructional activities before adequate**



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provision has been made to accommodate traffic in accordance with the requirements of this document and the South African Road Traffic Signs Manual.

C3.1.6.4.2 The contractor shall submit proposals in connection with directional signs to the Employer's Agent for approval.

**C3.1.6.5 Programme Requirements for Construction Activities**

The contractor shall programme his activities to be suitable in terms of his resources to complete the contract inside the stipulated time period.

**C3.1.6.6 Construction in Confined Areas**

It may be necessary for the contractor to work in confined areas. In certain areas the width of the fill material and pavement layers may reduce to zero and the working space may be confined. The method of construction in these confined areas depends on the contractor's construction plant. However, the contractor must note that measurement and payment will be in accordance with the specified cross-sections and dimensions, irrespective of the method used to achieve these cross-sections and dimensions, and that the rates and amounts Tendered will be deemed to include full compensation for any special equipment or construction methods or for any difficulty encountered in working in confined areas and narrow widths, and at or around obstructions, and that no extra payment will be made nor will any claim for payment be considered on account of these difficulties.



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Payment for works identified in clause 2.3 “the Extent of the Project” in the Project Specifications as being labour-intensive shall only be made in accordance with the provisions of the Contract if the works are constructed strictly in accordance with the provisions of the scope of work. Any non-payment for such works shall not relieve the Contractor in any way from his obligations either in contract or in delict.

**C3.1.7.2 Applicable labour laws**

Sectorial determination 2: Civil Engineering sector

**C3.2 EMPLOYER’S AGENTING****C3.2.1 Design**

- (a) The **Employer** is responsible for the design of the permanent Works as reflected in these Contract Documents unless otherwise stated.
- (b) The **Contractor** is responsible for the design of the temporary Works and their compatibility with the permanent Works.
- (c) The **Contractor** shall supply all details necessary to assist the Employer’s Agent in the compilation of the as-built drawings.

**C3.2.2 Employer’s Design**

- (a) Detail description of Works
- (b) General Works
- (c) Sign Gantries.

**C3.2.3 Contractor’s Design**

Where contractor is to supply the design of designated parts of the permanent Works or temporary Works he shall supply full working drawings supported by a professional Employer’s Agent’s design certificate.

**C3.2.4 Design procedures**

All designs and modifications thereto shall be communicated in writing and the contractor and Employer’s Agent shall maintain master lists to record and track all transactions.

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**"The community"** means individual and communal property owners, organised groups of road users, other interest groups and departments or spheres of government that may be affected by the location, construction, operation and maintenance of the road to which this contract applies.

**"Conventional contract"** means any contract for the execution of civil engineering or building or similar construction works, in which the liabilities and responsibilities of the two parties thereto are assigned essentially in a manner which is consistent with that set out in the General Conditions of Contract for Road and Bridge Works for State Road Authorities, 1998 (as published by the Committee of Land Transport Officials) or other similar documents.

**"Conventional subcontract"** shall be similarly and appropriately construed.

**"Contract Participation Goal"** (or CPG), is the value of goods, services and works, excluding VAT, for which the Contractor proposes to engage labour and subcontractors.

**"Contractor"** means any person or group of persons in association, or firm, or body corporate who is registered with the Construction Industry Development Board (CIDB) and:

- a) have a contractor grading designation equal to or higher than a contractor grading designation specified for the Contract, or
- b) contractors registered as potentially emerging enterprises with the CIDB who are registered in one contractor grading designation lower than that required in terms of a) above

**"Subcontractor"** shall be similarly and appropriately construed.

**"Emerging contractor"** means an ABE that cannot reasonably be categorized as a conventional contractor defined above.

**"Affirmable Business Enterprise (ABE)"** means a business which adheres to statutory labour practices, is a legal entity, registered with the South African Revenue Service and a



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continuing and Independent Enterprise for profit, providing a Commercially Useful Function and:

- a) Which is at least two thirds owned by one or more previously disadvantaged individuals or, in the case of a company, at least two thirds of the shares are owned by one or more previously disadvantaged individual; and
- b) Whose management and daily business operations are in the control of one or more of the previously disadvantaged individuals who effectively own it.

**"Key Personnel"** means all contracts managers, site agents, materials and survey technicians, trainers, supervisors, foremen, skilled plant operators, and all other personnel in the permanent employ of the Contractor or his subcontractor who posses special skills and/or who play key roles in the Contractor's or subcontractor's operations.

**"Worker"** for the purposes of this specification means any person, not being one of the defined key personnel of the Contractor or his subcontractor, who is engaged by the Contractor or subcontractor to participate in the execution of any part of the contract works and shall include unskilled labour, semi-skilled and skilled labour, artisans, clerical workers and the like.

**"Workforce"** means the aggregate body comprising all workers and shall, unless the context dictates otherwise, include the workforces of the Contractor and all his subcontractors.

**"Subcontractor"** means any person or group of persons in association, or firm, or body corporate (whether formally constituted or otherwise) not being the Contractor, to whom specific portions or aspects of the works are sublet or subcontracted by the Contractor in accordance with the provisions of the contract.

**"Level of subcontractor"** means the level of responsibility carried by and the assistance to be provided to the different grades of subcontractor in the execution of subcontracts.

**"Project Committee"** is the committee comprising out of the Employer's representative, The Engineer or his representative, the Contractor or his representative and the CLO.

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“CLO” is the Community Liaison Officer as appointed by the Contractor and paid under the Contract.

**C3.3.2 LABOUR ENHANCED CONSTRUCTION**

The Contractor's attention is drawn to the fact that it is an objective of the contract to maximize the labour content of certain operations or portions thereof. In this regard, where the specified work allows for a choice between mechanical or labour-enhanced means, the former shall generally be kept to the practical minimum.

The Contractor shall submit on a monthly basis on the date as determined by the Employer, daily labour returns on the prescribed templates to the Engineer indicating the numbers of labour employed on the works and the activities on which they were engaged.

It is also an objective to utilize SMME's / ABE's in the vicinity of the project, the development of these resources in the execution of the project, and by maximizing the amount of project funds retained within the project locality.

**C3.3.3 TEMPORARY WORKFORCE****a) Record of workforce and subcontractors**

The Contractor shall maintain accurate and comprehensive records of all workers engaged on the contract and shall provide to the Engineer at monthly intervals from the commencement of the contract, interim records substantiating the actual numbers of employment opportunities which have been generated to date and the amounts actually paid in respect thereof. Such interim records shall be in a format approved by the Employer. Labour records of emerging contractors, SMME or ABE subcontractors, where applicable, shall also be provided by the Contractor and shall be deemed to form part of the workforce.

The Contractor shall, on completion of the contract, and as a pre-requisite to the release of any retention money, provide the Engineer with independently audited documentary evidence of the total number of employment opportunities actually generated during the contract.

The value of the target amount (minimum Contract Participation Goal) spent on local labour is prescribed elsewhere in this document.



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**b) Recruitment and selection procedures**

The Contractor shall be responsible for the final selection of workers and subcontractors to constitute the temporary workforce but in doing so, shall adhere to the procedures adopted by the CLO along the following guidelines:

The Contractor shall advise the Engineer in writing, of the numbers of each category of temporary worker which he requires, together with the personal attributes which he considers desirable that each category of worker shall possess (taking due cognizance of the provisions of the contract relating to training).

The CLO shall take the necessary actions to identify potential workers for the temporary workforce from communities in the vicinity of the works. The details of all persons applying for employment shall be recorded, including inter-alia:

- Name, address, age and sex
- Marital status and number of dependants
- Qualifications and previous work experience (whether substantiated or not)
- Period since last economically active
- Preference for type of work or task.

The CLO shall select workers from amongst the applicants, taking due cognisance of his requirements for the workforce as supplied by the Contractor and the provisions of the contract in regard to the provision of training to selected members of the workforce and in accordance with the following principles:

No potential temporary worker shall be precluded from selection by virtue of a lack of skill in any suitable operation forming part of the works, unless:

- All available vacancies have been or can be filled by temporary workers who already possess suitable skills; or
- The completion period allowed in the contract, or the remaining portion of the contract period (as the case may be) is insufficient to facilitate the creation of the necessary skills;
- The Contractor shall make a final selection from the list provided by the CLO using the following criteria:



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- Preference shall be given to the long term unemployed and single heads of households
- In so far as is reasonably practicable, give priority to accommodating the applicants' expressed preferences regarding the types of work for which they are selected and shall not be prejudicial to youth over the age of fifteen years and women.

The same provisions shall apply as is in respect of the selection of additional or replacement members of the workforce as may be necessary from time to time during the contract.

**c) Terms and Conditions pertaining to the Employment of the Temporary Workforce and subcontractors**

The onus shall be on the Contractor to ensure that all the requirements of all the acts relating to the employment of workers and subcontractors are observed.

**d) Labour Relations and Worker Grievance Procedures**

In accordance with the provisions of the General Conditions of Contract, the Contractor shall, at his own cost, be fully responsible for the establishment and maintenance of satisfactory labour relations on site and the resolution of all grievances of temporary workers and subcontractors as may occur.

The Contractor shall at all times adhere to the accepted norms and standards of labour relations prevailing generally in the civil engineering construction industry and shall conduct himself in a fair and reasonable manner, within the constraints as may be imposed upon him by the terms of the contract.

In the event of any temporary worker engaged by the Contractor in terms of the contract, being aggrieved on any issue, he shall have the right to nominate and be supported in any inquiry or disciplinary hearing or investigation instituted by the Contractor, by one member of the temporary workforce.

In the event of any grievance not being satisfactorily resolved through the application of normal dispute resolution procedures described above, then either the Contractor or the worker concerned may require that the matter be referred to the PC for further consideration, with a view to facilitating resolution thereof.

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No training will be provided under this contract.

**C3.3.5 ACCREDITED TRAINING AND ATTENDANCE**

No training will be provided under this contract.

**C3.3.6 PENALTIES FOR NON-COMPLIANCE**

Any deliberate failure or neglect by the Contractor to comply with the provisions of this specification, or any deliberate omission or neglect by the Contractor in adhering to or applying the principles as are described and inherent in this specification, shall be deemed to constitute a warrant for the Engineer to act in terms of the Conditions of Contract or the penalties specified for not attaining the prescribed CPG's will be applied and doubled.

**C3.3.7 MEASUREMENT AND PAYMENT**

**ITEM            UNIT**

**C3.3.6          Penalties**

b) Targeted Labour ..... percentage point

The penalty for item (b) for not attaining at least the tendered number of person-days (refer to Part T2: Returnable Documents) will be calculated as follows:

In the event that the Tenderer fails to substantiate that any failure to achieve the Contract Participation Goal was due to quantitative under runs, the elimination of items, or any other reason beyond the Contractor's control which may be acceptable to the Employer, it shall be liable to pay to the Employer a financial penalty calculated in the following manner:

$$P = \frac{1.0 \times (D - D_o) \times N_A}{(100)}$$

Where

D = tendered Contract Participation Goal percentage



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Do = the Contract Participation Goal which the Engineer based on the credits passed, certifies as being achieved upon completion of the Contract

N<sub>A</sub> = Net Amount (Contract expenditure, excluding VAT)

P = Rand value of penalty payable.

The Minimum set-aside on this contract for Targeted Labour is 7.5%



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The Contractor shall negotiate with property owners and make his own arrangements to obtain sites for the erection of offices, laboratories, yards, etc. Written approval must be obtained from the owners on whose property the camp is to be situated. The choice of all sites for the establishment of camps is subject to the approval of the Engineer. Campsites within the road reserve will not be permitted. The site for the Engineer's offices and laboratories shall not be used for the accommodation or housing of the Contractor's personnel and employees.

The Contractor shall make his own arrangements concerning the supply of electrical power, water, telephone and all other services, both for use at the site establishment area as well as for the use in the construction of the Works. No direct payment shall be made for the provision of any service and the cost thereof shall be deemed to be included in the rates tendered for the various items of work for which these services are required

**Survey Control and Setting Out of the Works**

Reference and level beacons will be shown to the Contractor by the Engineer at the commencement of the Contract and the Contractor will be responsible for transferring the data to the Site of Works.

The Contractor shall check the condition and accuracy of all reference and level beacons and satisfy himself that they have not been disturbed and are true with regard to position and level. A beacon that has been disturbed shall not be used until its true position and level have been re-established and the new values have been certified by the Engineer. The Contractor shall thereafter be held entirely responsible for the protection of all reference and level beacons.

The Contractor shall employ a capable surveyor to set out the Works to the required lines and levels. The Engineer shall be informed immediately should any discrepancy be discovered between the levels or dimensions obtained by the Contractor and those shown on the drawings.

Where a beacon is likely to be disturbed during construction operations, the Contractor shall establish suitable reference beacons at locations where they will not be disturbed during construction. No beacons shall be covered over, disturbed or destroyed before accurate reference beacons have been established and details of the positions and levels of such beacons have been submitted to the Engineer. The Contractor's reference beacons shall be of at least the same accuracy and sturdiness of construction as the existing beacons.

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The Contractor shall submit the method of setting out he proposes to employ to the Engineer. Accurate control of line and level shall be provided by the Contractor at all stages of construction.

Work set out by the Contractor may be checked by the Engineer and any errors found shall be rectified by the Contractor at his own expense. The Contractor shall supply any instrument, equipment, material and labour required by the Engineer for this survey work. Any assistance, including checking given to the Contractor by the Engineer or any setting out done by the Engineer for Contractor shall not be held as relieving the Contractor of his responsibility for the accurate construction of the Works.

The Contractor's survey instruments and survey equipment shall be suitable for the accurate setting out of the Works and shall be subject to the approval of the Engineer. They shall furthermore be checked and correctly adjusted by the authorized agents before the commencement of the contract and subsequently when required by the Engineer and when otherwise necessary.

When required the Contractor shall, at his own expense, provide two labourers to assist the Engineer. The Engineer shall have the sole right of approving of such a labourer.

Survey work shall not be measured and paid for directly and compensation for the work involved in setting out shall be deemed to be covered by the rates tendered and paid for the various items of work included under the contract.

**Inspection of Adjoining Properties**

The Contractor shall take cognizance of the following:

Before any construction work commences in any section of the Works, the Contractor shall inspect all properties adjoining that section, preferably in the company of the relevant property owner or representative of the owner, and record the following:

- A photographic record of each property;
- All existing visible cracks in the adjoining buildings;
- Alternative accesses to the property;
- Location of services entering the property.

**Construction in Confined Areas**

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It will be necessary for the Contractor to work within confined or restricted areas. No additional or extra over payment will be made as described for in "restricted areas" in the Standard Specifications. The Contractor shall note that measurement and payment will be in accordance with the specifications, excluding payment for work in restricted areas, irrespective of the method used, and that the rates and amounts tendered shall be deemed to include full compensation for any special equipment or construction methods or for any difficulty encountered in working in confined or restricted areas and narrow widths at or around obstructions, and that no extra payment will be made nor will any claim for payment be considered on account of these difficulties.

**Existing Services**

The scope of works for this contract shall be affected by existing services. Where necessary the Contractor must familiarize himself with the position and extent of existing services and to carry out the works in such a manner as not to cause damage to existing services. All manhole covers in the road must be clearly referenced and absolutely no surfacing shall be allowed on any manhole cover.

Any cost of repairs, replacement and/or installation of services and equipment resulting from the Contractor's negligence or unauthorized action shall be for the Contractor's account.

Where applicable, the employer's standard specification for repairing and installation of water and sanitation services shall be used.

**Plant and Materials**

The Contractor, when using materials that are required to comply with any standard specification, shall, if so ordered, furnish the Engineer with certificates of compliance.

Where so specified, materials shall bear the official mark of the appropriate authority. Samples ordered or specified shall be delivered to the Engineer's office on the site free of charge.

Where proprietary products have been specified, similar products may be used subject to the prior written approval of the Engineer.

Unless otherwise specified, all proprietary materials shall be used and placed in strict accordance with the relevant manufacturer's current published instructions.

Unless anything to the contrary is specified, all manufactured articles or materials supplied by the Contractor for the permanent works shall be unused and fresh, not older than three months or as approved by the engineer.



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Existing structures on the site shall remain the property of the employer and except as and to the extent required elsewhere in the contract, shall not be interfered with by the Contractor in any way.

Materials to be included in the works shall not be damaged in any way and, should they be damaged on delivery or by the Contractor during handling, transportation, storage, installation or testing they shall be replaced by the Contractor at his own expense.

All places where materials are being manufactured or obtained for use in the works, and all the processes in their entirety connected therewith shall be open to inspection by the Engineer (or other persons authorised by the Engineer) at all reasonable times, and the Engineer shall be at liberty to suspend any portion of work which is not being executed in conformity with these specifications.

The Contractor shall satisfy himself that any quarry selected for use provides the necessary mined material in accordance with the specification and that the quarry or borrow pits are in compliance with the latest environmental and mining legislation.

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A detailed program in terms of the GCC 3<sup>rd</sup> Edition (2015) Clause 5.6, complete with a cash flow budget for the execution of the works must be made available to the Employer's Agent for approval within 14 days after the commencement date. Aspects that will require co-ordination with the Employer must be indicated clearly and provision must be made for it in the program.

It will be an explicit requirement of the contract that this program is updated monthly and submitted to the Employer's Agent at least two days prior to the site progress meeting.

When the work must of necessity be carried out in conjunction with the work of other contractors or with that of the Employer, it shall be coordinated and arranged in such a manner as to interfere as little as possible with the progress of such other work, and so as to offer every reasonable facility to other contractors or to employees of the Employer.

The contractor shall allow for the presence on site of other contractors engaged with other contracts on the same site. He shall assure them of access to their places of work and make allowance for short delays while they perform certain work.

No work of a permanent nature may be executed before the program has been approved by the Employer's Agent.

The Employer's Agent retains the right to alter, as circumstances may require, the sequence in which installation is to be executed. Such alterations will only be made after consultation with all parties concerned.

Subject to any requirements in the Specification as to completion of any portion of the Works, it shall be completed within the times mentioned at the end of the Bill of Quantities, subject to any extension of time that may be granted in accordance with the Contract.

**ii) Extension of Time due to Inclement Weather**

The Contractor shall be responsible for keeping accurate records of weather conditions in the Daily Site Diary to use as substantiation of any claim for extension of time in accordance with GCC 3<sup>rd</sup> Edition (2015), Clause 5.12. The Contractor will inform the Employer's Agent when he is unable to proceed with the Works in accordance with the approved Contract Program. Subject to the approval of the Employer's Agent, the rainfall and other relevant notes will be noted in the Daily Site Diary for the applicable day/s. After the event the Contractor shall provide a revised Contract Program motivating if the delay affects his schedule to the extent that he will need to motivate for an extension of time in accordance with the relevant GCC 3<sup>rd</sup> Edition (2015), Clause 5.12. The Employer's Agent, together with the Employer, will be responsible for granting the extension of time.

Extension of time shall be determined for abnormal rainfall or wet conditions in accordance with the formulae given below, separately for each calendar month or part thereof. It shall be calculated for the full period for completion of the Contract plus any granted extension thereof:

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$$V = (Nw - Nn) Rw/Rn \text{ ..... if } (Nw - Nn) > 0$$

The symbols shall have the following meanings respectively:

V = Extension of time in calendar days in respect of the calendar month under consideration.

Nw = Actual number of days during the calendar month on which a rainfall of 10mm or more is record.

Nn = Average number of days, as derived from existing rainfall records, on which a rainfall of 10 mm or more has been recorded for the calendar month.

Rw = Actual rainfall in mm recorded for the calendar month.

Rn = Average rainfall in mm for the calendar month under consideration as determined from existing rainfall records.

When calculating extension of time for a part of a month pro rata values of Rn and Nn shall be used.

The factor  $Rw/Rn$  shall be deemed to be a fair allowance for days on which wet conditions disrupted or prevented work, but on which a rainfall of 10 mm or more was not recorded. If the value of  $Rw/Rn$  exceeds 2,5 it shall be taken as 2,5.

If Nw for any month is smaller than Nn, the formula used shall be

$$V1 = (Nn - Nw)$$

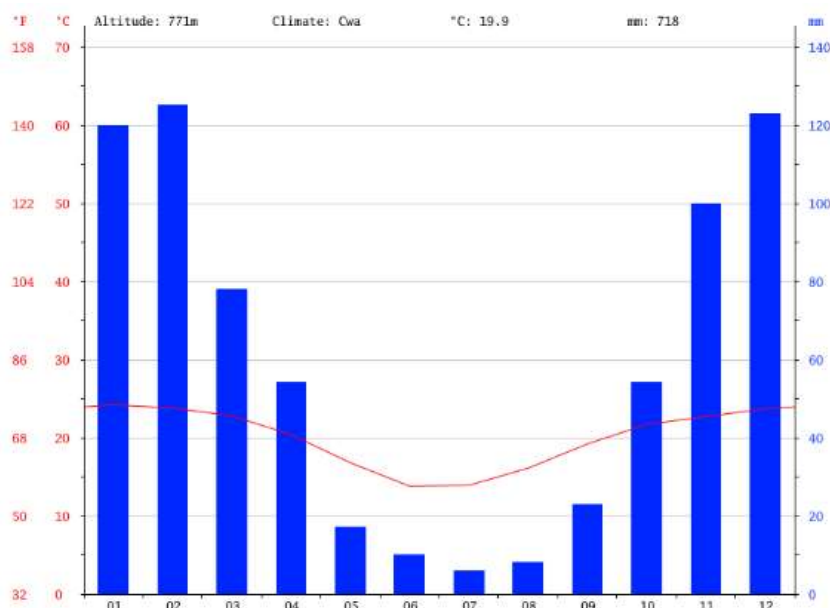
The total extension of time for completion shall be the sum of the values of V, minus the sum of the values of V1.

Total extension of time =  $\sum V - \sum V1$

The following information regarding existing rainfall records obtained from a rainfall station near the Sites, is given:

Rainfall District: Ratlou

Average Rainfall:





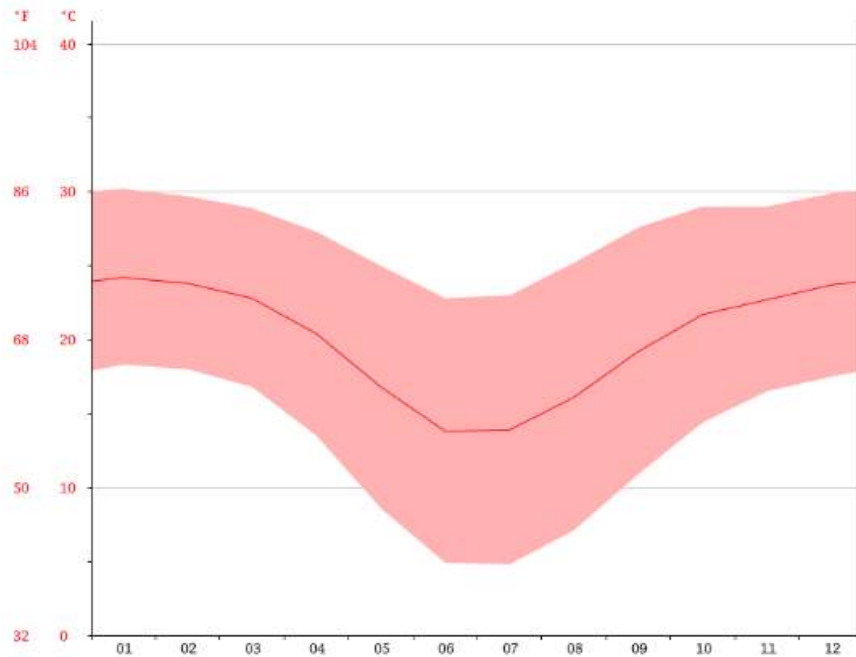
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Average temperatures:



Weather by Month:

	January	February	March	April	May	June	July	August	September	October	November	December
Avg. Temperature (°C)	24.2	23.8	22.8	20.4	16.8	13.8	13.9	16.1	19.2	21.7	22.7	23.7
Min. Temperature (°C)	18.3	18	16.8	13.5	8.6	4.9	4.8	7.1	10.9	14.4	16.5	17.5
Max. Temperature (°C)	30.2	29.7	28.9	27.3	25	22.8	23	25.2	27.6	29	29	29.9
Avg. Temperature (°F)	75.6	74.8	73.0	68.7	62.2	56.8	57.0	61.0	66.6	71.1	72.9	74.7
Min. Temperature (°F)	64.9	64.4	62.2	56.3	47.5	40.8	40.6	44.8	51.6	57.9	61.7	63.5
Max. Temperature (°F)	86.4	85.5	84.0	81.1	77.0	73.0	73.4	77.4	81.7	84.2	84.2	85.8
Precipitation / Rainfall (mm)	120	125	78	54	17	10	6	8	23	54	100	123

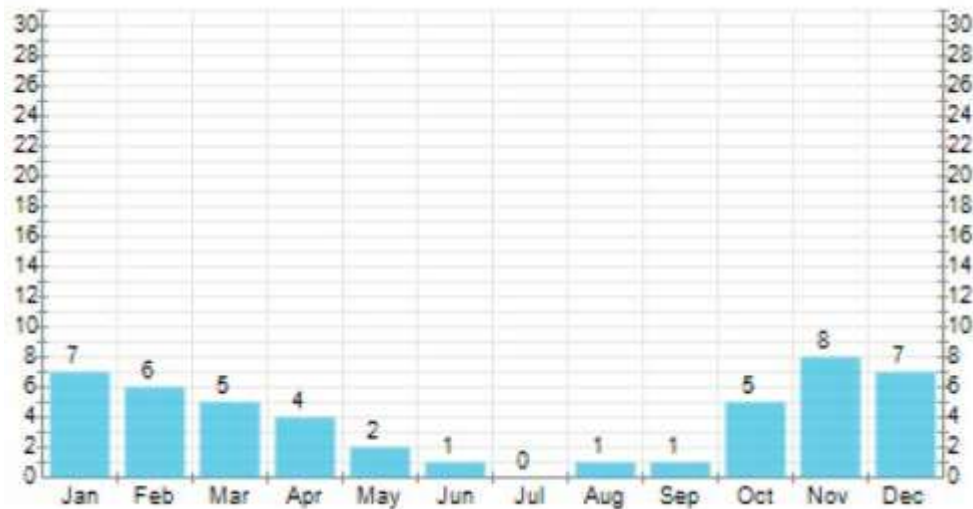
Average number of rain days:



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**b) ERECTION, INSTALLATION, ADJUSTMENT AND OPERATION**

The Contractor shall be responsible for ensuring that any work by his own staff or any sub-contractor working for him is carried out to his satisfaction and that the equipment meets all the requirements of the Specification as well as of all laws and all statutory regulations applicable to the Works.

All connectors such as anchor bolts (cast in situ or grouted), expansion bolts, base plates, etc, shall be designed by the Contractor to suit the equipment supplied by him and to ensure compliance with these Specifications.

All mechanical/electrical equipment supplied and delivered under this Contract shall be placed and firmly fixed in position by the Contractor on holding bolts supplied by him to ensure that it will operate efficiently to the satisfaction of the Employer's Agent. Affixing shall mean the supply and installation of all nuts, bolts, plates, grout etc and shall include for all labour and other activities such as sawing, cutting, filing, grinding, drilling, welding, repair of corrosion protection, grouting, etc. required for the fixing of the equipment. If the Contractor does not have the qualified personnel at his disposal he shall appoint the necessary specialists at his own cost.

The Contractor shall be responsible for providing and installing all bolts, nuts and washers. All bolts, nuts and washers shall be as specified in Clause PS29.

All dimensions of all equipment shall be checked by the Contractor after manufacture and on delivery.

Before handing over the plant, the Contractor is to ensure that every component is operating satisfactorily. The Contract will not be deemed to have been completed until the Employer's Agent is fully satisfied in this regard.

It is an express condition of this Contract that the guarantee period on all equipment given by the suppliers to the Contractor shall only commence once the works is in operation. This stage will be reached once the Certificate of Completion has been issued.

**c) QUALITY OF MATERIALS AND EQUIPMENT**



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All material, plant and equipment shall be of the best quality available and shall, where applicable, comply with the relevant standard specifications of the SANS. In cases where no specification of the SANS exists, the relevant British, German or American specifications will be applicable as determined by the Employer's Agent. The latest amendments of these specifications shall apply.

The Contractor shall submit for the approval of the Employer's Agent and before any orders are placed, the names of the firms from which he proposed to obtain his supplies of materials and manufactured articles.

He shall also supply samples as and when required by the Employer's Agent.

The Employer's Agent may also, in exercising the powers vested in him, order the Contractor to remove all or any of the material and equipment which, in his opinion, is of an inferior quality and to replace them with proper materials or equipment at his own expense.

**d) EMPLOYER'S AGENT TO APPROVE SPECIFIC EQUIPMENTS**

It is a condition of this Contract that the Contractor shall submit details of all equipment (i.e. motors, gearboxes, electrical equipment, etc) to the Employer's Agent for his written approval before placing final orders for such equipment. This is to ensure that the equipment ordered is in accordance with that offered according to the Technical Data Sheets.

The shop details for all fabricated steel items shall be submitted to the Employer's Agent for checking prior to commencing fabrication. The Employer's Agent shall require the Contractor to change any design details that on checking are found not to comply with the Specifications given herein, and no extra payment will be made for such changes. The Employer's Agent's approval will not relieve the Contractor of his full responsibilities for the due performance of the equipment installed.

The design of all methods of joining and fixing to concrete structures shall be submitted to the Employer's Agent for approval. Such approval will not relieve the Contractor of his full responsibility for the proper performance of the Works.

Mechanical joints subject to vibration or movement during the working life of the equipment, or those in inaccessible places, shall have the nuts locked or pinned, or the bolts peened over.

The Contractor shall also supply samples as and when required by the Employer's Agent.

The Employer's Agent may also, in exercising the powers vested in him, order the Contractor to remove all or any of the material and equipment which, in his opinion, is of an inferior quality and to replace them with proper materials or equipment at his own expense.

**i) Tests on Site**

All Site tests shall normally be carried out in the presence of, but always to the satisfaction of the Employer's Agent and at such times as he may reasonably require. The Contractor shall provide all the relevant test equipment and bear the costs of all testing to be done. All equipment must be tested to ascertain whether it performs its intended duties in a manner as specified.

The contractor shall submit to the Employer's Agent, for approval, a schedule of tests to be performed during cold and hot commissioning. The schedule is to be submitted at least 14 days before the planned date for cold and hot commissioning.

On completion of erection and installation the Contractor must carry out the following tests, where applicable, in addition to any other tests which may be specified elsewhere:



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**Before commissioning:**

- a) Insulation tests as required by the Council's By-Laws.
- b) Earth continuity tests.
- c) Tests for correct direction of rotation of motors and reverse if necessary.
- d) Test for correct operation of control gear setting of overload protection equipment, etc.
- e) Test for correct alignment of shaft bearings.

**After commissioning:**

Checking overall functions of the unit under specified conditions.

On completion of installation and putting into proper operation all the pumps and equipment, the Contractor will be required to make suitable arrangements for the testing of all equipment supplied under this Contract, in presence of the Employer's Agent or his representative.

The entire cost of testing, including supply of test equipment, must be borne by the Contractor and an adequate allowance for such tests must be made in the tendered price.

**ii) Accepted Laboratories**

Unless otherwise stated in a specification that forms part of this Contract, only the testing laboratories of the South African Bureau of Standards, the Council of Scientific and Industrial Research, the relevant Government Departments and Local Authorities will be accepted as approved laboratories in which tests or design work required in terms of a specification may be carried out.

**iii) Methods of Testing**

Unless otherwise prescribed in a specification that forms part of this Contract, all testing shall be carried out and interpreted in strict accordance with the methods specified in relevant SANS, IE or BS Specification(s).

**e) SERVICING**

Only the defects related works will be monitored during the defects period.

**f) DEFECTS LIABILITY PERIOD**

Without limiting in any way, the obligations or responsibilities of the Contractor for maintenance, the Contractor shall make regular quarterly visits to the site during the defects liability period. During these visits, he shall make all adjustments to everything necessary to ensure the proper running of the works executed by the contractor. After each supervising visit to the Site, the Contractor shall submit to the Employer's Agent a report on:

- a. The condition of the equipment and the servicing work carried out, and
- b. Any adjustments which may have been made.

**g) PAYMENT CERTIFICATES**

Where retention money is applicable to a Contract, the retention money shall be deducted on the invoice from the total amount for work done and then the Value Added Tax (VAT) will be added to calculate the total amount payable on the invoice.

If penalties are payable, these will be deducted prior to the addition of VAT but after the calculation of retention money.

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Tax invoices shall be submitted for each interim payment claim. The Contractor shall submit a provisional invoice with his payment claim as soon as possible after the date of measurement.

Once agreement has been reached with the Employer's Agent on the value of the certificate, the Contractor shall submit an original invoice on which payment will be made. The format will be discussed in the month preceding the first claim and to be resolved before the first payment is made.

**i) Terms of Payment**

The terms of payment shall be as follows:

**1) Supply and Delivery to Site, including storage (where applicable), quality assurance, painting and all necessary insurance**

- (a) 80 % of the contract price for materials upon delivery.
- (b) 20 % of the contract price for materials upon issuing.

**Penalty for Late Completion:**

Should the work as described under this Contract not be completely installed and commissioned in the time tendered, a penalty will be payable by the Contractor to the Employer in accordance with the Conditions of Contract. The Employer reserves the right to deduct penalties from outstanding payments.

**ii) Certificate of Completion**

The certificate of completion will be issued after the successful commissioning of all equipment as described in PS 15. The twelve months defects liability period will start on the date stated in the Certificate of Completion.

Guarantees will be reduced or returned to the Contractor after issuing of the Certificate of Completion and retention monies will be paid out after the defects liability period has elapsed. The Certificate of Completion will not be issued until the documents required in terms of this Contract have been lodged with and accepted as satisfactory by the Employer's Agent.

The issuing of the Certificate of Completion could be delayed if the equipment supplied under this contract cannot be commissioned. If the issuing of the Certificate of Completion is delayed for reasons beyond the Contractor's control, the Contractor will be compensated for his expenses because of the time delay between the completion of the works and the commissioning of the equipment. The rate tendered for the payment item for the postponement of the issuing of the Certificate of Completion must include for all the Contractor's expenses.

**Measurement and Payment**

Compulsory postponement of the issuing of the Certificate of Completion ..... Rate/day

**iii) Foreign Exchange Risks**

The provision of forward cover against foreign exchange fluctuations on the imported content of all equipment required under the contract might be required. In his Tender, the Tenderer must state the value of the imported content of each item and the applicable currencies and the exchange rates on which his tender was based.

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The successful Tenderer might be required to take out forward cover on all foreign exchange transactions required in his tender for this contract, the rate applied shall be that ruling at the date of commencement of the Contract that is stated in the Letter of Acceptance.

Amounts tendered will be adjusted for foreign exchange variations up to the date of commencement of the Contract; any fluctuations after this date will be for the Contractor's account.

**h) FEATURES REQUIRING SPECIAL ATTENTION****i) Security**

The Contractor shall provide his own security to safeguard his site, plant and materials at all times.

**ii) Operation of Valves**

During the temporary decommissioning of pipelines and structures, the Works Manager shall undertake the closing and opening of valves on behalf of the client. The Contractor shall notify the Works Manager well in advance when this is required.

**iii) Work Outside Normal Working Hours**

This must be read with Clause 5.8 of the General Conditions of Contract 2015, 3<sup>rd</sup> Edition (GCC 2015). The Contractor shall pay to the Employer an amount in relation to the annual salary hourly rate per per hour per person needed for supervision by the Employer's Agent when construction work is carried out outside normal working hours, except in the case as set out in Clause 5.10 of the General Conditions of Contract 2015, 3<sup>rd</sup> Edition.

**iv) Permits**

The contractor shall be required to arrange all permits required with unprejudiced support of the Employer's Agent.

**v) Key Personnel**

The Contractor is deemed to have in making his offer, all personnel available to perform the works entirely in the contracted time and cost. In addition he shall comply with the prevailing Act 85 of 1993, Occupational Health and Safety Act.

The Employer's Agent and his duly appointed representative will be the key contacts on site.

**vi) Additional Meetings**

The costs of all additional meetings or inspections over and above the normal, that take place because of the Contractor not keeping to his program or because of the quality of his work will be for the account of the Contractor and will be deducted from the following payment certificate. An amount in relation to the annual salary daily rate per meeting will be paid by the Contractor to compensate for the travelling cost, time, etc. of both the Employer's Agent and the Employer including persons needed by the Employer's Agent and Employer for the meeting.

**I) QUALITY MANAGEMENT****i) Applicable Quality Assurance Standards**

The Tenderer shall provide a coordinated and formally documented statement of his quality management system, including quality management objectives, policies, organisation and procedures, for the compulsory implementation of SANS 0157, Code of Practice for Quality Management Systems, Part III. The same applies to Part II of the said Code of Practice, which

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must be implemented on certain selected items only. However, although Part II will not be implemented in all instances it will not exempt the Contractor of compliance with the quality requirements laid down in the tender documents. Monitoring and control by the Employer's Agent may be done at any time on any material.

The Contractor shall submit with his tender an assessment report on his quality management and quality control system issued by an independent Quality Assurance Authority approved by the Employer's Agent. The inspection on which this assessment report is based shall have taken place not more than twelve months prior to the closing date for this tender.

Responsibility for and all associated costs of compliance with this sub clause shall rest with the Contractor.

**ii) Quality Assurance Enhancement**

Should the Contractor or any of the proposed sub-contractors not comply with Sub-Clause PS 22.1 at the time of tender a Contract may be awarded subject to a written undertaking to enhance his own and/or sub-contractor's quality assurance system to the satisfaction of the Employer's Agent before commencement of the Contract.

**iii) Quality Assurance Staff**

The Contractor shall satisfy the Employer's Agent that a quality specialist together with sufficient and suitably qualified staff will be assigned to control the quality of material used by the Contractor and to monitor the quality of the material used by each sub-contractor engaged in the supply of critical and major components and sub-assemblies.

The curriculum vitae of the quality specialist shall be submitted to the Employer's Agent at the time of tender. The Employer's Agent shall approve the proposed quality staff in writing and changes of staff shall require the written agreement of the Employer's Agent.

If the Employer's Agent considers that the proposed quality specialist and/or quality staff is inadequate or becomes inadequate during the course of the Contract due to staff changes or for any other reason, the Contractor shall employ for the period of the Contract and at his cost an independent quality specialist and/or sufficient and suitably qualified quality staff approved by the Employer's Agent.

**iv) Employer's Agents Quality Assurance Representative**

The Employer's Agent may elect to appoint an independent quality assurance representative to act in a surveillance capacity on his behalf for part of or the entire Contract.

**v) Classification of Material**

Part II of the above-mentioned Code of Practice i.e. a quality system for manufacture and installation, will apply only to certain critical material, products and services indicated in the tender documents, of which the Employer's Agent considers the manufacturing and the installation stages of such critical importance that quality assurance by the Contractor shall be of an even higher level than that prescribed in Part III.

**vi) Sub-Letting**

All enquiries made and contracts placed by the Contractor for critical components shall require that sub-contractors comply with the requirements of the preceding Sub-Clauses. Responsibility for and all associated costs of compliance shall rest with the Contractor. In instances where SANS 0157 is not applicable, Tenderers must indicate what equivalent alternative Code of Practice is being implemented.

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Tenderers who do not include the formally documented statements called for in Sub-Clause 22.1 and who do not respond in terms of Sub-Clause 22.2 above will be disqualified.

**j) STANDARD SPECIFICATIONS**

Reference made hereinafter to specifications of the South African National Standards (SANS) or the British Standards Institution (BS) shall be deemed to include all revisions of and/or additions to such specifications ruling at the closing date of tenders.

**k) PROTECTION AGAINST CORROSION**

Where corrosion of metal may be expected, the Contractor shall supply materials which are resistant to corrosion. Any material showing signs of corrosion, tuberculation or pitting before expiry of the Defects Liability Period must be replaced by the Contractor. The tendered prices will be held to include the cost of all painting or other surface treatment which is not separately specified or scheduled but which is nevertheless necessary for the protection of surfaces against corrosion. All corrosion protection shall conform to the Corrosion Protection Specification for Civil, Mechanical and Electrical Employer's Agenting Construction, New Revised 2006 Edition, which will be issued during construction stage. The manual is available with the project Employer's Agents during the tender stage at free of charge should a tenderer wishes to obtain a copy.

**l) STRUCTURAL STEELWORK**

The design of structural steelwork and the materials and workmanship used in the construction of same shall comply with the requirements of SANS 0162 and 1431. Grade 300 W steel shall be used.

In the case of welded connections, in addition to welds required for structural strength, a sealing weld shall be carried right around the connection so as to facilitate protection against corrosion.

**m) MILD STEEL PIPES, FITTINGS AND SPECIALS**

All pipe works up to and including 150mm diameter shall comply with the requirements of SANS 62, medium wall standard welded pipes.

All mild steel pipes and fittings with diameter greater than 150 mm shall comply with the requirements of SANS 719 grade A. Specials shall be manufactured from straight pipes in accordance with the relevant requirements of BS534. All welding in pipes and specials shall be electric fusion welding.

Before leaving the factory, all mild steel pipes and fittings shall be protected against corrosion in accordance with the Standardised Corrosion Protection Specification in Volume 2 G02.

Plain ends of pipes and fittings shall be covered and protected against damage while being transported from the factory to the Site.

Wall thickness of pipes and fittings shall be 6 mm, unless specified otherwise in the Detailed Specifications or on the drawings.

**n) FLANGES**

The dimensions and drilling of standard flanges shall comply with the requirements of SANS 1123 for a working pressure of 1 MPa. Flanges shall be machined flat, i.e. without a raised joint face. Puddle flanges shall have the same dimensions as standard flanges but shall be undrilled.



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Faces of flanges which will be in contact with jointing gaskets shall receive a protective coating of such thickness and consistency as will not impair the air/gas/water tightness of the joint.

**o) JOINTING MATERIAL FOR FLANGED JOINTS**

Bolts for flanges shall comply with the requirements of BS 4504 for the working pressures specified and shall furthermore, together with the nuts and washers used in conjunction therewith, be of the material as specified in Clause PS 29. The jointing gaskets shall comply with the requirements of BS 3063 and shall be cut to the full width of the flange and holed for bolts.

**p) BOLTS, NUTS AND WASHERS**

All bolts and nuts shall comply with the requirements of SANS 1700 and shall be 4.6 strength grade. Washers shall be provided at each nut and shall be of the same material (or coating where applicable) to match the bolt and nut. Single coil square section spring washers shall be fitted to all nuts subject to vibration.

Bolts other than jacking bolts shall project not less than 3 mm and not more than 10 mm from the heads of the nuts after tightening. An approved nickel based anti-seize compound shall be used on all stainless steel bolts and nuts.

Unless otherwise shown all bolts, nuts and washers shall be of the material as specified below:

Holding down bolts to be built into concrete work as well as bolts to be installed above ground level directly above and under water shall all be of stainless steel grade 304. Bolts for flexible couplings and flanges for underground installation shall be of the same material as the couplings or flanges. Bolts to be installed inside buildings shall be of the same material as the pipe work and fittings. Corrosion Protection shall be as specified in the Standardised Corrosion Protection Specification for Civil, Mechanical and Electrical Employer's Agenting Construction in Volume 2 G02.

Suitable plastic sleeves and/or washers shall be used for protection against corrosion by metallic action.

**q) METAL WALKWAYS**

All metal walkways shall be made of square pattern type of approved open grid flooring manufactured with 40 x 5 mm minimum thickness bearer bars spaced at not more than 40 mm centres.

Individual panels shall be fully banded.

Open grid flooring shall be made of 3CR12 steel. Pickling and passivation shall be carried out in accordance with the Standardised Corrosion Protection Specification.

**r) HAND RAILING**

Stanchions for hand railing shall be of approved prefabricated ball type made in one piece without welding at ball joints to accept the hand and knee rails and shall have 150 x 75 x 10 mm base plates drilled for M 16 bolts at 100 mm centres.

Hand and knee rails shall consist of 25 mm nominal inside diameter tubing cut and bent to shape. Stanchions shall be spaced not more than 1.5 metres apart. Unless otherwise shown, all hand railing shall be 1000 mm above walkway level.

All tubing, stanchions and base plates shall either be manufactured in 3CR12 stainless steel as scheduled for in the detailed specification or in the Bill of Quantities. Galvanising of

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handrails shall comply to the Standardised Corrosion Protection Specification. Stainless steel handrails shall have a No.1 surface finish and pickling and passivation shall be carried out in accordance with the Standardised Corrosion Protection Specification.

**C3.4.1 STANDARD SPECIFICATIONS**

The following Particular Generic Specifications form part of this Contract and shall be used in conjunction with the Detailed Specifications.

- i) *SANS 1200 Standardised Specifications for Civil Employer's Agenting Construction as approved by the Council of the South African Bureau of Standards.*
- ii) *SANS 10400 The application of the National Building Regulations as approved by the Council of the South African Bureau of Standards.*
- iii) *The NHBRC home building manual Parts 1, 2 and 3.*
- iv) *The conditions of contract and bill of quantities will be according to JBCC series 2000, 5<sup>th</sup> edition of July 2007.*

- *Standard unit of measurement*

- *Model preambles of trade*

- v) *Association of South African Quantity Surveyors (ASAQS) Preliminaries are hereby attached as a supplementary document*

Should any requirements of the Standardised Particular Specifications conflict with any requirements of the Detailed Specifications, the requirements of the Detailed Specifications shall prevail.

**APPLICABLE SANS 1200 STANDARDS FOR CIVIL WORK**

The Standard Specification for any associated civil works applicable to this Contract are not issued with this volume but are available at the Contractor's expense from Standards South Africa:

**Office Address:**

1 Dr Lategan Road  
Groen Kloof  
PRETORIA

**Postal Address:**

Private Bag X191  
PRETORIA  
0001

**Telephone:**

National: (012) 428-6883  
International: + 27 12 428 6883

**Telefax:**

National: (012) 428-6928  
International: + 27 12 428 6928

**Email:** sales@sabs.co.za





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**C3.4.2 PROJECT SPECIFICATIONS RELATING TO STANDARD SPECIFICATIONS**

**C3.4.2.1 General Conditions of Contract Referred to in the Standard Specifications**

"The General Conditions applicable to this Contract shall be the General Conditions of Contract for Construction Works, Third Edition, 2015 issued by the South African Institution of Civil Engineering.

All references to the COLTO General Conditions of Contract, 1998 in the COLTO Standard Specifications for Road and Bridge Works for State Road Authorities, 1998 shall be deleted and replaced where applicable by references to the Conditions of Contract stated in this clause as detailed in table below. The context of the reference to the GCC is also noted.

The Contractor shall note that whereas every effort has been made to include all of the affected clauses in the table, there may be some omissions. In every case, however, the Conditions of Contract specified in this clause and amended in the Contract Document shall apply and the Contractor shall be responsible for interpretation of the equivalent clause.

<b>COLTO Standard Specifications</b>		<b>Reference to COLTO General Conditions of Contract 1998 shown in the Standard Specifications</b>		<b>Equivalent reference to General Conditions of Contract for Construction, 3<sup>rd</sup> edition, 2015, applicable to this Contract</b>	
<b>Clause No</b>	<b>Page No</b>	<b>Clause No</b>	<b>Description or Reference</b>	<b>Clause No</b>	<b>Description or Reference amended to</b>
1115	1100-2		Definition of GCC		Definition GCC 2010
1202	1200-2	15	Construction programme	5.6	Programme
1204	1200-2		General reference to GCC		Applicable to GCC 2010
1206	1200-3	14	Setting out of works		Clause amended in 1206 of Specifications
1209(a)	1200-4		General references to GCC		Applicable to GCC 2010
1209(e)	1200-5	52	Valuation of material brought onto site	6.10	Valuation of material brought onto site
1210	1200-5	54	Certificate of practical completion	5.14	Certificate of Practical Completion
1212(1)	1200-7	49	CPA on alternative designs	6.8	CPA on alternative designs
1215	1200-9	45	Extension of time for completion due to abnormal rainfall	5.12	Extension of time for completion due to abnormal rainfall



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<b>COLTO Standard Specifications</b>		<b>Reference to COLTO General Conditions of Contract 1998 shown in the Standard Specifications</b>		<b>Equivalent reference to General Conditions of Contract for Construction, 3<sup>rd</sup> edition, 2015, applicable to this Contract</b>	
<b>Clause No</b>	<b>Page No</b>	<b>Clause No</b>	<b>Description or Reference</b>	<b>Clause No</b>	<b>Description or Reference amended to</b>
1217	1200-10	35	Care of the works	8.2	Care of the works
1303(ii)	1300-1		General reference to GCC		Applicable to GCC 2010
1303(iii)	1300-1	49	Price adjustment Item 13.01 (a)	6.8	Price adjustment Item 13.01 (a)
1303 (iii)	1300-2	49	Price adjustment Item 13.01 (b)	6.8	Price adjustment Item 13.01 (b)
1303 (iii)	1300-1	53	Variations exceeding 15%	6.11	Variations exceeding 15%
1303 (iii)	1300-2	53	Variations exceeding 15%	6.11	Variations exceeding 15%
1303	1300-2	12	Payment Item 13.01 (c)	5.3	Payment Item 13.01 (c)
1303	1300-2	45	Payment Item 13.01 ( c)	5.12	Payment Item 13.01 ( c )
1403( c) (ii)	1400-4	40 (1)	Variation for rented accommodation	6.4.1	Variation for rented accommodation
1505	1500-3	40	Variation for temporary drainage	6.4	Variation for temporary drainage
Item 15.08	1500-8	48	Payment of Provisional Sum	6.6	Payment of Provisional Sum
Item 15.09	1500/8	48	Payment of Provisional Sum	6.6	Payment of Provisional Sum
Item 15.11	1500-8	48	Payment of Provisional Sum	6.6	Payment of Provisional Sum
Note (2)	3100-4	40	Payment for prospecting for materials	6.4	Payment for prospecting for materials
3204(b) (iii)	3200-2	40	Payment for oversize material	6.4	Payment for oversize material
3303(b)	3300-2	2	Engineer's decisions, with reference to materials classification	3	Engineer's decisions, with reference to materials classification
Item 44.06	4400-3		General reference to GCC, PC Sums	6.6.2	General reference to GCC, PC Sums
Item 45.06	4500-3		General reference to GCC, PC Sums	6.6.2	General reference to GCC, PC Sums



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<b>COLTO Standard Specifications</b>		<b>Reference to COLTO General Conditions of Contract 1998 shown in the Standard Specifications</b>		<b>Equivalent reference to General Conditions of Contract for Construction, 3<sup>rd</sup> edition, 2015, applicable to this Contract</b>	
<b>Clause No</b>	<b>Page No</b>	<b>Clause No</b>	<b>Description or Reference</b>	<b>Clause No</b>	<b>Description or Reference amended to</b>
5803 (c)	5800-3	40	Variation, for landscaping	6.3	Variation, for landscaping
5805 (d)	5800-4	40	Variation, for grassing	6.3	Variation, for grassing
Item 58.10	5800-10	48	Payment for Extra Work	6.6	Payment for Extra Work
8103 (c )	8100-1	40	Variation, for testing material	6.3	Variation, for testing material
Item 81.02	8100-26		General reference to GCC, Provisional Sums	6.6	General reference to GCC, Provisional Sums
Item 81.03	8100-26	22	Clearance of site on completion, with reference to core drilling	5.15.1	Clearance of site on completion, with reference to core drilling

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This part of the project specifications deals with matters relating to the standard specifications. Where reference is made in the standard specifications to the project specifications this part shall also contain the relevant information e.g. the requirements where a choice of materials or construction methods are provided for the standard specifications.

In certain clauses the standard specifications allow a choice to be specified in the project specifications between alternative materials or methods of construction and for additional requirements to be specified to suit a particular contract. Details of such alternatives or additional requirements applicable to this contract are contained in this part of the project specifications. It also contains some additional specifications and amendments of the standard specifications required for this particular contract.

The number of each clause and each payment item in this part of the project specifications consists of the prefix B followed by a number corresponding to the number of the relevant clause or payment item in the standard specifications. The number of a new clause or a new payment item, which does not form part of a clause or a payment item in the standard specifications and is included here, is also prefixed by B followed by a new number. The new numbers follow on the last clause or item number used in the relevant section of the standard specifications.

Clauses and pay items referring to labour intensive methods are prefixed by L in the project specifications.

Clauses and pay items referring to emerging contractors are prefixed by E in the project specifications.

**EPWP Special Project Specification**

As much as is economically feasible all work shall be implemented by employing Labour Intensive Construction methods. Over and above the normal Building and Allied works to be implemented by employing skilled and unskilled labour the works specified in the "Guidelines for the Implementation of Labour-Intensive Infrastructure Projects under the Expanded Public Works Programme (EPWP)" shall be undertaken using Labour Intensive Construction methods.

**Employer's objectives**

The employer's objectives are to deliver public infrastructure using labour intensive methods.

**Labour-intensive works**

Labour-intensive works comprise the activities described in SANS 1921-5, Earthworks activities which are to be performed by hand, and its associated specification data. Such works shall be constructed using local workers who are temporarily employed



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**EMPLOYMENT OF UNSKILLED AND SEMI-SKILLED WORKERS IN LABOUR-INTENSIVE WORKS**

**Requirements for the sourcing and engagement of labour.**

- Unskilled and semi-skilled labour required for the execution of all labour-intensive works shall be engaged strictly in accordance with prevailing legislation and SANS 1914-5, Participation of Targeted Labour.
- The rate of pay set for the EPWP is R 100 per task or per day. (Insert value determined by public body in terms of clause 2.2 of these Guidelines)
- Tasks established by the contractor must be such that:
  - a) the average worker completes 5 tasks per week in 40 hours or less; and
  - b) the weakest worker completes 5 tasks per week in 55 hours or less.
- The contractor must revise the time taken to complete a task whenever it is established that the time taken to complete a weekly task is not within the requirements of 1.1.3.
- The Contractor shall, through all available community structures, inform the local community of the labour-intensive works and the employment opportunities presented thereby. Preference must be given to people with previous practical experience in construction and / or who come from households:
  - a) where the head of the household has less than a primary school education;
  - b) that have less than one full time person earning an income;
  - c) where subsistence agriculture is the source of income.
  - d) those who are not in receipt of any social security pension income
- The Contractor shall endeavour to ensure that the expenditure on the employment of temporary workers is in the following proportions:
  - a) 55 % women;
  - b) 40% youth who are between the ages of 18 and 35; and
  - c) 2% on persons with disabilities.

**Specific provisions pertaining to SANS 1914-5**

- Definitions

**Targeted labour:** Unemployed persons who are employed as local labour on the project.

- Contract participation goals
- There is no specified contract participation goal for the contract. The contract participation goal shall be measured in the performance of the contract to enable the employment provided to targeted labour to be quantified.



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- The wages and allowances used to calculate the contract participation goal shall, with respect to both time-rated and task rated workers, comprise all wages paid and any training allowance paid in respect of agreed training programmes.
- Terms and conditions for the engagement of targeted labour

Further to the provisions of clause 3.3.2 of SANS 1914-5, written contracts shall be entered into with targeted labour.

- Variations to SANS 1914-5
- The definition for net amount shall be amended as follows: Financial value of the contract upon completion, exclusive of any value added tax or sales tax which the law requires the employer to pay the contractor.
- The schedule referred to in 5.2 shall in addition reflect the status of targeted labour as women, youth and persons with disabilities and the number of days of formal training provided to targeted labour.

**Training of targeted labour**

- The contractor shall provide all the necessary on-the-job training to targeted labour to enable such labour to master the basic work techniques required to undertake the work in accordance with the requirements of the contract in a manner that does not compromise worker health and safety.
- The cost of the formal training of targeted labour, will be funded by the provincial office of the Department of Labour. This training should take place as close to the project site as practically possible. The contractor, must access this training by informing the relevant provincial office of the Department of Labour in writing, within 14 days of being awarded the contract, of the likely number of persons that will undergo training and when such training is required. The employer must be furnished with a copy of this request.
- A copy of this training request made by the contractor to the DOL provincial office must also be faxed to the EPWP Training Director in the Department of Public Works— Cinderella Makunike, Fax Number 012 328 6820 or email [cinderella.makunike@dpw.gov.za](mailto:cinderella.makunike@dpw.gov.za) Tel: 083 677 4026
- The contractor shall be responsible for scheduling the training of workers and shall take all reasonable steps to ensure that each beneficiary is provided with a minimum of six (6) days of formal training if he/she is employed for 3 months or less and a minimum of ten (10) days if he/she is employed for 4 months or more.
- The contractors shall do nothing to dissuade targeted labour from participating in the above-mentioned training programmes.
- An allowance equal to 100% of the task rate or daily rate shall be paid by the contractor to workers who attend formal training, in terms of 1.3.4 above.



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- Proof of compliance with the requirements of 1.3.2 to 1.3.6 must be provided by the Contractor to the Employer prior to submission of the final payment certificate.

**GENERIC LABOUR-INTENSIVE SPECIFICATION**

The Generic Labour-intensive specification below is the same as SANS 1921-5,

Construction and management requirement for works contracts- Part 5: Earth works activities which are to be performed by hand and should be included in the scope of works without amendment or modification as set out below.

**SCOPE**

This specification establishes general requirements for activities which are to be executed by hand involving the following:

- a) trenches having a depth of less than 1.5 metres
- b) stormwater drainage
- c) low-volume roads and sidewalks

**PRECEDENCE**

Where this specification is in conflict with any other standard or specification referred to in the Scope of Works to this Contract, the requirements of this specification shall prevail.

**HAND EXCAVATEABLE MATERIAL**

Hand excavatable material is material:

- a) Granular materials:
  - i) whose consistency when profiled may in terms of table 1 be classified as very loose, loose, medium dense, or dense; or
  - ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 15 blows of a dynamic cone penetrometer is required to penetrate 100mm;
- b) cohesive materials:
  - i) whose consistency when profiled may in terms of table 1 be classified as very soft, soft, firm, stiff and stiff / very stiff; or
  - ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 8 blows of a dynamic cone penetrometer is required to penetrate 100mm;

Note:

- 1) A boulder, a cobble and gravel is material with a particle size greater than 200mm, between 60 and 200mm.



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- 2) A dynamic cone penetrometer is an instrument used to measure the insitu shear resistance of a soil comprising a drop weight of approximately 10 kg which falls through a height of 400mm and drives a cone having a maximum diameter of 20mm (cone angle of 60° with respect to the horizontal) into the material being used.

Table 1: Consistency of materials when profiled

GRANULAR MATERIALS		COHESIVE MATERIALS	
CONSISTENCY	DESCRIPTION	CONSISTENCY	DESCRIPTION
Very loose	Crumbles very easily when scraped with a geological pick.	Very soft	Geological pick head can easily be pushed in as far as the shaft of the handle.
Loose	Small resistance to penetration by sharp end of a geological pick.	Soft	Easily dented by thumb; sharp end of a geological pick can be pushed in 30-40 mm; can be moulded by fingers with some pressure.
Medium dense	Considerable resistance to penetration by sharp end of a geological pick.	Firm	Indented by thumb with effort; sharp end of geological pick can be pushed in up to 10 mm; very difficult to mould with fingers; can just be penetrated with an ordinary hand spade.
Dense	Very high resistance to penetration by the sharp end of geological pick; requires many blows for excavation.	Stiff	Can be indented by thumbnail; slight indentation produced by pushing geological pick point into soil; cannot be moulded by fingers.
Very dense	High resistance to repeated blows of a geological pick.	Very stiff	Indented by thumbnail with difficulty; slight indentation produced by blow of a geological pick point.





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**TRENCH EXCAVATION**

All hand excavatable material in trenches having a depth of less than 1,5 metres shall be excavated by hand.

**COMPACTION OF BACKFILLING TO TRENCHES (AREAS NOT SUBJECT TO TRAFFIC)**

Backfilling to trenches shall be placed in layers of thickness (before compaction) not exceeding 100mm. Each layer shall be compacted using hand stampers

- a) to 90% Proctor density;
- b) such that in excess of 5 blows of a dynamic cone penetrometer (DCP) is required to penetrate 100 mm of the backfill, provided that backfill does not comprise more than 10% gravel of size less than 10mm and contains no isolated boulders, or
- c) such that the density of the compacted trench backfill is not less than that of the surrounding undisturbed soil when tested comparatively with a DCP.

**EXCAVATION**

All hand excavatable material including topsoil classified as hand excavatable shall be excavated by hand. Harder material may be loosened by mechanical means prior to excavation by hand.

The excavation of any material which presents the possibility of danger or injury to workers shall not be excavated by hand.

**CLEARING AND GRUBBING**

Grass and small bushes shall be cleared by hand.

**SHAPING**

All shaping shall be undertaken by hand.

**LOADING**

All loading shall be done by hand, regardless of the method of haulage.

**HAUL**

Excavation material shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150 m.



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**PART C3.5: SPECIFICATIONS**

**C3.5.1 STANDARD SPECIFICATIONS**

- (a) The following specifications shall apply to this contract:

The COLTO Standard Specifications for Road and Bridge Works for State Road Authorities (1998).

The contractor may purchase copies from the South African Institution of Civil Engineers at:

SAICE		Tel: (011) 805-5947
Waterfall Park	/ Postnet Suite 81	Fax: (011) 805-5971
Howick Gardens	/ Private Bag X65	
Vorna Valley	/ Halfwayhouse	Contact Person: Angeline Aylward
Becker Street	/ 1685	
Midrand		

- (b) SABS or BS Specifications and Codes of Practice

Wherever any reference is made to the South African Bureau of Standards (SABS) and the British Standards Specification (BSS) in either these Bill of Quantities or the Specification of Materials and Methods to be Used (OOG-001E), this reference shall be deemed to read "SABS or equivalent standard" and BS or equivalent standard" respectively.

- (c) Various other specifications specified in the COLTO Standard Specifications or the Project Specifications.

**C3.5.2 AMENDMENTS TO THE STANDARD SPECIFICATIONS**

There are no amendments to the Standard Specifications as issued by the Committee of Land Transport Officials (COLTO).

**C3.5.3 PROJECT SPECIFICATIONS RELATING TO STANDARD SPECIFICATIONS**

This part of the project specifications deals with matters relating to the standard specifications. Where reference is made in the standard specifications to the project specifications this part shall also contain the relevant information e.g. the requirements where a choice of materials or construction methods are provided for the standard specifications.

In certain clauses the standard specifications allow a choice to be specified in the project specifications between alternative materials or methods of construction and for additional requirements to be specified to suit a particular contract. Details of such alternatives or additional requirements applicable to this contract are contained in this part of the project specifications. It also contains some additional specifications and amendments of the standard specifications required for this particular contract.

The number of each clause and each payment item in this part of the project specifications consists of the prefix B followed by a number corresponding to the number of the relevant clause or payment item



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in the standard specifications. The number of a new clause or a new payment item, which does not form part of a clause or a payment item in the standard specifications and is included here, is also prefixed by B followed by a new number. The new numbers follow on the last clause or item number used in the relevant section of the standard specifications.



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**COLTO SERIES 1000: GENERAL**

**SECTION B1100: DEFINITIONS AND TERMS**

**B1115 GENERAL CONDITIONS OF CONTRACT**

*REPLACE CLAUSE 1115 WITH THE FOLLOWING:*

“The General Conditions applicable to this Contract shall be the General Conditions of Contract for Construction Works, Second Edition, 2010 issued by the South African Institution of Civil Engineering.

All references to the COLTO General Conditions of Contract, 1998 in the COLTO Standard Specifications for Road and Bridge Works for State Road Authorities, 1998 shall be deleted and replaced where applicable by references to the Conditions of Contract stated in this clause as detailed in table B1115. The context of the reference to the GCC is also noted.

The Contractor shall note that whereas every effort has been made to include all of the affected clauses in the table, there may be some omissions. In every case, however, the Conditions of Contract specified in this clause and amended in the Contract Document shall apply and the Contractor shall be responsible for interpretation of the equivalent clause.

TABLE B1115

COLTO Standard Specifications		Reference to COLTO General Conditions of Contract 1998 shown in the Standard Specifications		Equivalent reference to General Conditions of Contract for Construction, 2 <sup>nd</sup> edition, 2010, applicable to this Contract	
Clause No	Page No	Clause No	Description or Reference	Clause No	Description or Reference amended to
1115	1100-2		Definition of GCC		Definition GCC 2010
1202	1200-2	15	Construction programme	5.6	Programme
1204	1200-2		General reference to GCC		Applicable to GCC 2010
1206	1200-3	14	Setting out of works		Clause amended in 1206 of Specifications
1209(a)	1200-4		General references to GCC		Applicable to GCC 2010
1209(e)	1200-5	52	Valuation of material brought onto site	6.10	Valuation of material brought onto site
1210	1200-5	54	Certificate of practical completion	5.14	Certificate of Practical Completion
1212(1)	1200-7	49	CPA on alternative designs	6.8	CPA on alternative designs
1215	1200-9	45	Extension of time for completion due to abnormal rainfall	5.12	Extension of time for completion due to abnormal rainfall
1217	1200-10	35	Care of the works	8.2	Care of the works
1303(ii)	1300-1		General reference to GCC		Applicable to GCC 2010
1303(iii)	1300-1	49	Price adjustment Item 13.01 (a)	6.8	Price adjustment Item 13.01 (a)
1303 (iii)	1300-2	49	Price adjustment Item 13.01 (b)	6.8	Price adjustment Item 13.01 (b)
1303 (iii)	1300-1	53	Variations exceeding 15%	6.11	Variations exceeding 15%
1303 (iii)	1300-2	53	Variations exceeding 15%	6.11	Variations exceeding 15%
1303	1300-2	12	Payment Item 13.01 (c)	5.3	Payment Item 13.01 (c)



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COLTO Standard Specifications		Reference to COLTO General Conditions of Contract 1998 shown in the Standard Specifications		Equivalent reference to General Conditions of Contract for Construction, 2 <sup>nd</sup> edition, 2010, applicable to this Contract	
Clause No	Page No	Clause No	Description or Reference	Clause No	Description or Reference amended to
1303	1300-2	45	Payment Item 13.01 (c)	5.12	Payment Item 13.01 (c )
1403(c) (ii)	1400-4	40 (1)	Variation for rented accommodation	6.4.1	Variation for rented accommodation
1505	1500-3	40	Variation for temporary drainage	6.4	Variation for temporary drainage
Item 15.08	1500-8	48	Payment of Provisional Sum	6.6	Payment of Provisional Sum
Item 15.09	1500/8	48	Payment of Provisional Sum	6.6	Payment of Provisional Sum
Item 15.11	1500-8	48	Payment of Provisional Sum	6.6	Payment of Provisional Sum
Note (2)	3100-4	40	Payment for prospecting for materials	6.4	Payment for prospecting for materials
3204(b) (iii)	3200-2	40	Payment for oversize material	6.4	Payment for oversize material
3303(b)	3300-2	2	Engineer's decisions, with reference to materials classification	3	Engineer's decisions, with reference to materials classification
Item 44.06	4400-3		General reference to GCC, PC Sums	6.6.2	General reference to GCC, PC Sums
Item 45.06	4500-3		General reference to GCC, PC Sums	6.6.2	General reference to GCC, PC Sums
5803 (c)	5800-3	40	Variation, for landscaping	6.3	Variation, for landscaping
5805 (d)	5800-4	40	Variation, for grassing	6.3	Variation, for grassing
Item 58.10	5800-10	48	Payment for Extra Work	6.6	Payment for Extra Work
8103 (c )	8100-1	40	Variation, for testing material	6.3	Variation, for testing material
Item 81.02	8100-26		General reference to GCC, Provisional Sums	6.6	General reference to GCC, Provisional Sums
Item 81.03	8100-26	22	Clearance of site on completion, with reference to core drilling	5.15.1	Clearance of site on completion, with reference to core drilling

"

**B1155 WORK IN RESTRICTED AREAS**

*REPLACE THE CONTENTS OF THIS CLAUSE WITH THE FOLLOWING:*

"No additional or extra over payment will be made for work in restricted areas except for work near structures as defined in section 6100."

*ADD THE FOLLOWING CLAUSES:*

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A source of supply of materials chosen by the Contractor. The Contractor shall take full responsibility for the quality of all materials and services supplied from commercial sources."

**B1158 BITUMEN RUBBER**

A hot mixture of penetration-grade bitumen and fine rubber crumbs.

**B1159 LABOUR-OPTIMISING CONSTRUCTION**

The cost-effective employment of as great a portion of labour as is practically and technically feasible to produce the standard of construction required by the specifications. Therefore, the economic substitution of plant and mechanical equipment with available labour using hand tools, on condition that this method is not more expensive than the conventional construction practices.

**B1160 PATCHING**

Patching shall be any repair work to existing pavement layers with the purpose of repairing local failures with a surface area of more than 1 m<sup>2</sup> but less than 100 m<sup>2</sup>. Repairs in excess of 100 m<sup>2</sup> shall be considered to be reconstruction.

**B1161 POTHOLE**

Potholes are local failures covering an area of less than 1 m<sup>2</sup>.

**B1162 REPAIR**

Measures aimed at maintaining or improving the condition and/or riding comfort of an existing road.

**B1163 STRESS-ABSORBENT MEMBRANE INTERLAYER (SAMI)**

A layer of stone chippings and bitumen rubber constructed between successive pavement layers for the purpose of absorbing stress.

**B1164 PROCESS CONTROL**

Process control means all testing required to be carried out in order to ensure that the completed permanent works comply with the specifications and drawings. All such testing will be subject to inspection and approval by the engineer. The contractor is responsible for process control testing. The cost of testing for process control is deemed included in the rates tendered for each item.

The minimum frequency of testing for process control should comply with Section 8300 of the standard specifications: Quality Control."

**B1165 ACCEPTANCE CONTROL**

Acceptance control means whatever testing the engineer carries out over and above the process control testing already carried out in order to decide on the acceptability of any work submitted by the contractor. Such testing will be carried out at the cost of the employer.



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Both the process and acceptance control testing by the engineer shall be carried out by an accredited laboratory.

**B1166 PRE-TREATMENT**

Treatment of the existing surfacing and base prior to a bituminous overlay or reseal. Pre-treatment can include but is not limited to the following actions:

- Patching, inclusive of saw cutting, excavation, priming and/or tacking, and backfilling with asphalt
- Milling out existing asphalt surfacing and/or base layer, priming and/or tacking, and backfilling with paver-laid asphalt
- Repairing edge breaks, inclusive of saw cutting, excavation, priming and/or tacking, and repairing with asphalt
- Crack sealing, inclusive of cleaning, and applying herbicide, primer and sealant
- Slurry seal surface treatment."

**B1167 FREE HAUL DISTANCE**

The free-haul distance in regard to any material which is moved shall be to the closest municipal landfill site.

**B1168 CLASSES OF EXCAVATION**

No distinction will be made between soft and intermediate excavation.

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"A number of existing services occur within the extent of the works that will affect the contractor's programme of work. It is therefore of the utmost importance for the contractor to work in close conjunction with the owners or authorities controlling these services to ensure that the services are not disrupted in any way as a result of the works.

Before work commences, the contractor shall contact all private owners or public authorities controlling services to allow them to protect, move or relocate a service as required, or to confirm that all such work has been completed.

No payment will be made for inconvenience to the contractor due to services crossing the site or any authority working on such services, nor will delays caused by such works be accepted as a basis for claiming an extension of time for completing the works."

**B1204 PROGRAMME OF WORK****(a) General requirements**

*Add the following as a continuation of the first paragraph:*

"A Gantt chart programme shall be provided, showing the various activities in such detail as the Engineer may require.

A realistic preliminary programme for the completion of the works within the required time period shall be submitted with the tender. This preliminary programme must clearly indicate the duration of the following activities after written notification from the engineer has been received:

- (i) Site establishment
- (ii) All non-construction activities (contractual items that need to be addressed prior to the commencement of the actual works)
- (iii) Submission of works programme
- (iv) Start of construction

In drawing up the works programme the contractor shall make allowance for the following:

- (i) All special non-working days defined in Contract Data.
- (ii) The expected delays: Extension of time resulting from inclement weather.
- (iii) The following restricted working conditions:
  - Limitations in terms of weather conditions especially cold or hot conditions that may make seal work impossible.



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The contractor shall clearly indicate the following:

- (i) A work breakdown structure that identifies all major activities
- (ii) Scheduled start and end dates for each activity
- (iii) Proposed production rates
- (iv) Linkages between activities that clearly identify sequence, floats and dependencies
- (v) The critical path activities
- (vi) Intended working hours and resource allocations (plant and labour)
- (vii) Key dates in respect of information required or due delivery

This initial programme shall realistically account for the forecast cash flow within the defined contract period, and as provided on Form F: Schedule of estimated monthly expenditure. If an alternative contract period is offered, the contractor shall submit a separate programme with the alternative tender."

*Add the following new sub clause:*

**(c) Programme revisions**

The programme will be reviewed at the monthly site meetings at which the contractor shall provide sufficient detail that will allow the comparison of completed work per activity against the original approved programme. Failure to comply with these requirements entitles the Engineer to use a programme based on his own assumptions to evaluate claims for extension of time for completion of the works, or for additional compensation. The contractor shall indicate what resources and programme changes he intends to implement in order to remedy any activity that may have fallen behind. The engineer may demand from the contractor, at the cost of the contractor, a major revision of the programme. Such a revision shall be submitted for approval within fourteen days of the demand."

**B1205 WORKMANSHIP AND QUALITY CONTROL**

*Add the following after the title:*

"The contractor shall implement a quality assurance system in accordance with ISO 9001 and appoint a quality manager who shall ensure that members of the contractor's staff comply with the requirements of the quality system. The quality system and the methods used to implement it shall be described in a quality plan produced by the contractor.

The quality manager shall be resident on site full time. No construction activities shall take place on site before the engineer approves the quality plan".

*Delete the second, third, fourth and fifth paragraphs and replace with the following:*

"The contractor shall submit the quality assurance system he proposes using to the engineer, for his approval, within two weeks of the site handover. Once accepted by the engineer the contractor shall not deviate from it unless written notification of proposed changes have similarly been submitted and approved. The system shall record the lines and levels of responsibility and indicate the method by which testing procedures will be conducted."

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Should a combined laboratory be implemented the acceptance control requirements of the engineer will be incorporated into the quality assurance system of the contractor.

*Add the following at the end of this clause:*

“The engineer shall, however, undertake acceptance control tests for the judgement of workmanship and quality, without accepting any obligations vested with the contractor in terms of the contract with specific reference to quality of materials and workmanship. Such acceptance control test done by the engineer shall not relieve the contractor of his obligations to maintaining his own quality control system.”

“The engineer shall for the purpose of acceptance control and products and workmanship, assess test results and measurements in accordance with provisions of Section 8200 of the standard specifications (quality control scheme 1). Where small quantities of work are involved, a lot shall mean a full day’s production for a specific item of work subject to acceptance control testing”.

**B1206 THE SETTING-OUT OF WORK AND PROTECTION OF BEACONS**

*REPLACE THE FIRST PARAGRAPH WITH THE FOLLOWING*

The contractor shall comply with all legal provisions in regard to surveying and setting out work.

*ADD THE FOLLOWING:*

“The Roads and other access/service roads have not been set out. The horizontal alignments shown on the drawings reflect the centre line of the new roads. The contractor shall appoint an experienced and reputable land surveyor to stake the road at 20 m intervals using these alignments and shall take cross-sections of the road formation and adjacent area at 10 m intervals in mountainous areas and 20 m intervals in other areas to a distance of at least 10 m wider than the new road toe-lines. The cross-sections shall clearly define shoulder break lines, drains and batter slopes of existing cuts and fills. The cross-sections of a particular section of the road to be constructed shall be submitted to the engineer for his approval at least 7 days before the time envisaged by the contractor when such a section of road will be constructed. These cross-sections shall then be used for the calculation of quantities.

The reference beacons shown on the drawings shall be used for the purpose of staking and taking cross-sections. The appointed land surveyor shall in addition also construct sufficient reference markers corresponding to the staked line to ensure that accurate measurements can be made.

No additional or extra over payment will be made for staking the road centre line or for taking cross-sections and full compensation therefore shall be deemed to be included in the rates tendered and paid for the various items of work included in this contract.”

**B1207: NOTICES, SIGNS AND ADVERTISEMENTS**

*Delete the third paragraph and replace with the following:*

“All signboards erected in accordance with the drawings or as approved advertisements for the contractor’s establishment, shall be removed at the same time as the disestablishment of the contractor’s camp.

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"VAT shall be excluded from the rates."

**(c)      The meanings of certain phrases in payment clauses****(i)      Procuring and furnishing... (material)**

*Add the following:*

"Payment for procuring and furnishing material from commercial sources shall include all transport costs, irrespective of distance hauled".

**(e)      Materials on the site**

*ADD THE FOLLOWING:*

"In addition, the engineer may at his sole discretion also allow payments under "Materials on site" in respect of any construction materials if stored off-site providing that:

- (i)      The site selected for this purpose is approved by the engineer
- (ii)      Such land is physically separated from any production plant or operation
- (iii)      Only materials for use under this contract is stockpiled on such land
- (iv)      The contractor has provided proof of an agreement with the owner of such land that the owner has no claim whatsoever on any materials stockpiled on such land
- (v)      Materials obtained by the contractor for or on behalf of emerging subcontractors (SMME's) shall remain the responsibility of the contractor after payment has been made in respect of materials on site."

*ADD THE FOLLOWING SUBCLAUSES:*

**(g)      Payment certificates**

With reference to the Conditions of Contract, the Engineer's Certificate will only be issued after he has received a draft certificate prepared by the contractor at his own expense in the form prescribed by the engineer. The cost of duplicating and delivering copies of the certificate to the contractor, the engineer and the employer shall be borne by the contractor. The engineer and the employer require a total of three sets of A4-sized paper copies.

**(h)      Trade names**

Where materials are specified under trade names, tenders must be based on those specified materials. Alternative materials may be submitted as alternative tenders and the engineer may, after receipt of tenders, approve the use of equivalent materials.

**(i)      Work in confined areas**

Except where provided for in the specifications AND the bill of quantities, no extra payment shall be made nor shall any claim for additional payment be considered for construction in

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restricted or confined areas. The omission of standard pay items from the bill of quantities shall be taken to be deliberate and any additional costs incurred shall be included in the tendered rates."

**B1210 CERTIFICATE OF PRACTICAL COMPLETION OF THE WORKS**

*ADD THE FOLLOWING PARAGRAPH:*

"Notwithstanding that there might be natural or programmed sections of the works that will result in them being completed in their entirety before other sections, no consideration shall be given to the issuing of practical completion certificates for portions of the works. The use of any completed roadway or portions of the work, whether for unhindered use by the public or for accommodation of traffic while other portions are being constructed, shall not constitute use or occupation by the employer.

"In addition to the listed specified items of work and regardless of the degree of beneficial occupation by the employer, no sections of the works, individually or collectively, shall be considered for practical completion unless the following criteria have also been met:

- (i) In the case of partial completion, the estimated cost to complete the outstanding work is less than 2% of the estimated cost to construct the whole section or sections.
- (ii) In the case of the whole works, the estimated cost to complete the outstanding work is less than 2% of the tendered value of work plus the cost of any variation or extra work orders, but excluding CPA and VAT.
- (iii) The written list of outstanding items of work can be completed within 28 days of the list having been accepted in writing by the contractor."
- (iv) Failure to complete the list as outlined on the practical Completion Certificate within the 28 days will render the certificate null and void and the Contractor will have to re-apply for practical completion, as outlined in the GCC 2015, Clause 5.14.1.
- (v) Any information in the contractor's possession, which is required by the engineer and has been requested in writing or specified, has been supplied."

**B1214 CONTRACTOR'S ACTIVITIES IN RESPECT OF PROPERTY OUTSIDE THE ROAD RESERVE AND OF SERVICES MOVED, DAMAGED OR ALTERED**

*ADD THE FOLLOWING TO THE LAST PARAGRAPH OF SUBCLAUSE (d):*

"These written statements shall be handed to the engineer before the final certificate will be issued. Failing to obtain these written statements from all landowners and authorities concerned, the period of maintenance will be extended including all conditions related to such an extension, until such time that all these statements are obtained.

The obtaining of any such written statements will not relieve the contractor of the execution of any of his obligations to the satisfaction of the landowner or authority concerned, and to the approval of the engineer."

*Under subclause (e) replace the opening paragraph with:*

"Should the contractor use land not provided by the employer for the purpose of his own establishment, engineer's offices and laboratory, or storing of equipment or materials required for construction or disposal, it shall be subject to the following:"



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*and add the following sub subclause:*

- “(vi) That lease agreements are concluded with the owner or owners of such land for the full period that such areas are required. The leases shall provide for possible extensions to match the duration of the contract. The lease agreements shall also provide for the contract being terminated by contractor’s default or liquidation and the resulting possibility for them to be taken over by a succeeding contractor.
- (vii) That copies of lease agreements shall be submitted to the engineer prior to signature by the signing parties, and copies lodged with the engineer after signing. Notwithstanding the engineer’s approval of the conditions of a lease the contractor shall be solely responsible for adhesion to the terms of the agreements.”
- (viii) Adherence to the principles of the environmental management plan and legal obligations”.

**B1215 EXTENSION OF TIME RESULTING FROM ABNORMAL RAINFALL**

*ADD THE FOLLOWING:*

**“Method (ii) (Critical-path method)**

Delete “(based on a five-day working week)” in the fifth and sixth lines of the second paragraph of the description of this method.

Delete the last sentence of the second paragraph of the description of this method and replace with the following:

“The value of “n” shall be taken as three (3) working days per calendar month.

If normal rainy or inclement weather, resulting in delays, occurs for less than three (3) working days in any calendar month, the difference between the three (3) working days and the actual number of working days on which normal rainy or inclement weather occurred, shall be ignored and not accumulated for the duration of the contract period for the purposes of determining an extension of time due to normal rainy weather, nor due to any other reason.

Items of work on the critical path of the programme of work which are subject to climatic limitations, shall also be considered for extension of time if such items of work are delayed by e.g. cold weather, high winds or other inclement weather conditions.

In this regard, reference shall be made to weather limitations specified for the application of various bituminous products. However, for months during which seal-work cannot be undertaken in terms of the specifications, no extension of time shall be claimed for.

Rainfall records for Setlagole:

Average Rainfall:

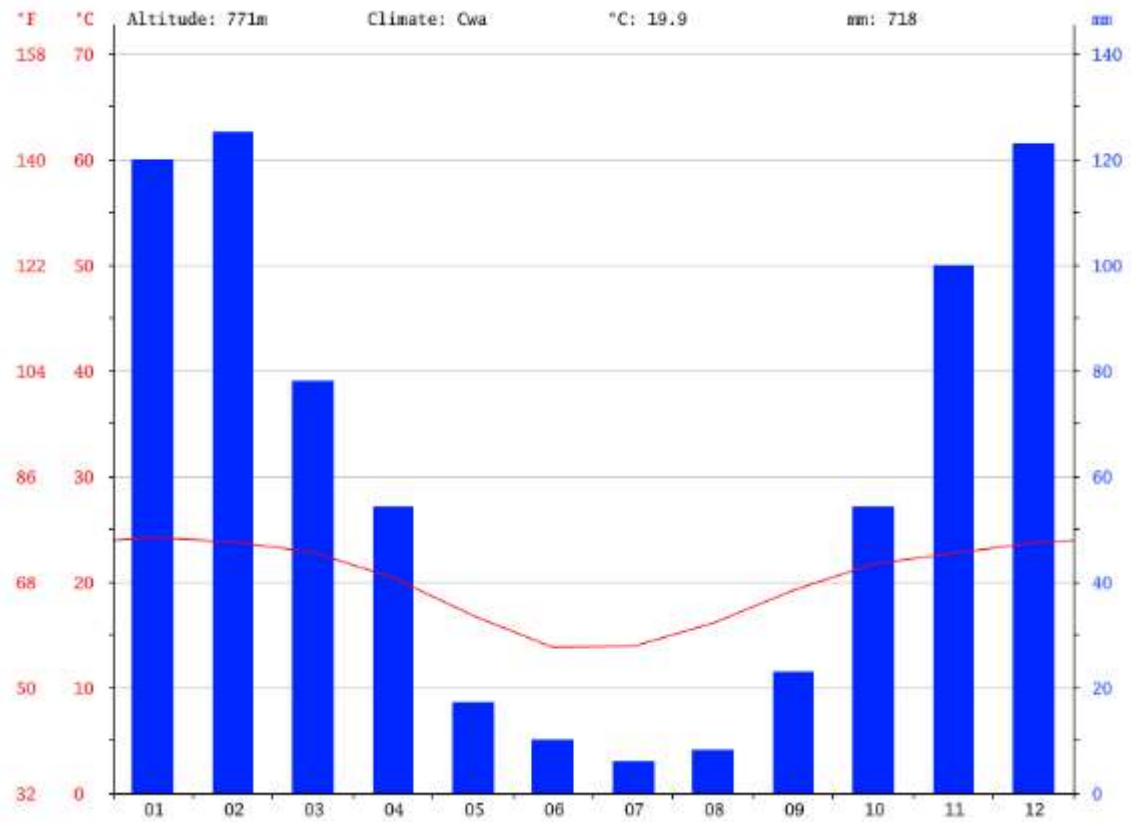


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Average temperatures:

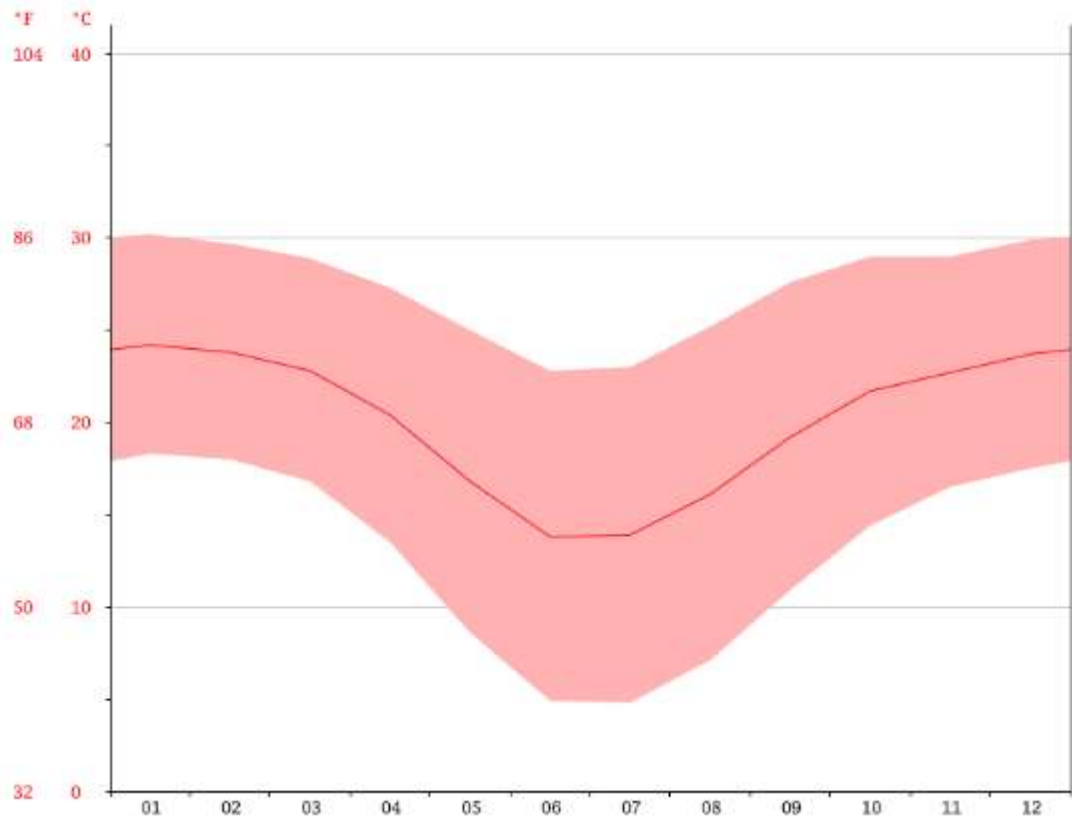


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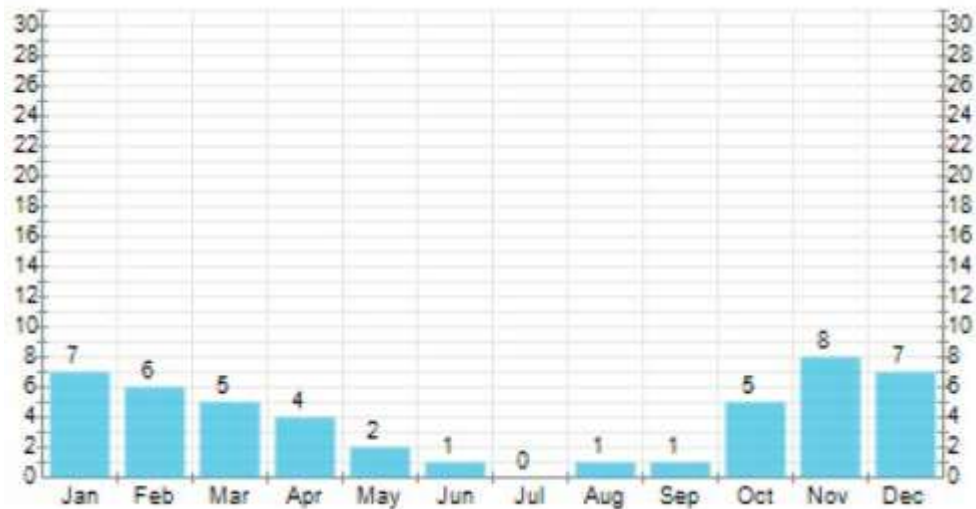


Weather by Month:

	January	February	March	April	May	June	July	August	September	October	November	December
Avg. Temperature (°C)	24.2	23.8	22.8	20.4	16.8	13.8	13.9	16.1	19.2	21.7	22.7	23.7
Min. Temperature (°C)	18.3	18	16.8	13.5	8.6	4.9	4.8	7.1	10.9	14.4	16.5	17.5
Max. Temperature (°C)	30.2	29.7	28.9	27.3	25	22.8	23	25.2	27.6	29	29	29.9
Avg. Temperature (°F)	75.6	74.8	73.0	68.7	62.2	56.8	57.0	61.0	66.6	71.1	72.9	74.7
Min. Temperature (°F)	64.9	64.4	62.2	56.3	47.5	40.8	40.6	44.8	51.6	57.9	61.7	63.5
Max. Temperature (°F)	86.4	85.5	84.0	81.1	77.0	73.0	73.4	77.4	81.7	84.2	84.2	85.8
Precipitation / Rainfall (mm)	120	125	78	54	17	10	6	8	23	54	100	123

Average number of rain days:



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*REPLACE PARAGRAPH (g) WITH THE FOLLOWING:*

- "(g) The contractor shall, seven (7) days before each blasting operation is carried out, advise the engineer thereof in writing. Any such blasting operation shall be confirmed with the engineer twenty-four (24) hours prior to execution. The contractor shall make all the necessary arrangements to keep the public and the provincial traffic authorities fully informed with regard to the closures of the road for blasting purposes."

*ADD THE FOLLOWING PARAGRAPH:*

- "(h) Where blasting needs to be carried out within the road reserve of the existing road, it shall only be allowed between 09:00 and 12:00. The road may not be closed for a period longer than thirty (30) minutes during which time all blasting shall be carried out, debris removed from the road surface and the road made safe and passable for traffic. Where blasting operations are undertaken in close proximity of temporary deviations, the contractor shall implement all such safeguarding measures as may be required and instructed by the engineer."

**B1224 THE HANDING-OVER OF THE ROAD RESERVE**

*ADD THE FOLLOWING PARAGRAPHS:*

"The total length of the road reserve between the specified limits of construction will be handed over to the contractor on the commencement date. Reference shall, however, be made to the requirements of Section 1500 of these specifications where limitations in respect of work-areas are specified. In the event of the non-adherence by the contractor in terms of the mentioned specifications, the engineer shall withdraw such sections of the road reserve as may be justified to ensure suitable progress of the works or safe passage of traffic.

In addition to the specified repairs, the contractor shall also carry out any maintenance work within the road reserve that the engineer may require. Such maintenance shall



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typically comprise the routine clearing of litter, the clearing and repair of drainage, repair of guardrails and any structural damage caused by traffic during the contract period.

Any such work shall be as ordered by the engineer and shall be carried out as daywork."

**B1225 IN-SERVICE AND STRUCTURED TRAINING**

The contractor shall in addition to the structured (accredited) training as provided for in Part C of this document implement an in-service training programme, from the commencement of the contract, in which the various skills required for the execution and completion of the works are imparted to the labourers engaged thereon, in a programmed and progressive manner. Labourers shall be trained progressively throughout the duration of the contract, in the various stages of a particular type of work.

**(a) Details of in-service and structured training**

- (i) The contractor shall attach to form RDP 1(E) basic details of his proposed in-service training programme; which details shall inter alia include the following:
  - the details of training to be provided
  - the manner in which the training is to be delivered
  - the number and details of trainers to be utilised.
- (ii) The in-service training programme shall be submitted with the initial works programme. The progress in relation to this programme will be recorded monthly and attached to the site meeting minutes and payment certificate.
- (iii) The contractor shall provide on site, sufficient skilled and competent trainers to train all labourers engaged on the contract, in the various skills required for the execution and completion of the works.
- (iv) All labourers shall be remunerated in respect of all time spent undergoing training.
- (v) Every worker engaged on the contract shall on the termination of his participation on the contract, be entitled to receive from the contractor, a certificate of service in which the following information shall be recorded:
  - the name of the contractor
  - the name of the employee
  - the name of the project/contract
    - the nature of the work satisfactorily executed by the worker and the time spent thereon
  - the nature and extent of training provided to the worker
  - the dates of service.

The cost of the above obligations shall be deemed to be covered by the sums and rates tendered for items B13.01(a), (b) and (c) in the bill of quantities. The performance of the contractor in providing in-service training, shall be taken into consideration should the contractor fail to reach his CPG at the completion of the project.

**(b) Lead time for training**

The training of labour as specified shall, as far as possible, take place before commencement of each activity and the contractor shall take into account in his programme the lead-time he requires for such training. All training herein specified shall be deemed to be a construction activity and a non-negotiable condition of the contract".

**B1228 LEGAL PROVISIONS**

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"The contractor shall be required to comply with the Occupational Health and Safety Act, 1993: Construction Regulations, 2003 (the regulations) as promulgated in Government Gazette No 25207 and Regulation Gazette No 7721 of 18 July 2003. Non-compliance with these regulations, in any way whatsoever, will be adequate reason for suspending the works.

The proposed type of work, materials to be used and potential hazards likely to be encountered on this contract are detailed in the project specifications schedule of quantities and drawings, as well as in the employers' health and safety specifications (regulation 4(1)) of the Construction Regulations 2003, which are bound in the contract document.

The contractor shall in terms of regulation 5(1) provide a comprehensive health and safety plan detailing his proposed compliance with the regulations, for approval by the employer.

The contractor shall at all times be responsible for full compliance with the approved plan as well as the Construction Regulations and no extension of time will be considered for delays due to non-compliance with the above-mentioned plan or regulations.

A payment item is included in the schedule of quantities to cover the contractor's cost for compliance with the OHS Act and the above-mentioned regulations."

**B1229 SABS CEMENT SPECIFICATIONS***ADD THE FOLLOWING TO THIS SUBCLAUSE:*

"Where reference is made in this Specification or the Standard Specifications to the cement specifications, e.g. SANS 471: Portland cement and rapid hardening Portland cement, it shall be replaced with the new specification:

SABS ENV 197-1: Cement compositions, specifications and conformity criteria

Part 1: Common cements.

On this contract CEM II A-L, class 32.5 cement shall be used."

*ADD THE FOLLOWING CLAUSES:***B1230 MATERIALS**

The contractor, when using materials that are required to comply with any standard specification, shall, if so ordered, furnish the engineer with certificates showing that the materials do so comply.

Where so specified, materials shall bear the official mark of the appropriate authority. Samples ordered or specified shall be delivered to the engineer's office on the site free of charge.

Where proprietary products have been specified, similar products may be used subject to the prior written approval of the engineer.

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Unless otherwise specified, all proprietary materials shall be used and placed in strict accordance with the relevant manufacturer's current published instructions.

Unless anything to the contrary is specified, all manufactured articles or materials supplied by the contractor for the permanent works shall be unused.

Earth, stone, gravel, sand, and all other materials excavated or present on the site or within the road reserve, or in borrow areas shall not become the property of the contractor, but will be at his disposal only in so far as they are approved for use on the contract.

Existing structures on the site shall remain the property of the employer and except as and to the extent required elsewhere in the contract, shall not be interfered with by the contractor in any way.

Materials to be included in the works shall not be damaged in any way and, should they be damaged on delivery or by the contractor during handling, transportation, storage, installation or testing they shall be replaced by the contractor at his own expense.

All places where materials are being manufactured or obtained for use in the works, and all the processes in their entirety connected therewith shall be open to inspection by the engineer (or other persons authorized by the engineer) at all reasonable times, and the engineer shall be at liberty to suspend any portion of work which is not being executed in conformity with these specifications.

The contractor shall satisfy himself that any quarry selected for use provides the necessary mined material in accordance with the specification."

**B1231 REPORTING OF ACCIDENTS**

The contractor shall report every accident which occurs on the road, within the extent of the works, to the engineer, within twenty-four (24) hours of such accident occurring, irrespective of whether such accident has a bearing on damage to the works or to persons, property or things. The report must be in writing and must contain full particulars of the accident. Photographs of each accident shall also be included in the report. The engineer has the right to conduct any or all enquiries, either on the site or elsewhere, as to the causes and consequences of any such accident. The contractor shall also keep a comprehensive record of all accidents which occur on the road and shall make such records available to the engineer on demand.

**B1232 LABOUR-OPTIMISING CONSTRUCTION METHODS****(a) General**

The following provisions shall apply in respect of those portions of the works that are specified in Part C3.3 to be executed using labour-optimising construction methods.

**(b) Restrictions on the use of electrical and mechanical plant and equipment**

Except to the extent specified in Part C3.3, and notwithstanding anything to the contrary which may be stated in, or be reasonably inferred from any provisions elsewhere contained in the contract, the contractor shall use only labour and non-mechanically or non-electrically powered hand tools, equipment or plant in the execution and completion of all such portions of the works listed in Part C3.3 that are to be constructed by labour-optimising construction methods; provided always that the engineer may at his sole discretion and at any time, or upon receipt of a

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fully motivated written application from the contractor, instruct or authorise the contractor to use such electrical or mechanical plant and equipment as he may deem appropriate or necessary under the circumstances, in the execution of such portions of the works otherwise required, in terms of Part C3.3, to be constructed using labour-optimising construction methods only.

**(c) Classification of excavations**

Notwithstanding anything to the contrary which may be contained elsewhere in the Specifications, excavations shall be classified according to the specified method of excavation as follows:

**(i) Excavations which are:**

- not specified in Part C3.3 as required to be executed using labour-optimising construction methods; and
- specified in Part C3.3 as required to be executed using labour-optimising construction methods but which, notwithstanding, are executed by the contractor using mechanical plant and equipment prohibited in terms of the project specifications, either with the prior authorisation of the engineer or in breach of the provisions of the specifications,

shall be classified in accordance with the provisions of the standard specifications.

**(ii) Excavations which are specified in Part C3.3 as being required to be executed using labour-optimising construction methods and which are so executed, shall be classified in accordance with table B1231/10.****TABLE B1231/10: CLASSIFICATION OF EXCAVATION**

<b>Classification</b>	<b>Number of blows required for a DCP penetration of 100 mm</b>	
	<b>Granular soil</b>	<b>Cohesive soil</b>
Soft	≤30	≤ 10
(b) Hard	> 30	> 10

**(iii) Where only excavation in soft material is required in terms of Part C3.3 to be executed using labour-optimising methods, the classification for the purposes of determining the cut-off point for labour-optimising excavation shall be made in terms of sub-clause (ii) above, and the excavation beyond the cut-off point shall be in terms of sub-clause (i) above.****(iv) Classification of material specified to be excavated using labour-optimising construction methods, but not in fact excavated by such methods, whether in compliance with an instruction from the engineer, or in accordance with a concession granted by the engineer or through default of the contractor, shall be made in terms of sub-clause (i) above.**



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A Project Steering Committee (PSC) will be established for the project. The functions and powers of the PSC will be as approved by the Thulamela Local Municipality.

In view of the Contract being executed in various Municipal Wards and to limit representation on the PSC, the PSC will consist of the local Ward Councillors and a total of three community representatives appointed by the Ward Councillors affected by the Works. They will be paid R 200-00 per sitting unless otherwise ordered by the Engineer. The number of sittings are limited to one sitting per month.

The Contractor will liaise with the CLO and Ward Councillors for the permanent appointment of local labour workforce for the duration of the Contract, irrelevant of the work being executed in various wards.

**B1235 COMMUNITY LIAISON OFFICER (CLO)**

The contractor or his appointed agent will appoint a community liaison officer (CLO) after consultation with the local communities, the engineer and the employer. The contractor shall direct all his liaison efforts with the local communities through the appointed officer. The contractor shall, however, accept the appointed as part of his management personnel.

**(a) Duties of the community liaison officer**

The community liaison officer's duties will be:

- (i) To be available on site daily between the hours of 08:00 and 12:00 and at other times as the need arises. His normal working day will extend from 08:00 in the morning until 17:00 in the afternoon.
- (ii) To determine, in consultation with the contractor, the needs of the temporary labour for relevant skills training. He will be responsible for the identification of suitable trainees and will attend one of each of the training sessions.
- (iii) To communicate daily with the contractor and the engineer to determine the labour requirements with regard to numbers and skill, to facilitate in labour disputes and to assist in their resolution.
- (iv) To assist in and facilitate in the recruitment of suitable temporary labour and the establishment of a "labour desk".
- (v) To attend all meetings in which the community and/or labour are present or are required to be represented.
- (vi) To assist in the identification, and screening of labourers from the community in accordance with the contractor's requirements.
- (vii) To inform temporary labour of their conditions of temporary employment and to inform temporary labourers as early as possible when their period of employment will be terminated.
- (viii) To attend disciplinary proceedings to ensure that hearings are fair and reasonable.
- (ix) To keep a daily written record of his interviews and community liaison.
- (x) To attend monthly site meetings to report on labour and RDP matters.

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- (xi) All such other duties as agreed upon between all parties concerned.
- (xii) To submit monthly returns regarding community liaison as illustrated in this document (form RDP 12(E)).

**(b) Payment for the community liaison officer**

A special pay item is incorporated in Section 1200 of the schedule of quantities dule relating to payment of the liaison officer on a prime cost sum basis. This payment shall only be made for the period for which the duties of the liaison officer are required. The remuneration of the CLO shall be determined by the employer in terms of the Sectorial Determination 2: Civil Engineering Sector (Task Grade 3).

**(c) Period of employment of the community liaison officer**

The period of employment of the community liaison officer shall be as decided upon jointly by the contractor, engineer and employer at a maximum period of a six months basis, but with the option of renewal.

**B1236 SUBCONTRACTORS**

Over and above the stipulations of the Conditions of Contract, regarding subletting of part of the works, it is a condition of the contract that an approved subcontractor shall not sublet part of his work, covered in his appointment by the main contractor, to another subcontractor without the consent and approval of the engineer. Subletting shall in all cases be critically considered by the engineer.

In addition to the provisions of the Conditions of Contract regarding subcontracting of the works, it is a requirement of this contract that an approved subcontractor shall not further subcontract work subcontracted to him by the main contractor, to another subcontractor without the consent and approval of the engineer. Subcontracting shall in all cases be critically considered by the engineer. The engineer reserves the right to limit the extent or the volume of work subcontracted by the contractor, should he deem it necessary in terms of progress or quality of workmanship.

**B1237 WORKMEN'S COMPENSATION ACT**

All labour employed on the site shall be covered by the Compensation for Occupational Injuries and Deceases Act (COIDA). The contractor shall pay in full, including the payment of the necessary levies, such amounts, as are due in terms of the Act. The contractor at the commencement of the contract shall resolve the manner in which Workmen's Compensation will be handled. Amounts paid by the contractor shall not be included in the wage rates but shall be covered by the contractor to be deemed as included in his General Obligations rates in Section 1300 of the schedule of quantities.

**B1238 RELOCATION OF EXISTING SERVICES**

This section covers the relocation of existing services that may clash or may be in the way of the new services. This also covers the protection of existing services that could be damaged as a result of the works carried out under this contract.

**B1239 CONTRACT NAME BOARDS**

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The Contractor shall provide two project name boards that will withstand the environment. The name boards will be according to the Municipal standard and will be placed after consultation with the Employer.

The name boards shall be removed at the end of the contract period.

**B1240      PAYMENT**

ADD THE FOLLOWING PAYMENT ITEMS:

**B12.01      Excavating material within the following depth ranges  
below ground level for the exposing of/or searching for  
existing services by hand in all classes of material      cubic meter (m<sup>3</sup>)**

The unit of measurement shall be the cubic meter of material excavated within the lengths and widths authorized by the Engineer and the depth required to expose the service. Excavation in excess of the authorized dimensions shall not be measured for payment. The backfilling of excavations or trenches shall be done at intervals of up to a maximum of 150mm.

The bid rates shall include full compensation for all excavation, backfilling, compacting to 93 % of modified AASHTO density, disposing of surplus excavated material over an unlimited free haul distance from the site to an approved dumping site, keeping the excavations safe, dealing with any surface or subsurface water, taking special care to ensure that services are not damaged in any way and any other operation necessary for completing the work.

No distinction will be made between materials nor will distinction be made between the various types of services to be exposed or the depths to which excavations are taken.

**NOTE:**

The Contractor shall supply adequate supervision for the labourers when excavating to expose services. Any damage to a service caused by the Contractor shall be repaired at his expense to the satisfaction of the owner of the service and the Engineer.

<b>Item</b>	<b>Unit</b>
<b>B12.01      Name Boards .....</b>	<b>Number (No)</b>

The tendered sum shall include full compensation to the contractor for the name boards and to maintain the name boards for the construction period.

<b>Item</b>	<b>Unit</b>
<b>B12.02      Provision for compensation to land owners.....</b>	<b>Provisional Sum</b>

- |    |  |          |
|----|--|----------|
| a) | Provisional sum for royalties of borrow pit material                     | Prov.sum |
| b) | Handling cost and profit in respect of subitem B12.02 (a) percentage (%) |          |

**B12.03      Relocation, removal, realignment and replacement of services**

- |    |   |                 |
|----|---|-----------------|
| a) | Relocation, removal, realignment and replacement of existing services including wayleaves | Provisional Sum |
|----|---|-----------------|





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b) Handling cost and profit in respect of subitem B12.04 (a) percentage (%)

The provisional sum shall be paid in accordance with the provisions of the General Conditions of Contract sub-clause 13.5 as amended by Particular Conditions of Contract. The tendered percentage is a percentage of the amount actually spent under the prime-cost item, which shall include full compensation for the profit in connection with providing the specified service.

Expenditure under this item B12.04(a) shall be made in accordance with the general conditions of contract.

The provisional sum under sub-item B12.04(a) allows for the relocation and/or protection of existing services by either the contractor or the service provider.

The bided rates shall include full compensation for all excavation, backfilling, compacting to 90% of modified AASHTO density, disposing of surplus excavated material, keeping the excavations safe, dealing with any surface or subsurface water, taking special care to ensure that services are not damaged in any way and any other operation necessary for completing the work.

No distinction will be made between hard and soft material nor will distinction be made between the various types of services to be exposed or the depths to which excavations are taken.

**NOTE:**

The Contractor shall supply adequate supervision for the labourers when excavating to expose services. Any damage to a service caused by the Contractor shall be repaired at his expense to the satisfaction of the owner of the service and the Engineer.





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**SECTION B1300: CONTRACTOR'S ESTABLISHMENT ON SITE AND GENERAL OBLIGATIONS**

**B1302 GENERAL REQUIREMENTS**

**(a) Camps, constructional plant and testing facilities**

*ADD THE FOLLOWING:*

"Before the establishment of the contractor's camp at an approved site, the area will first be fenced off and, if required by the engineer, 150 mm of topsoil and vegetation removed to temporary stockpiles as described in Section 1700."

"The contractor shall, at each area where work is being undertaken, provide on a daily basis at least one (1) portable chemical latrine unit per thirty (30) workers for use by construction workers employed on the project. The latrine units shall be serviced daily and kept in a hygienic and orderly state to the satisfaction of the engineer. No separate payment shall be made for this requirement and it shall be deemed to be included in the rates tendered for the contractor's time-related obligations."

**(c) Legal and contractual requirements and responsibility to the public**

*ADD THE FOLLOWING PARAGRAPH:*

"There has been recent legislation promulgated by Government that improves mutual obligations on the employer and contractor in the performance of their duties to society and to the built and natural environment. To assist the contractor in understanding and assessing his obligations, and thus to make allowances for the cost of compliance with this legislation, the following additional specifications are included in the project specifications.

- (i) Part C1.5 contains the specification that regulates the contractor's construction methods so far as to ensure health and safety of his employees and of the public. The cost of health and safety measures during the construction process must be included under item 13.01."

The responsibility is on the contractor to make sure that he complies with all the legal requirements and the municipal by-laws pertaining to construction works or otherwise.

"The contractor shall comply with all statutory and contractual requirements of the Environmental Management Programme."



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**SECTION B1400: HOUSING, OFFICES AND LABORATORIES FOR THE ENGINEER'S SITE PERSONNEL**

**B1403 OFFICES AND LABORATORIES**

**(a) General**

*ADD THE FOLLOWING AT THE END OF THE FIRST PARAGRAPH:*

"Burglar-proofing shall comply with the requirements of CKS 338.

The facilities to be provided for the engineer in terms of these specifications shall be fenced off by a two metre high veranda type security fence with diamond mesh on the vertical portion and barbed wire on the overhang. A security gate shall be provided in the fence which shall be guarded at all times by an acceptable watchman provided by the contractor.

The engineer's establishment may be incorporated within the contractor's establishment provided that the preceding requirements are met to the satisfaction of the engineer.

Separate payment shall be made for the provision and erecting of the security fence and gate as indicated on the drawings, but the cost in respect of the provision of a watchman at all times by the contractor shall be deemed to be included in the contractor's tendered rate for item B13.01(c)."

**(b) Offices**

*ADD THE FOLLOWING SUBSUBCLAUSES:*

"(xviii) Steel plan cabinets shall be able to accommodate one hundred and fifty A0-sized drawings hanging vertically from approved holders.

(xix) The electric refrigerator shall have a capacity of at least 200 litres.

(xx) Floodlights at the offices and laboratory of the supervisory staff shall be controlled by a photocell for security purposes.

(xxi) The cellphones and car kits supplied to the engineer's site staff shall be supplied for the duration of the contract. The prime cost sum shall also include for the cost of all telephone calls in connection with contract administration."

**(c) Laboratories**

*ADD THE FOLLOWING TO SUBSUBCLAUSE (xiv):*

"The lengths of the baths are governed by the heating and water-circulation apparatus and the number of cubes to be stored, and must be approved by the engineer before the baths are constructed."

*ADD THE FOLLOWING TO SUBSUBCLAUSE (xv):*



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"The freezer compartment of the refrigerator shall have a capacity of approximately 50% of the volume of the refrigerator."

**(h) Communication System**

*REPLACE WITH THE FOLLOWING:*

The Contractor shall provide the Engineer with a monthly airtime top-up voucher of R1 000-00 and a 3G data card and 500mb/month in data bundles.

*ADD THE FOLLOWING SUBCLAUSE:*

**"(i) Computers and printers**

When instructed by the engineer, the contractor shall provide approved new computer equipment, including software and printers for use by the engineer's site personnel. The type of equipment and software shall be as instructed by the engineer and payment for equipment and maintenance shall be made through item B14.12.

All equipment provided shall be kept fully serviceable at all times by the contractor. The contractor shall repair/replace any defective equipment within 48 hours after notification by the's staff. The contractor shall also be responsible to provide all paper and ink cartridges required by the engineer.

The minimum requirement for the Laptop and printer will be:

Laptop: 3.2 GHZ Processor, 4 GB RAM, 320 Gig HD, CD/DVD Drive with USB port min. Core i3 or similarly approved, complete with Windows 8 operating system & MS Office Basic and 3G Modem

Printer: Colour printer with minimum page feed

At the end of the contract, the equipment and software shall revert back to the contractor."

*ADD THE FOLLOWING SUBCLAUSE:*

**(j) Safety Equipment for Engineer's staff**

The Contractor shall allow for providing the following protective clothing for the engineering staff:

- 2 high visibility vests
- 2 hard hats (white)
- 2 Sets of safety boots

The contractor must also provide a water closet and water on tap (for personal hygiene) not further than 10m from the site office.



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**SECTION B1500: ACCOMMODATION OF TRAFFIC**

**B1501 SCOPE**

*ADD THE FOLLOWING:*

"This section also covers the provision of additional information signs for motorists and the release of any notices to the media and public."

**B1502 GENERAL REQUIREMENTS**

**(a) Safety**

*ADD THE FOLLOWING:*

*ADD THE FOLLOWING PARAGRAPH:*

"The contractor shall be responsible for maintaining the existing road surface both within the works area and the advance warning and termination areas in a safe and trafficable condition for the duration of the contract."

**(b) Providing temporary deviations**

*ADD THE FOLLOWING PARAGRAPH:*

"The contractor shall keep the provincial traffic police, the municipal traffic department and the engineer fully informed of changes in the normal traffic flow and obtain their approval for these changes."

**(e) Access to properties**

*ADD THE FOLLOWING:*

"Where the alignment of the new road coincides with the alignment of the existing road, a number of accesses to private properties will have to be operational and maintained during the constructional period. No separate payment will be made for providing acceptable and safe access across the new road at all times during construction of the road."

**(i) Traffic safety officer**

*ADD THE FOLLOWING AFTER SUBCLAUSE (viii):*

"(ix) be responsible for contacting all the relevant authorities in the event of an accident on the site of the works

(x) arrange for the removal of broken down vehicles that obstruct the normal traffic flow

The contractor shall provide the traffic safety officer with all the necessary resources to carry out his duties as specified, inter alia, light delivery van (LDV), personnel, warning signs and revolving amber flashing lights. A warning sign with the words "CONTRACTOR TRAFFIC CONTROL" and/or "CONSTRUCTION VEHICLE" in clearly legible letters shall be mounted on the vehicle at least 1,5 m above ground level to be clearly visible. The

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vehicle shall be equipped with two revolving amber-coloured flashing lights with a minimum intensity of 55 W. The flashing lights shall be switched on and the warning sign be displayed at all times when the vehicle is used on the site.

No separate payment will be made for the traffic safety officer, his vehicle, personnel and equipment and the cost thereof shall be included in the contractor's cost for his establishment and general obligations (section 1300)."

***ADD THE FOLLOWING NEW SUB-CLAUSES:******"(j) Public traffic***

The contractor shall plan and conduct his activities in such a way as to bring about the least possible disruption to the residents and public on the streets on which he works.

General layouts and details for the accommodation of traffic is provided in the South African Road Traffic Signs Manual (SARTSM), Chapter 13, 1994, *Roadworks Signing*, which shall be used on this contract.

***(k) Liaison with the St traffic department***

The contractor shall obtain permission and approval of his traffic management plan from the municipality in writing prior to any work is started on any section of the work.

***(l) Non-compliance with the conditions for the accommodation of traffic***

Failure or refusal on the part of the contractor to take the necessary steps to ensure the safety and convenience of the public traffic in accordance with these specifications or as required by statutory authorities or ordered by the engineer, the engineer shall have the right to stop any operation where the traffic accommodation measures are not to specification or as ordered, until he is satisfied that the conditions have been complied with."

No additional payment shall be made for costs as a result of sub clauses j, k and l. All costs related thereto are to be covered under the items scheduled under section 1500 in the Schedule of quantities.

**B1503 TEMPORARY TRAFFIC-CONTROL FACILITIES*****REPLACE THE FIRST PARAGRAPH WITH THE FOLLOWING:***

"The contractor shall supply, erect and maintain all necessary temporary road signs in accordance with the drawings and the S A Road Traffic Signs Manual Volume 2, Chapter 13: Roadworks Signing (available from Government Printer, Pretoria).

All temporary road signs, devices, sequences, layouts and spacings shall comply with the requirements set out in the National Road Traffic Act, 1996 (Act No 93 of 1996), the National Road Traffic Regulations, 2000 of the relevant authorities and on the drawings or as instructed by the engineer.

The contractor shall indemnify the employer against all proceedings, claims, actions, damages and costs which may arise from or be related to the absence or improper functioning or placement of road traffic signs, barricades, traffic-control facilities, channelization devices and warning devices."



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**(b) Road signs and barricades**

*ADD THE FOLLOWING AFTER THE LAST PARAGRAPH:*

"The contractor shall be responsible for the protection and maintenance of all signs, and shall at his own cost replace any that have been damaged, lost, or stolen.

All temporary road signs shall be mounted on portable supports for the easy moving of signs to temporary positions. The only permitted ballasting of the sign supports shall be by using durable sandbags filled with sand of adequate mass to prevent signs from being blown over by wind. The cost of the sandbags shall be included for in the tendered rates for the various types of temporary road signs.

The traffic-control devices, temporary signs and devices required in the contract are those designated in Part 13 of Volume 2 of the South African Road Traffic Signs Manual.

No work may proceed on any section where accommodation of traffic is required until such time as the relevant requirements with regards to signposting are met and written approval of the engineer is obtained. The contractor shall keep sufficient surplus signs, delineators and barricades on the site to allow for the immediate replacement of damaged or missing items, in any case, within three hours of instructions having been given by the engineer. Delineators shall be of the flexible plastic reversible variety and not of the rigid metal variety.

Should the contractor fail to respond to an instruction to re-erect a road sign within three hours or fail to comply to the requirements, the work on that section will be suspended without any compensation to the contractor.

If required, permanent road signs shall be covered using a hessian bag pulled over the sign in the form of a hood and fastened to the sign posts. The use of plastic bags or other materials fastened with adhesive tape shall not be permitted. The cost of covering permanent road signs shall be deemed to be covered by the tendered rates of items B15.01 and B15.10."

**(c) Channelization devices and barricades**

*ADD THE FOLLOWING PARAGRAPHS:*

"Drums shall not be used as channelization devices.

TW 401 and TW 402 delineators shall comply with the following requirements:

- (i) They shall be manufactured from a flexible material and shall comply with SABS 1555. The blade portion of the delineator shall be positively affixed to a base unit which in turn shall be stable on its own or be stabilized by means of sandbags when used on the road.
- (ii) The blade shall be retro-reflectorized, with Class I yellow sheeting on the side facing oncoming traffic.
- (iii) It shall be nominally 1 000 mm high x 250 mm wide and the bottom edge of the delineator shall not be more than 200 mm above the road surface.



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- (iv) The delineators shall be subject to the approval of the engineer.
- (v) The maximum spacing between centres of delineators shall be as shown on the drawings or as directed by the engineer.
- (vi) Traffic cones made of a fluorescent red-orange or red plastic material, shall be used only at short-term lane deviations during daylight. Cones used on all deviations shall be 750 mm high. Lane closures which continue into the night time shall be demarcated by delineators only."

**(d) Barriers**

*ADD THE FOLLOWING:*

"Guardrails mounted on steel drums shall not be used as barriers."

**(e) Warning devices**

*ADD THE FOLLOWING TO THE FIRST PARAGRAPH:*

"The flashing lights shall have a minimum intensity of 55 W."

*ADD THE FOLLOWING AFTER THE FIRST SENTENCE OF THE SECOND PARAGRAPH:*

"The warning boards shall be at least 1,5 m above ground level."

*ADD THE FOLLOWING AFTER THE LAST PARAGRAPH:*

"All construction vehicles and plant used on the works shall be equipped with rotating amber flashing lights and warning boards as specified. All vehicles and plant before being allowed onto the site shall obtain a clearance permit from the engineer.

**(i) Vehicle mounted flashing lights**

Rotating lights shall have an amber lens with a minimum height of 200 mm and shall be mounted in such a way as to be highly visible from all directions. The lights on construction vehicles shall not be switched on while vehicles are being operated on unrestricted sections of a public road, but shall be switched on while construction vehicles are operating within the accommodation of traffic area, as the vehicles decelerate to enter a construction area, and as the vehicles accelerate to the general speed when entering the road from a construction area. Lights on plant shall operate continuously while the plant is working alongside sections of road open to public traffic.

All LDVs and cars operating on site shall also be equipped with rotating amber flashing lights which shall be placed so as to be highly visible and operated continuously while the vehicles are manoeuvring in or out of traffic or are travelling on or parked alongside roads open to public traffic.

Rotating lights and the 'construction vehicle' signs on the contractor's vehicles and plant shall not be paid for separately but shall be included in the rates covering the use of the vehicles.

The contractor shall supply and maintain lights together with temporary mounting brackets, to the approval of the engineer. Vehicles and plant that do not comply with these requirements, shall be removed from the site.

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- (ii) Sign mounted flashing lights

Two amber flashing lights shall be vertically mounted on top of the traffic signs at each end of each traffic accommodation section as shown on the drawings. The lights shall be operated during the hours of darkness."

*ADD THE FOLLOWING SUBCLAUSES:*

**"(g) Safety jackets**

The contractor shall ensure that all his personnel, excluding those who are permanently office bound, are equipped with reflective safety jackets and that these are worn at all times when working on or near to the travelled way. Any person found not wearing a reflective jacket under these circumstances shall be removed from the site until such time as he is in possession of and wearing a reflective jacket. Reflective safety jackets shall be kept in good condition and any jackets that are, in the opinion of the engineer, ineffective shall be replaced immediately by the contractor.

The engineer, his personnel and visitors shall wear safety jackets at all times when they move about the site. The contractor shall provide the engineer with four (4) safety jackets. The safety jackets shall be orange in colour and shall be submitted for the engineer's approval before they are purchased. No separate payment will be made for the safety jackets and full compensation therefore shall be included in the rates tendered for in section 1500.

**(h) Other traffic control measures ordered by the engineer**

The engineer may instruct the contractor to provide any other road sign, reflective tape, etc not measured in standard pay items. Such road signs shall conform to the requirements of the SARTSM, or specification provided by the engineer. Similarly, in order to ensure that the travelling public is kept fully informed and warned on matters relating to the accommodation of traffic, construction sign posting and the effect of the construction on the free flow of traffic through the site, the engineer may arrange for advertising in the press and/or for other forms of publicity.

**B1504 WIDTH AND LENGTH OF TEMPORARY DEVIATIONS**

*REPLACE THE CONTENTS OF THIS CLAUSE WITH THE FOLLOWING:*

"The effective carriageway width for any two-way traffic accommodated on an existing bituminous surfaced road shall not be less than 6,0m. No single lane shall be less than 3,0m wide.

Where the traffic is accommodated in half-widths, the effective lane width for one-way traffic shall not be less than 3,0m."

**B1505 TEMPORARY DRAINAGE WORKS**

*ADD THE FOLLOWING TO THE LAST PARAGRAPH:*

"The construction of temporary culverts shall be in accordance with Section 2200. Temporary culverts no longer required shall be removed as directed by the engineer. Excavations shall be backfilled with suitable granular material and compacted to the densities specified by the engineer."



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"The gravel material laid on existing roads used as diversions shall comply with the following:

Maximum size : 37,5 mm

Oversize index (Io) : 0 (% retained on 37,5 mm sieve)

Shrinkage products (Sp) : 100 - 240 (linear shrinkage x % passing 0,425 mm sieve)

Grading coefficient (Gc) : 16 - 34 [(% passing 26,5 mm - % passing 2,0 mm) x % passing 4,75 mm/100]

CBR :  $\geq 15$  at 93% of modified AASHTO density."

**B1513 ACCOMMODATION OF TRAFFIC WHERE THE ROAD IS CONSTRUCTED IN HALF WIDTHS***ADD THE FOLLOWING:*

"The contractor shall arrange his activities so that construction traffic and equipment do not unnecessarily obstruct public traffic or force it to a complete standstill. The flow of public traffic shall always take precedence and the contractor shall not stop or delay public traffic using the half-widths to make way for construction traffic.

However, the engineer may under special circumstances agree to stop the traffic for a maximum period of 15 minutes, but with the express provision that the traffic authority controls such an eventuality. Should the contractor require longer closure times, this will only be considered on the submission of a detailed method statement for the work to be done and on receipt of accommodation of traffic drawings and an incident plan. Such submission shall be done at least 14 days prior to the intended closure."

*REPLACE THE THIRD PARAGRAPH AND ONWARDS WITH THE FOLLOWING:*

"Work in half-widths shall at all times be restricted to one lane at a time. The contractor shall not be allowed to work on both lanes simultaneously.

Work on the road shall be executed as follows:

- (i) The work may commence at any of the contract limits or any point in between. The contractor shall however, note that the relocation and/or protection of services intersecting the site may not yet have been carried out by the service authorities and this may affect the contractor's programme of work. To this extent the contractor's attention is drawn to clause B1202.
- (ii) The total road length which may be demarcated at any time for construction, upgrading or rehabilitation shall not exceed 2,5 km per work area, excluding transitions and signs.
- (iii) A minimum distance of 5 km must be maintained between any two consecutive work areas.

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- (iv) Under no circumstances may any of the actions under (ii) be undertaken on more than two adjacent work areas simultaneously.
- (v) The contractor will not be allowed to occupy a new section of road before a previous section has been substantially completed. For the purpose of this contract, substantial completion shall mean the completion of the work to the satisfaction of the engineer in order to open the road for two-way traffic.
- (vi) Manually controlled traffic signals and two-way radios shall be used to control the traffic during daylight hours. Traffic signals shall be controlled electronically during night time, or manually with two-way radios subject to approval by the engineer."

*ADD THE FOLLOWING CLAUSE:*

**"B1518 RETRO-REFLECTIVE MATERIAL**

"Retro-reflective material for temporary signs shall comply with the requirements of SABS 1519-1 for weathered material. Tests shall be carried out with a field retro-reflectometer and the testing procedure and classification are described in clause B8118. The value of the coefficient of Retro-Reflection shall be at least 60% of the values indicated in table B8118/1."

**B1517 MEASUREMENT AND PAYMENT****Item****B15.01 Accommodating traffic and maintaining temporary deviations**

*Replace the first paragraph with the following:*

"The unit of measurement shall be the kilometre, measured along the centre lines of the road. Accommodation of traffic shall be measured once only, that is no separate payments shall be made for lane and shoulder rehabilitation, slurry, reseal, asphalt overlay, side drains, etc. The bypass for abnormal vehicles and gravel service roads shall not be measured. Only the net distance of the road shall be measured and overlapping distances during staged rehabilitation shall not be measured. A distinction shall be made between accommodation of traffic on the through road and accommodation of traffic on the cross roads and intersections

*ADD THE FOLLOWING AFTER THE SECOND PARAGRAPH:*

"The limits for any particular section of road over which traffic has to be accommodated and deviations have to be maintained shall be the distance measured between the limits of construction of the particular section of road under consideration. Only the net distance of the road shall be measured and overlapping distance during staged rehabilitation shall not be measured.

The rate tendered for accommodating traffic and maintaining temporary deviations will include full compensation for a full time traffic safety officer on site."

**Item****Unit****B15.03 Temporary traffic-control facilities:**

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REPLACE THE DESCRIPTION OF SUBITEMS (g) AND (h) WITH THE FOLLOWING:

"(a) Flagmen ..... Man Day

"The unit of measurement shall be a full day and night worked by flagmen. A man-day shall be deemed to comprise of three eight hour shifts in a twenty four hour period. Three shifts of eight hours per flagman equates to one man-day. Shorter single portion shifts (6 to 10 hours) shall be measured as a half man-day."

*Amend item 15.03 (h) to read as follows:*

"(h) Delineators (DTG50J), 150 mm x 600 mm high  
(i) Single ..... number (No)  
(ii) Mounted back to back ..... number (No)

The unit of measurement shall be the number of delineators provided, and completely erected.

The tendered rates shall include full compensation for providing and erecting each sign complete. It shall also include moving the signs as may be necessary.

The cost of delineators for traffic accommodation will only be provided once off and the cost of replacing damaged delineators will be for the contractor's cost. The contractor shall therefore allow in his tendered rates for the replacement of damaged delineators for the period of traffic accommodation on site.

Expenditure under this item shall be made in accordance with the general conditions of contract, sub-clause 13.5, for the supply and installation of any additional signs or other traffic control measure ordered by the engineer in accordance with clause B1503(g)."

*ADD THE FOLLOWING TO THE LAST PARAGRAPH:*

"Payment for the provision of temporary traffic-control facilities shall be paid for once only, irrespective of the type of work to be executed or the number of times that the temporary traffic-control facilities have to be moved and re-used."

*Replace the payment item to read as follows:*

<b>Item</b>	<b>Unit</b>	
<b>B15.15 provision of safety equipment to be used by the Engineer</b>		<b>Number</b>

"(a) Safety Jackets

The unit of measurement shall be the number of safety jackets to be bough and issued to the Engineer.



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**SECTION B1700: CLEARING AND GRUBBING**

**B1701 SCOPE**

*ADD THE FOLLOWING AFTER "grubbing" IN THE FIRST PARAGRAPH:*

"including the demolishing and disposal of structures, shelters, dwellings and out-buildings within the new road reserve".

*ADD THE FOLLOWING:*

"This section also covers the removal of boulders adjacent to the top of cuts."

**B1702 DESCRIPTION OF WORK**

**(a) Clearing**

*ADD THE FOLLOWING TO THE THIRD PARAGRAPH:*

"Boulders exceeding 0,15 m<sup>3</sup> in volume adjacent to the tops of cuts within the road reserve that are considered by the engineer to be unstable, shall be removed by the contractor and disposed of at approved dumping sites provided by the contractor."

*ADD THE FOLLOWING SUBCLAUSE:*

**"(e) Clearing household refuse from the road reserve**

Where household refuse has been deposited within the road reserve, it shall be removed to approved dumping sites provided by the contractor."

**B1703 EXECUTION OF WORK**

**(e) Cleaning out of hydraulic structures**

*ADD THE FOLLOWING:*

"The cleaning of hydraulic structures shall involve the removal of all undesirable materials such as earth, sand, gravel, stones and mud until the structures are completely clean, and the debris is disposed of at approved dumping sites

sites provided by the contractor, and all additional costs incurred to clear and grub the surfaces to the engineer's satisfaction.

Clearing and grubbing of borrow areas will only be measured and paid for in the cases specified in clause 3104(b)."

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*ADD THE FOLLOWING:*

"Numbered precast culverts to be constructed in accordance with this section of the specifications are measured and paid for under Schedule B: Structures of the bill/ schedule of quantities or pricing schedule."

*ADD THE FOLLOWING NEW SUB ITEM:*

(J) All bricks shall be of type NFX with a minimum compressive strength of 14MPa. These bricks shall be used with class 2 mortar.

**B2204 CONSTRUCTION METHODS**

*ADD THE FOLLOWING:*

"Culverts shall be installed by the 'trench method'.

When instructed by the engineer, measures shall be taken to reduce the effect of unsuitable material at the positions of prefabricated culverts. This will entail the additional excavation of a minimum of 1 m of in-situ material to a minimum width of 4 m, the even chamfering of the sides of the excavation to a grade of 1:4 and backfilling the excavation with imported fill material with at least G10 quality compacted to 90% of modified AASHTO density. Additional excavation as described above will be paid for under item 33.07. Backfilling of the excavation will be measured and paid for under item 33.01."

**B2205 EXCAVATION FOR CONSTRUCTION BY TRENCH METHOD****(a) Depth of excavation**

*ADD THE FOLLOWING AFTER THE FIRST SENTENCE OF THE FIRST PARAGRAPH:*

"The maximum overall depth of the trench shall, however, not exceed 2,0 m."

**B2210 LAYING AND BEDDING OF PREFABRICATED CULVERTS****(a) Concrete pipe culverts**

*ADD THE FOLLOWING AFTER THE FIRST PARAGRAPH:*

"When instructed by the engineer or when measures are required to reduce the effect of unsuitable material below culverts, the pipe joints shall be sealed with a 500 mm wide strip of Bituthene 3000 or an approved equivalent material glued symmetrically around the joint, using an adhesive recommended by the manufacturer of Bituthene. A 150 mm wide strip of adhesive shall be applied to the edges of the Bituthene. An overlap of 150 mm shall be provided and the two layers of Bituthene at the overlap shall be glued together over the full area of 150 mm x 500 mm."

**(i) Class A bedding**



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*ADD THE FOLLOWING:*

"12 mm thick Flexcell or an approved equivalent material shall be placed in the concrete bedding below all pipe joints."

**(b) Portal and rectangular culverts**

(iii) Placing the portal portions of culverts

*ADD THE FOLLOWING:*

"When instructed by the engineer or when measures are required to reduce the effect of unsuitable material below culverts, the culvert joints shall be sealed with a 500 mm wide strip of Bituthene 3000 or an approved equivalent material glued symmetrically around the joint, using an adhesive recommended by the manufacturer of Bituthene. A 150 mm wide strip of adhesive shall be applied to the edges of the Bituthene."

**(f) General**

*ADD THE FOLLOWING:*

"Where the grade of the culvert is such that it would require a trench deeper than 2,0 m, the culvert shall be constructed in stages as the fill progresses. The construction shall normally begin at the outlet or downstream end of the culvert and backfilling shall be done in horizontal layers starting at the lower end.

No additional payment will be made under section 3300 or under this section for constructing the fill or culverts in stages as described above."

**B2218 MEASUREMENT AND PAYMENT**

Add the following new item:

Item	Unit
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**B22.13 Removing and relaying of concrete pipes:**

<b>(a) All types and sizes</b>	m
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The unit of measurement shall be for the complete removal and relaying of concrete pipes.

The tendered rates shall include full compensation for providing all plant, labour tools and efforts needed to demolish the structure as per sub-item (a) as listed, including the carting away of rubble to an approved dumping site as identified by the contractor"

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*ADD THE FOLLOWING TO THIS CLAUSE:*

"This section also covers the replacement of damaged concrete kerbing, channelling and lining."

**B2304 CONSTRUCTION****(b) Prefabricated concrete kerbing and channelling**

*ADD THE FOLLOWING:*

"A 10 mm wide joint formed in inert filler shall be provided every 20 metres through the kerbing and channelling. The colour of the filler shall match the colour of the kerbing."

Curved kerbing of radius less than one metre shall be cast in situ. Units for curved kerbing of radius greater than 1 m up to 4 m shall be of nominal length 0,3 m. Units for curved kerbing of radius greater than 4 m up to 20 m shall be of nominal length 0,5 m. Units for radius exceeding 20 m shall be of nominal length 1 m. Any associated channelling shall also comply with the above requirements."

The cast insitu concrete support behind the kerbs must be continuous and can be interrupted every 2m with a 10mm wide construction joint.

**(e) Cast in situ kerbs and channels**

*ADD THE FOLLOWING:*

"Cast in situ kerbs, channels and edge beams shall be provided with a contraction joint every 2 m and an expansion joint every 20 m. The contact area of the contraction joint shall be painted with two coats of bitumen. Alternatively, joints may be cut and finished to a depth of 50 mm. The expansion joint shall consist of 12 mm thick Flexcell or an approved equivalent placed between adjoining concrete sections. The top part of the joint shall be sealed with a 12 mm x 12 mm silicone sealant. All joints shall be provided for the full depth of the concrete."

**(g) Concrete-lined open drains**

*ADD THE FOLLOWING:*

"When instructed by the engineer, the surfaces on which concrete lining is to be cast shall be sprayed with invert bituminous emulsion as soon as possible after the excavations have been trimmed. The sprayed surfaces shall be maintained until the concrete lining is cast. The nominal rate of application of the emulsion shall be 0,5 litre/m<sup>2</sup> unless otherwise instructed by the engineer. The tolerance in the rate of application shall be ± 5% of the specified rate."

**(k) Cutting existing bituminous surfacing and pavement layers**

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*REPLACE THE PARAGRAPH WITH THE FOLLOWING:*

"Where the engineer instructs kerbing, edge beams, channelling or concrete-lined drains to be constructed against existing bituminous surfacing and pavement layers, the full depth of the bituminous surfacing and pavement layers shall be accurately cut with a mechanical saw to the required line and level before the kerbing, edge beams, channelling or concrete-lined drain is constructed. The cut edge shall be vertical for kerbing, edge beams, concrete-lined drains and channelling. The concrete shall be placed directly against the cut edge without formwork. All material outside the cut edge shall be removed to the required depth before the concrete is placed, and the debris shall be disposed of at approved dumping sites provided by the contractor. The bituminous surfacing shall be protected and kept clean to the engineer's satisfaction."

*ADD THE FOLLOWING SUBCLAUSE:*

**“(I) Removal of existing kerb and channel**

Where shown on the drawings and/or indicated by the engineer, the existing kerb and channel shall be removed and transported to spoil as directed.”

**B2307 MEASUREMENT AND PAYMENT**

Add the following payment item:

Item	Unit
<b>“B23.16 Demolition and removal of kerbs to spoil including haulage.....</b>	<b>meter(m)</b>

The unit of measurement shall be for the complete demolition of each item complete.

The tendered rates shall include full compensation for providing all plant, labour tools and efforts needed to demolish the item as per sub-item (a) to (b) as listed, including the carting away of rubble to an approved dumping site as identified by the contractor”





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**SECTION B3300: MASS EARTHWORKS**

**B3312 MEASUREMENT AND PAYMENT**

Add the following payment item

Item		Unit
<b>B33.01</b>	<b>Cut and borrow to fill, including free haul of up to 10km</b>	
(a)	Gravel material in compacted layer thickness of 200mm and less	cubic metre (m <sup>3</sup> )
(i)	Compacted to 90% MOD AASHTO	cubic metre (m <sup>3</sup> )
(g)	Supply and compact dump rock (3 passes)	cubic metre (m <sup>3</sup> )
(h)	Fill from commercial sources	cubic metre (m <sup>3</sup> )

Add the following payment item

Item		
<b>B33.15</b>	<b>Supply and install Geotextile membrane Grade A5</b>	<b>Square meter(m<sup>2</sup>)</b>



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**SECTION B3400: PAVEMENT LAYERS OF GRAVEL MATERIAL**

**B3414 MEASUREMENT AND PAYMENT**

*ADD THE FOLLOWING ITEMS:*

<b>"Item</b>	<b>Unit</b>
<b>B34.14 Pavement Layers constructed from gravel taken from cut or borrow, from sources identified by the contractor, including all-haul</b>	
(b) Gravel selected layer from G7 material compacted to:	
(i) 93% of modified AASHTO density for a compacted layer thickness of 150 mm ..... cubic metre (m <sup>3</sup> )	
(d) Gravel subbase (chemically stabilised material ) G5 material compacted to:	
(i) 95% of modified AASHTO density for a compacted layer thickness of 150 mm ..... cubic metre (m <sup>3</sup> )	

The unit of measurement shall be the cubic metre of compacted pavement layer constructed with material obtained from borrow pits or commercial sources or any approved sources provided by the contractor. The quantity of which shall be calculated in accordance with the authorised dimensions of each separate completed layer by the method of average end areas from levelled cross-sections prepared from the ground line prior to the construction of new pavement layers, and the final specified or authorised layer cross-section superimposed at 20 m intervals along the centre line of the road.

The tendered rates shall include full compensation for the costs of negotiations and payments of royalties, for procuring, furnishing, placing, spreading, mixing imported and in situ material if required, breaking down, shaping, watering, preparing and compacting the material, for hauling the material over an unlimited free-haul distance from the source to the point of use, for protecting and maintaining the layer and for conducting control tests, all as specified.

The tendered rates shall include full compensation for blading all oversize material off the road into windrows, for loading and transporting the material for an unlimited free-haul distance to approved dumping sites provided by the contractor, and for off-loading and spreading the material, all as specified. no additional payment shall be made for the hauling of material, irrespective of the haul distance and any costs associated in this regard will be deemed to be included in rates provided.

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"The stabilizing agent shall be class CEM II A-L, class 32.5 cement conforming to SABS EN 197-1, or as directed by the engineer. The nominal rate of application for tender purposes as a percentage of the mass of the material to be stabilized and compacted to the required modified AASHTO density shall be as follows:

Base : 4,0%

The engineer may instruct the contractor to amend the percentage and possibly the type of stabilizing agent if necessary after tests on the site during construction.

Enough stabilizer should be added, over and above the design value, to allow for wastage during too high preshaping levels and inaccuracies during the spreading operation."

**(i) Road lime***ADD THE FOLLOWING:*

"Road lime shall be calcium type lime."

**B3503 CHEMICAL STABILIZATION****(a) Preparing the layer***ADD THE FOLLOWING:*

"The material to be stabilized shall be spread and pre-shaped, so that a true cross-fall is obtained. The upper level of the spread material shall be such that any indentations and depressions caused by construction equipment shall be above or at final cutting level. Enough extra material must be allowed for, so that no filling whatsoever is carried out. The final operation on the base prior to final compaction will be cutting and never making up of levels."

**(d) Mixing in the stabilizing agent***ADD THE FOLLOWING:*

"The contractor shall prepare a trial section for each type of material without any extra payment to demonstrate his proposed mixing process before extensive mixing commences.

After approval has been obtained, the mixing process and equipment shall remain unaltered unless otherwise instructed by the engineer.

The fact that the engineer has approved the mixing process shall not relieve the contractor of his obligations in respect of the mixing specified elsewhere in the specifications. It will serve only as a guideline to ensure that the specified mixing requirements can actually be met."



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**(f) Compaction**

*ADD THE FOLLOWING:*

"Where the gravel base is chemically modified with road lime to modify certain physical properties of the gravel material and not for purposes of cementation, the base shall be compacted by means of two roller passes with a heavy pneumatic roller after the stabilizing agent has been mixed in and the material watered as specified in sub-clauses 3503(d) and (e) respectively. After twenty-four (24) hours the base shall be loosened by ploughing to its full depth, and be shaped, compacted and finished in accordance with the specifications.

When cutting final levels, the top of the layer shall be lightly watered to reduce the risk of dragging the material and cause shear cracks. The blade of the grader shall be tilted forward to reduce the dragging effect. Under no circumstances shall material be imported from the windrow to make up for low spots or depressions caused by any construction equipment."

**(h) Curing the stabilized work**

*ADD THE FOLLOWING TO PARAGRAPH (ii):*

"The covering material shall be placed by end-tipping, and compaction of this covering layer shall be delayed until the underlying layer has cured for 7 days."

**(i) Construction limitations**

*ADD THE FOLLOWING:*

"No stabilization shall be carried out during falling temperatures when the ambient air temperature falls below 7 °C or during rising temperatures when the ambient air temperature is below 3 °C.

Moisture content tests shall not be undertaken more than one day in advance of in situ stabilization operations. Care shall be taken to ensure that samples are representative of the in situ material. When wet weather occurs, checks shall be conducted between initial testing and work commencing on any section.

The surface temperature of a compacted stabilized layer shall not be allowed to fall below 1 °C during the first three (3) days after stabilization. The contractor shall be responsible for taking the necessary measures in this connection, and especially to refrain from stabilizing when such temperatures become probable.

When a sudden unforeseen temperature drop to a level below this limit occurs, the stabilized layer shall be covered with the material required for the next layer to be constructed.

All stabilized layers damaged by frost or by the formation of ice in the layer shall be removed and replaced by the contractor at his own expense.

The contractor shall make allowance for these requirements in his construction programme, and no claims in this connection will be considered."



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**B3510 MEASUREMENT AND PAYMENT**

*REPLACE THE FIRST PARAGRAPH WITH THE FOLLOWING:*

"No additional or extra over payment shall be made for stabilization work in restricted or confined areas."

**Item**

**B35.01 Chemical stabilization extra over unstabilized compacted layers**

*REPLACE THE FIRST PARAGRAPH WITH THE FOLLOWING:*

"The unit of measurement shall be the cubic metre of stabilized material, the quantity of which shall be determined in accordance with the final in-situ authorised dimensions of the layers treated as instructed by the engineer. Additional material preshaped to allow for finishing by cutting only will not be included in the measurement."

*ADD THE FOLLOWING TO THE PAYMENT PARAGRAPH:*

"The tendered rate shall also include full compensation for working in restricted areas on top of and alongside culverts where necessary."

**Item**

**B35.02 Chemical stabilizing agent**

*REPLACE THE THIRD PARAGRAPH WITH THE FOLLOWING:*

"Subject to the provisions of clause 1220, the quantity of stabilizer will be determined in accordance with the authorised rate of application and layer dimensions. Extra stabilizer added for wastage and higher pre-shaping levels will not be included in the quantity."



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**SECTION B3600: CRUSHED STONE BASE**

**B3602 : MATERIALS**

- i. Requirements for crushed aggregate

Add the following:

"The material shall comply with the requirements of Table 3602/1 for type G1 material."

**B3604 : CONSTRUCTION**

- (a) Spreading and mixing

Add the following:

"The required layer thickness after compaction is 150mm"

**B 3608: MEASUREMENT AND PAYMENT**

*ADD THE FOLLOWING ITEM:*

**Item  
Unit**

**B36.01 Crushed-stone base, material obtained by sources identified by  
the contractor, including all haul:**

- |     |  |                               |
|-----|--|-------------------------------|
| (a) | Constructed from type G1 material obtained from commercial sources and compacted to 88% of bulk relative density, 150 mm thick layer, including all haul | cubic metre (m <sup>3</sup> ) |
|-----|--|-------------------------------|

The unit of measurement is the cubic metre of compacted pavement layer, and the quantity shall be calculated from the authorised dimensions of the completed layer.

The bid rates shall include full compensation for the costs of negotiations and payment of royalties, for procuring, furnishing and transporting the materials over an unlimited free-haul distance from the sources to the Site, for placing, preparing, processing, shaping, watering, mixing and compacting the materials to the densities or in the manner specified, and for removing and disposing of all oversize material from the road after processing, including transport for the full haul distance to approved dumping sites provided by the Contractor.



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**COLTO SERIES 7000: SUNDRY STRUCTURES**

**SECTION B7300: CONCRETE BLOCK PAVING FOR ROADS**

*ADD THE FOLLOWING ITEM:*

<b>"Item</b>	<b>Unit</b>
<b>B73.05      Remove and dispose of old paving.....</b>	<b>square metre (m<sup>2</sup>)</b>

The unit of measurement shall be the square metre of paving blocks removed, loaded and disposed of at an approved dumping site. The quantity will be calculated from the authorised dimensions.

The tendered rate shall include full compensation for all plant, materials, efforts and profits required for removing the old paving blocks, loading onto trucks and disposing of at an approved dumping site identified by the contractor, including all haul.



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**COLTO SERIES 8000: SUNDRIES**

**SECTION B8200: QUALITY CONTROL (SCHEME 1)**

**B8201 SCOPE**

*ADD THE FOLLOWING:*

"Quality control Scheme 1 shall apply to this contract."

**SECTION B8300: QUALITY CONTROL (SCHEME 2)**

**B8301 SCOPE**

*ADD THE FOLLOWING PARAGRAPH:*

"Section 8300 shall be used for quality control on this contract."

**B8308 PROCESS CONTROL BY THE CONTRACTOR**

*ADD THE FOLLOWING:*

"For the purpose of this contract process or quality control by the contractor comprises at least the following:

**(a) Soil tests**

Field densities, maximum dry density and optimum moisture content determinations, CBR, UCS, indicator tests (grading and PI), moisture contents, solid densities and chemical tests relating to stabilizing agent contents.

**(b) Aggregate tests**

Grading, flakiness index, average least dimension (ALD).

**(c) Concrete tests**

Slump and cube crushing strengths."

**END OF SECTION**





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**SECTION C3.4.3 PROJECT SPECIFICATIONS: ADDITIONAL SPECIFICATIONS**

**CONTENTS**

- C3.4.3.1 REQUIREMENTS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT REGULATIONS
- C3.4.3.2 ENVIRONMENTAL MANAGEMENT PLAN
- C3.4.3.3 PROVISION OF STRUCTURED TRAINING
- C3.4.3.4 REQUIREMENTS OF EXTENDED PUBLIC WORKS PROGRAMME

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C3.4.3.1.1 INTRODUCTION

C3.4.3.1.2 SCOPE

C3.4.3.1.3 GENERAL OCCUPATIONAL HEALTH AND SAFETY PROVISIONS

C3.4.3.1.4 OPERATIONAL CONTROL

ANNEXURE 1: MEASURING INJURY EXPERIENCE

ANNEXURE 2: EXECUTIVE SHE RISK MANAGEMENT REPORT

ANNEXURE 3: LIST OF RISK ASSESSMENTS

**C3.4.3.1.1 Introduction**

In terms of the Construction Regulation 4(1) (a) of the Occupational Health and Safety Act, No. 85 of 1993, Ratlou Municipality, as the Client, is required to compile a Health & Safety Specification for any intended project and provide such specification to any prospective tenderer.

The Client's further duties are as in C3.5.1.3.1.1. below and in the Construction Regulations, 2003.

This specification has as objective to ensure that Principal Contractors entering into a Contract with the RATLOU Municipality achieve an acceptable level of OH&S performance. This document forms an integral part of the Contract and Principal and other Contractors should make it part of any Contracts that they may have with Contractors and/or Suppliers.

Compliance with this document does not absolve the Principal Contractor from complying with minimum legal requirements and the Principal Contractor remains responsible for the health & safety of his employees and those of his Mandataries.

**C3.4.3.1.2 Scope**

Development of a health & safety specification that addresses all aspects of occupational health and safety as affected by the abovementioned contract work.

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

**C3.4.3.1.3 General Occupational Health & Safety Provisions**

(a) Hazard Identification & Risk Assessment (Construction Regulation 7)



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**(i) Risk Assessments**

Annexure 3 contains a list of Risk Assessment headings that have been identified by RATLOU Municipality as possibly applicable to the abovementioned contract work. It is, by no means, exhaustive and is offered as an assistance to Contractors intending to tender.

Based on the Risk Assessments, the Principal Contractor must develop a set of site-specific OH&S rules that will be applied to regulate the OH&S aspects of the construction.

The Risk Assessments, together with the site-specific OH&S rules must be submitted to the Ratlou Municipality before mobilisation on site commences.

Despite the Risk Assessments listed in Annexure 3, the Principal Contractor is required to conduct a baseline Risk Assessment and the aforesaid listed Risk Assessments must be incorporated into the base-line Risk Assessment. The baseline Risk Assessment must further include the Standard Working procedures (SWP) and the applicable Method Statements based on the Risk Assessments

All out-of-scope work must be associated with a Risk Assessment.

**(ii) Review of Risk Assessments**

The Principal Contractor is to review the Hazard Identification, Risk Assessments and SWP's at each Production Planning and Progress Report meeting as the Contract 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, other Contractors and all other concerned-parties with copies of any changes, alterations or amendments as contemplated in above.

**(b) Legal Requirements**

All Contractors entering into a Contract with the RATLOU Municipality shall, as a minimum, comply with the

- Occupational Health & Safety Act and Regulations (Act 85 of 1993). A current, up-to-date copy of the OHS Act must be available on site at all times
- Compensation for Occupational Injuries & Diseases Act (Act 130 of 1993). The principal Contractor will be required to submit a letter of Registration and "good-standing" from the Compensation Insurer before being awarded the Contract. A current, up-to-date copy of the COID Act must be available on site at all times.
- Where work is being carried out on mines' premises the Contractor will have to comply with the Mine Health & Safety Act and Regulations (Act. 29 of 1996) and

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any other OH&S requirements that the mine may specify. A current, up-to-date copy of the OHS Act must be available on site at all times.

(c) Structure and Responsibilities

(i) Overall Supervision and Responsibility for OH&S

- \* It is a requirement that the Principal Contractor, when he appoints Contractors (Sub-contractors) in terms of Construction Regulations 5(3), (5), (9), (10) and (12) he includes an OHS Act Section 37(2) agreement: "Agreement with Mandatary" in his agreement with such Contractors.
- \* Any OH&S Act (85/1993), Section 16(2) appointee/s as detailed in his/her/their respective appointment forms

(ii) Further (Specific) Supervision Responsibilities for OH&S

The Contractor shall appoint designated competent employees and/or other competent persons as required by the Act and Regulations. Below is a list of identified appointments and may be used to select the appropriate appointments for the current contract:

	Ref. Section/Regulation in OHSAct
Batch Plant Supervisor	(Construction Regulation 6(1))
Construction Vehicles/Mobile Plant/Machinery Supervisor	(Construction Regulation 21)
Demolition Supervisor	(Construction Regulation 12)
Drivers/Operators of Construction Vehicles/Plant	(Construction Regulation 21)
Electrical Installation and Appliances Inspector	(Construction Regulation 22)
Emergency/Security/Fire Coordinator	(Construction Regulation 27)
Excavation Supervisor	(Construction Regulation 11)
Explosive Powered Tool Supervisor	(Construction Regulation 19)
Fall Protection Supervisor	(Construction Regulation 8)
First Aider	(General Safety Regulation 3)
Fire Equipment Inspector	(Construction Regulation 27)
Formwork & Support work Supervisor	(Construction Regulation 10)
Hazardous Chemical Substances Supervisor	(HCS Regulations)
Incident Investigator	(General Admin Regulation 29)
Ladder Inspector	(General Safety Regulation 13A)
Lifting Equipment Inspector	(Construction Regulation 20)
Materials Hoist Inspector	(Construction Regulation 17)
OH&S Committee	(OHS Act Section 19)
OH&S Officer	(Construction Regulation 6(6))
OH&S Representatives	(OHS Act Section 17)
Person Responsible for Machinery	(General Machinery Regulation 2)

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Scaffolding Supervisor	(Construction Regulation 14)
Stacking & Storage Supervisor	(Construction Regulation 26)
Structures Supervisor	(Construction Regulation 9)
Suspended Platform Supervisor	(Construction Regulation 15)
Tunnelling Supervisor	(Construction Regulation 13)
Vessels under Pressure Supervisor	(Vessels under Pressure Regulations)
Working on/next to Water Supervisor	(Construction Regulation 24)
Welding Supervisor	(General Safety Regulation 9)

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

Copies of appointments must be submitted to the RATLOU Municipality together with concise CV's of the appointees. All appointments must be officially approved by RATLOU Municipality. Any changes in appointees or appointments must be communicated to RATLOU Municipality forthwith.

The Principal Contractor must, furthermore, provide RATLOU Municipality with an organogram of all Contractors that he/she has appointed or intends to appoint and keep this list updated on a weekly basis.

In addition RATLOU Municipality may require that a Traffic Safety Officer be appointed for any project.

(iii) Designation of OH&S Representatives (Section 18 of the OHS Act)

OH&S Representatives have to be designated in writing and the designation must include the area of responsibility of the person and term of the designation.

(iv) Duties and Functions of the OH&S Representatives (Section 19 of the OHS Act)

The Principal Contractor must ensure that the designated OH&S Representatives conduct a minimum monthly inspection of their respective areas of responsibility using a checklist and report thereon to the Principal Contractor

OH&S representatives must be included in accident/incident investigations

OH&S representatives must attend all OH&S committee meetings.

(v) Appointment of OH&S Committee (Section 20 of the OHS Act)

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The Principal Contractor must establish an OH&S Committee consisting of all the designated OH&S Representatives together with a number of management representatives that are not allowed to exceed the number of OH&S representatives on the committee and a representative of the Client who shall act as the chairman without a vote. The members of the OH&S committee must be appointed in writing.

The OH&S Committee must meet minimum monthly and consider, at least, the following Agenda:

1. Opening & Welcome
2. Present/Apologies/Absent
3. Minutes of previous Meeting
4. Matters Arising from the previous Minutes
5. OH&S Reps Reports
6. Incident Reports & Investigations
7. Incident/Injury Statistics
8. Other Matters
9. Endorsement of Registers and other statutory documents by a representative of the Principal Contractor
10. Close/Next Meeting

(d) Administrative Controls and the Occupational Health & Safety File

(i) The OH&S File (Construction Regulation 5 (7))

As required by Construction Regulation 5(7), the Principal Contractor and other Contractors will each keep an OH&S File on site containing the following documents as a minimum:

- \* Notification of Construction Work (Construction Regulation 3.)
- \* Copy of OH&S Act (updated) (General Administrative Regulation 4.)
- \* Proof of Registration and good standing with a COID Insurer (Construction Regulation 4 (g))
- \* OH&S Programme agreed with the Client including the underpinning Risk Assessment/s & Method Statements (Construction regulation 5 (1))
- \* Copies of OH&S Committee and other relevant Minutes
- \* Designs/drawings (Construction Regulation 5 (8))
- \* A list of Contractors (Sub-Contractors) including copies of the agreements between the parties and the type of work being done by each Contractor (Construction Regulation 9)
- \* Appointment/Designation forms as per (a)(i) & (ii) above.



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- \* Registers as follows:
- \* Accident/Incident Register (Annexure 1 of the General Administrative Regulations)
- \* OH&S Representatives Inspection Register
- \* Asbestos Demolition & Stripping Register
- \* Batch Plant Inspections
- \* Construction Vehicles & Mobile Plant Inspections by Controller
- \* Daily Inspection of Vehicles. Plant and other Equipment by the Operator/Driver/User
- \* Demolition Inspection Register
- \* Designer's Inspection of Structures Record
- \* Electrical Installations, -Equipment & -Appliances (including Portable Electrical Tools)
- \* Excavations Inspection
- \* Explosive Powered Tool Inspection, Maintenance, Issue & Returns Register (incl. cartridges & nails)
- \* Fall Protection Inspection Register
- \* First Aid Box Contents
- \* Fire Equipment Inspection & Maintenance
- \* Formwork & Support work Inspections
- \* Hazardous Chemical Substances Record
- \* Ladder Inspections
- \* Lifting Equipment Register
- \* Materials Hoist Inspection Register
- \* Machinery Safety Inspection Register (incl. machine guards, lock-outs etc.)
- \* Scaffolding Inspections
- \* Stacking & Storage Inspection
- \* Inspection of Structures
- \* Inspection of Suspended Platforms
- \* Inspection of Tunnelling Operations
- \* Inspection of Vessels under Pressure
- \* Welding Equipment Inspections



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- \* Inspection of Work conducted on or Near Water
- \* All other applicable records

Ratlou Municipality will conduct an audit on the OH&S file of the Principal Contractor from time-to-time.

- (e) OH&S Goals & Objectives & Arrangements for Monitoring & Review of OH&S Performance

The Principal Contractor is required to maintain a CIFR of at least 8 (See Annexure 1. to this document: "Measuring Injury Experience) and report on this to RATLOU Municipality on a monthly basis

- (f) Notification of Construction Work (Construction Regulation 3.)

The Principal Contractor must, where the Contract meets the requirements laid down in Construction Regulation 3, within 5 working days, notify the Department of Labour of the intention to carry out construction work and use the form (Annexure A in the Construction Regulations) for the purpose. A copy must be held on the OH&S File and a copy must be forwarded to Ratlou Local Municipality for record keeping purposes.

- (g) Training, Awareness and Competence

The contents and syllabi of all training required by the Act and Regulations are to be included in the Principal Contractor's OH&S Plan.

- (i) General Induction Training

All members of Contractor's Site management as well as all the persons appointed as responsible for OH&S in terms of the Construction and other Regulations will be required to attend a general induction session by the Client

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

- (ii) Site Specific Induction Training

The Principal Contractor will be required to develop Contract work project specific induction training based on the Risk Assessments for the Contract work and train all employees and other Contractors and their employees in this.

All employees of the Principal and other Contractors to be in possession of proof of Site Specific OH&S Induction training at all times.

- (iii) Other Training





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

All employees in jobs requiring training in terms of the Act and Regulations to be in possession of valid proof of training as follows:

OH&S Training Requirements: (as required by the Construction Regulations and as indicated by the OH&S Specification & the Risk Assessment/s):

- \* General Induction (Section 8 of the Act)
- \* Site/Job Specific Induction (also visitors) (Sections 8 & 9 of the Act)
- \* Site/Project Manager
- \* Construction Supervisor
- \* OH&S Representatives (Section 18 (3) of the Act)
- \* Training of the Appointees indicated above
- \* Operators & Drivers of Construction Vehicles & Mobile Plant (Construction Regulation 21)
- \* Basic Fire Prevention & Protection (Environmental Regulations 9 and Construction regulation 27)
- \* Basic First Aid (General Safety Regulations 3)
- \* Storekeeping Methods & Safe Stacking (Construction Regulation 26)
- \* Emergency, Security and Fire Co-coordinator

(iv) Awareness & Promotion

The Principal Contractor is required to have a promotion and awareness scheme in place to create an OH&S culture in employees. The following are some of the methods that may be used:

- Toolbox Talks
- OH&S Posters
- Videos
- Competitions
- Suggestion schemes
- Participative activities such as OH&S Safety circles.

(v) Competence

The Principal Contractor shall ensure that his and other Contractors personnel appointed are competent and that all training required to do the work safely and without risk to health, has been completed before work commences



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The Principal Contractor shall ensure that follow-up and refresher training is conducted as the contract work progresses and the work situation changes.

Records of all training must be kept on the OH&S File for auditing purposes.

(h) Consultation, Communication and Liaison

OH&S Liaison between the Client, the principal Contractor, the other Contractors, the Designer and other concerned parties will be through the OH&S committee as contemplated in above.

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.

Consultation with the workforce on OH&S matters will be through their Supervisors, OH&S Representatives, the OH&S committee and their elected Trade Union Representatives, if any.

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 the Designer, instructions by the Client and/or his/her agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/ situations etc.

The Principal Contractor will be required to do Site Safety Walks with RATLOU Municipality **at least on a basis to be determined between the two parties.**

The Principal and other Contractors will be required to conduct Toolbox Talks with their employees on a weekly basis and records of these must be kept on the OH&S File. Employees must acknowledge the receipt of Toolbox Talks which record must, likewise be kept on the OH&S File.

The Principal Contractors most senior manager on site will be required to attend all Ratlou Municipality OH&S meetings and

a list of dates, times and venues will be provided to the Principal Contractor by Ratlou Municipality.

(i) Checking, Reporting and Corrective Actions

(i) Monthly Audit by Client (Construction Regulation 1(d))

RATLOU Municipality will be conducting a Monthly Audit to comply with Construction Regulation 4(1)(d) to ensure that the principal Contractor has implemented and is maintaining the agreed and approved OH&S Plan.

(ii) Other Audits and Inspections by Ratlou Local Municipality:



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Ratlou Local Municipality reserves the right to conduct other ad hoc audits and inspections as deemed necessary. This will include Site Safety Walks.

(iii) Conducting an Audit

A representative of the Principal Contractor must accompany Ratlou Local Municipality on all Audits and Inspections and may conduct his/her own audit/inspection at the same time. Each party will, however, take responsibility for the results of his/her own audit/inspection results.

(iv) Contractor's Audits and Inspections

The Principal Contractor is to conduct his own monthly internal audits to verify compliance with his own OH&S Management system as well as of with this specification.

(v) Inspections by OH&S Representative's and other Appointees

OH&S Representatives must conduct weekly inspections of their areas of responsibility and report thereon to their foreman or supervisor whilst other appointees must conduct inspections and report thereon as specified in their appointments e.g. vehicle, plant and machinery drivers, operators and users must conduct daily inspections before start-up.

(vi) Recording and Review of Inspection Results

All the results of the abovementioned inspections to be in writing, reviewed at OH&S committee meetings, endorsed by the chairman of the meeting and placed on the OH&S File.

(vii) Reporting of Inspection Results

The Principal Contractor is required to provide the Client with a monthly report in the format as per the attached Annexure 2: "SHE Risk Management Report"

(j) Incident Reporting and Investigation

Reporting of Accidents and Incidents (Section 24 and General Administrative Regulation 8 of the OHS Act)

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

- \* dies
- \* becomes unconscious
- \* loses a limb or part of a limb
- \* is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least



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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
- \* machinery ran out of control

to Ratlou Municipality within two days and to the Provincial Director of the Department of Labour within seven days (Section 24 of the Act & General Administrative Regulation 8.) EXCEPT that, where a person has died, has become unconscious for any reason or has lost a limb or part of a limb or may die or suffer a permanent physical defect, the incident must be reported to both RATLOU Municipality and the Provincial Director of the Department of Labour forthwith by telephone, tele-fax or E-mail.

The Principal Contractor is required to provide Ratlou Municipality with copies of all statutory reports required in terms of the Act within 7 days of the incident occurring.

The Principal Contractor is required to provide Ratlou Municipality with copies of all internal and external accident/incident investigation reports including the reports contemplated below within 7 days of the incident occurring.

**Accident and Incident Investigation (General Administrative Regulation 9)**

The Principal Contractor is responsible for the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she/they had to be referred for medical treatment by a doctor, hospital or clinic

The results of the investigation to be entered into the Accident/Incident Register listed in above.

The Principal Contractor is responsible for the investigation of all minor and 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 accidents in future.

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



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The RATLOU Municipality reserves the right to hold its own investigation into an incident or call for an independent external investigation.

**C3.4.3.1.4 Operational Control**

**(a) Emergency Preparedness, Contingency Planning and Response**

The Principal Contractor must appoint a competent person to act as Emergency Controller/Coordinator.

The Principal Contractor must conduct an emergency identification exercise and establish what emergencies could possibly develop. He/she must then develop detailed contingency plans and emergency procedures, taking into account any emergency plan that RATLOU Municipality may have in place.

The Principal Contractor and the other Contractors must hold regular practice drills of contingency plans and emergency procedures to test them and familiarise employees with them.

**(b) First Aid (General Safety Regulation 3)**

The Principal Contractor must provide First Aid equipment (including a stretcher) and have qualified First Aider/s as required by General Safety Regulation 3 of the OHS Act.

The Contingency Plan of the Principal Contractor must include the arrangements for speedily and timeously transporting injured/ill person/s to a medical facility or of getting emergency medical aid to person/s that may require it.

The Principal Contractor must have firm arrangements with his other Contractors in place regarding the responsibility of the other Contractors injured/ill employees

**(c) Security**

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 will not be allowed on site unaccompanied.

The Principal Contractor must develop a set of Security rules and procedures and maintain these throughout the construction period

**(d) Fall Protection (Working in Elevated Positions (Construction regulation 8.)**

A pre-emptive Risk Assessment will be required for any work to be carried out above two metres from the ground or any floor level and will be classified as "Work in Elevated Positions".



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As far as is practicable, any person working in an elevated position will work from a platform, ladder or other device that is at least as safe as if he/she is working at ground level and whilst working in this position be wearing a single belt with lanyard that will be worn to prevent the person falling from the platform, ladder or other device utilised. This safety belt will be, as far as is possible, secured to a point away from the edge over which the person might fall and the lanyard must be of such a length that the person will not be able to move over the edge.

Alternatively any platform, slab, deck or surface forming an edge over which a person may fall may be fitted with guard rails at two different heights as prescribed in SABS 085: Code of Practice for the Design, Erection, Use and Inspection of Access Scaffolding.

Where the requirement in is not practicable, the person will be provided with a full bodyharness that will be worn and attached above the wearer's head at all times and the lanyard must be fitted with a shock absorbing device OR the person must be attached to an approved, by RATLOU Municipality, fall arrest system.

Where the requirements are not practicable, a suitable catch net must be erected.

Workers working in elevated positions must be trained to do this safely and without risk to health

Where work on roofs is carried out, the Risk Assessment must take into account the possibility of persons falling through fragile material. Skylights and openings in the roof.



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## **C4 SITE INFORMATION**

### **SITE INFORMATION**

#### **C4.1 LOCALITY PLAN**

The project is located in Setlagole Village which is of RATLOU LOCAL MUNITCIPALITY within the Ngaka Modiri Molema District Municipality of Northwest Province.

##### **1.1 Documentation**

The documentation included in this section describes the site as at the time of tender to enable the Tenderer to price his tender, furthermore to decide upon his method of working and programming and to evaluate his risks.

##### **1.2 Information**

Only actual information about physical conditions of the site and its surroundings (if any available) is included in this Site Information and interpretation thereof is a matter for the Tenderer.

#### **C4.2 SITE INFORMATION**

##### **2.1 Records and Test Results**

##### **2.1.1 Geotechnical report**

To be made available upon request and or to the successful bidder



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## **C5          ANNEXURES**





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**PART C5: ANNEXURES**

C5.1	PRO-FORMA DOCUMENTS .....	C.145
C5.2	GUIDELINES FOR THE IMPLEMENTATION OF LABOUR-INTENSIVE INFRASTRUCTURE PROJECTS UNDER THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP) .....	C.159
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**C5.1 PRO-FORMA DOCUMENTS**

The following is a list of pro-forma documents and examples that are required to be completed by the successful tenderer.

C5.1.1	RETENTION MONEY GUARANTEE PROFORMA.....	C.146
C5.1.2	EXAMPLE OF ABE DECLARATION AFFIDAVIT.....	C.148
C5.1.3	FORM RDP 9(E) : CONTRACT EMPLOYMENT REPORT .....	C.151
C5.1.4	FORM RDP 10(E) : EMPLOYMENT OF SUPERVISORY STAFF REPORT	C.153
C5.1.5	FORM RDP 11(E) : GENERIC TRAINING REPORT .....	C.154
C5.1.6	FORM RDP 12(E) : ENTREPRENEURIAL TRAINING REPORT .....	C.155
C5.1.7	FORM RDP 13(E) : EMPLOYER'S AGENTING TRAINING REPORT .....	C.156
C5.1.8	FORM RDP 14(E) : COMMUNITY LIAISON MEETING REPORT .....	C.157



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**C5.1.1 RETENTION MONEY GUARANTEE PRO-FORMA**

**EXAMPLE**

Ratlou Municipality

Private Bag X 434

Setlagole

1085

FOR INFORMATION ONLY:

This Guarantee is not to  
completed and signed by  
the Guarantor.

A separate form will be  
issued to the successful  
Tenderer

**Notes to Tenderer**

- 1. This pro forma is for information only. The successful tenderer's guarantor will need to reproduce it without amendment, omission or addition for completion and lodgement with the Employer.**
- 2. The tenderer's guarantee will have to be on letterheads indicating the contact details of the guarantor, shareholders/board of directors, guarantee number and the company registration number.**

**CONTRACT No.: NW381/TECH-PMU06/2025/2026**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT THUSONG SERVICE CENTRE**

The guarantee is issued on behalf of .....

Registration No .....

.....

(hereinafter referred to as "the Contractor") in connection with the above mentioned contract  
(hereinafter referred to as "the Contract").

Whereas you have agreed that the Contractor may provide a guarantee in lieu of the retention monies provided for under the Contract.

Now therefore we, the undersigned, being duly authorised to represent the .....

.....

(full name of guarantor) registration number .....

undertake to pay you such amounts as you may from time to time demand from us,  
immediately upon receipt of a written demand from you.



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

1. Each demand shall be in writing and delivered to us at .....such other address as we shall in writing notify to you.
2. Our liability to make the payments herein referred to shall be unconditional and not be affected or diminished by any disputes, claims or counterclaims between you and the Contractor.
3. Our aggregate liability under this guarantee is limited to.....  
(R.....) and is restricted to payment of monies only.
4. This guarantee shall expire on the date on which the last of the retention monies, which but for this guarantee would have been retained by you, becomes payable to the Contractor.
5. This guarantee is neither negotiable nor transferable and must be returned to us against final payment of our aggregate liability or on the date of the expiry of the guarantee in terms of Clause 4 (above), whichever is the earlier.

Signed at.....for                      and                      on                      behalf  
of.....

on this the . .... day of ..... in the year .....

GUARANTOR: .....

AS WITNESS:

1..... 2.....  
.....

NAME(Print): ..... NAME(Print): .....

ADDRESS ..... ADDRESS .....

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



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**C5.1.2 EXAMPLE OF ABE DECLARATION AFFIDAVIT**

(facsimiles will be provided by the Employer to be completed by ABEs)

1. Name of firm : .....
- Postal address : .....
- Telephone no. : .....Fax no .....
- Contact person : .....
- VAT registration no. : .....

2. Type of firm (tick as appropriate)

- Partnership.....
- One person business/sole trader.....
- Close corporation: registration no.....
- Date of registration.....
- Company: registration no.....
- Pty Ltd: registration no.....

3. Principal Business Activities : .....

4. Service/work to be performed on this contract: .....

5. Participation in this contract

- as a Sub-contractor Yes/No
- in a Joint Venture Yes/No
- with main contractor Yes/No
- with a sub-contractor Yes/No

6. List all partners, proprietors and shareholders:

Name	ID. No.	Citizen of RSA Yes/No	PDI status Yes/No	%owned

7. List the last four contracts/assignments completed by your firm. If required, a separate sheet may be used and attached to this page. Reference may be called from the Employers of the projects listed.



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<b>PROJECT AND WORK PERFORMED</b>	<b>EMPLOYER (NAME, ADDRESS, TEL, FAX)</b>	<b>VALUE OF RANDS</b>

**Notes to tenderer:**

Under column 1 state the assignment or contract (eg. Contract XYZ0123):  
Construction of rural roads) and follow this with the work carried out (eg.  
construction of pipe culverts).

Under column 2, if it was a sub-contract give the required details of the employer for the main  
contract and also of the Contractor who employed you.

Under column 3 give the value of the main contract (if any and if known) and also the value of  
the work carried out by you.

**8. Declaration**

I,  
.....  
..., being duly authorised to sign on behalf of the firm, affirm that the PDI equity  
in this business is as stated above and that the information furnished is true  
and correct.  
Signature .....  
  
Name (print).....  
  
Date .....  
  
Signed on behalf of (print name) .....



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Address .....

.....

Telephone no.....

Commissioner of Oath .....

Date .....

**Note: In the case of a Company a certificate of authority for signatory must be provided.**



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**EXAMPLE**

**C5.1.3 FORM RDP 9(E) : CONTRACT EMPLOYMENT REPORT**

**CONTRACT NO.....**

REPORT ON EMPLOYMENT ON THE ABOVE CONTRACT FOR THE MONTH OF 2016									
NAME OF COMPANY OR FIRMAND VENDOR NUMBER	AGE OF COMPANY OR FIRM	EMPLOYMENT GROUP	EMPLOYMENT						
			MALE	FEMALE	TOTAL	PERSON/HOURS			
						MALE	FEMALE	TOTAL	MALE
		Unskilled (US)							
		Semi-Skilled (SS)							
		Skilled (SK)							
		Lab.Tech (LT)							
		Surveyor (SUR)							
		Eng. Tech (ET)							
		Employer's Agent (EN)							





**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

[illegible]



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**EXAMPLE**

**C5.1.4 FORM RDP 10(E) : EMPLOYMENT OF SUPERVISORY STAFF REPORT**

**CONTRACT NO.....**

REPORT ON THE EMPLOYMENT OF SUPERVISORY STAFF ON THE ABOVE CONTRACT FOR THE MONTH OF _____ 2005				
POSITION HELD	NAME	PDI	NON-PDI	TOTAL
Site Agent				
Senior Materials Technician				
Senior Surveyor				
Earthworks Surveyor				
Compaction Supervisor				
Surfacing Supervisor				
Structures Supervisor				
Others: - List				
TOTALS				

**EXAMPLE**



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**C5.1.1.5 FORM RDP 11(E) : GENERIC TRAINING REPORT**

**CONTRACT NO.....**

REPORT ON GENERIC TRAINING ON THE ABOVE CONTRACT FOR THE MONTH OF 2005											
DATES OF TRAINING COURSES		EMPLOYER OF TRAINEE		NAME OF TRAINING INSTITUTE OR IF IN-HOUSE WRITE IH		ATTENDANCES				TOTAL COST OF TRAINING PER TYPE OF TRAINING	
						NUMBER ATTENDING		CERTIFICATES AWARDED			
START	FINISH	NAME	VENDOR NO.	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
						TOTAL					
						TOTAL ALL TRAINEES					

**EXAMPLE**



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**C5.1.6 FORM RDP 12(E) : ENTREPRENEURIAL TRAINING REPORT**

**CONTRACT NO.....**

REPORT ON ENTREPRENEURIAL TRAINING ON THE ABOVE CONTRACT FOR THE MONTH OF 2005											
DATES OF TRAINING COURSES		EMPLOYER OF TRAINEE		NAME OF TRAINING INSTITUTE OR IF IN-HOUSE WRITE IH		ATTENDANCES				TOTAL COST OF TRAINING PER TYPE OF TRAINING	
						NUMBER ATTENDING		CERTIFICATES AWARDED			
START	FINISH	NAME	VENDOR NO.			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE



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**C5.1.7 FORM RDP 13(E) : EMPLOYER'S AGENTING TRAINING REPORT**

**CONTRACT NO.....**

REPORT ON EMPLOYER'S AGENTING TRAINING ON THE ABOVE CONTRACT FOR THE MONTH OF 2005										
DATES OF TRAINING COURSES		EMPLOYER OF TRAINEE		NAME OF TRAINING INSTITUTE OR IF IN-HOUSE WRITE – IH	ATTENDANCES				TOTAL COST OF TRAINING PER TYPE OF TRAINING	
					NUMBER ATTENDING		CERTIFICATES AWARDED			
START	FINISH	NAME	VENDOR NO.		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
				TOTAL						



# APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE

TOTAL ALL TRAINEES		
--------------------	--	--

## EXAMPLE

## C5.1.8 FORM RDP 14(E) : COMMUNITY LIAISON MEETING REPORT

**CONTRACT NO.....**

[illegible]



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[illegible]

**CONTRACT NO.....**

[illegible]



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**C5.2 GUIDELINES FOR THE IMPLEMENTATION OF LABOUR-INTENSIVE INFRASTRUCTURE PROJECTS UNDER THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP)**

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The Expanded Public Works Programme (EPWP) is one of government's short-to-medium term programmes aimed at alleviating and reducing unemployment. The EPWP will achieve this aim through the provision of work opportunities coupled with training. It is a national programme covering all spheres of government and state-owned enterprises (SOE's). President Mbeki formally announced the programme in his State of the Nation Address in February 2003.

Government's medium-to-long term programmes to address unemployment include increasing economic growth, improving skills levels through education and training, and improving the enabling environment for industry to flourish. The EPWP will continue to exist until these medium-to-long term programmes are successful in reducing unemployment.

The programme involves reorientating line function budgets so that government expenditure results in more work opportunities, particularly for unskilled labour. EPWP projects will therefore be funded through the normal budgetary process, through the budgets of line-function departments, provinces and municipalities.

Opportunities for implementing the EPWP have been identified in the infrastructure, environmental, social and economic sectors. In the infrastructure sector the emphasis is on creating additional work opportunities through the introduction of labour-intensive construction methods. Labour-intensive construction methods involve the use of an appropriate mix of labour and machines, with a preference for labour where technically and economically feasible, without compromising the quality of the product.

All public bodies involved in infrastructure provision are expected to attempt to contribute to the programme. As part of this initiative, the national government has through the 2004 Division of Revenue Act placed some additional conditionalities on the Provincial Infrastructure Grant (PIG) and the Municipal Infrastructure Grant (MIG). These additional conditionalities will require provinces and municipalities to use the "Guidelines for the implementation of labour-intensive infrastructure projects under the EPWP" agreed upon between SALGA, National Treasury and the Department of Public Works for identification, design and construction of projects financed through the MIG or PIG. This document contains those guidelines.

International and local experience has shown that, with well-trained supervisory staff and an appropriate employment framework, labour-intensive methods can be used successfully for infrastructure projects involving low-volume roads and sidewalks, stormwater drains, and trenches. On the basis of this experience, and in the context of high levels of unemployment, the national government has decided to require that these infrastructure projects must be carried out labour-intensively.

These guidelines aim to provide provinces and municipalities with the necessary tools to successfully tender these projects as labour-intensive projects. These guidelines have been designed with the aim of minimising the additional work required from provincial and

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municipal officials. The National Department of Public Works is working with the Construction Education and Training Authority (CETA) to develop the capacity of the construction industry to design and manage labour-intensive infrastructure projects successfully.

The guidelines contain sections which should be copied into the relevant parts of the contract documentation for consulting Employer's Agents and contractors. These sections introduce a requirement that certain construction activities must be carried out by hand, under certain conditions. These requirements were formulated on the basis of a thorough review of international and local experience of labour-intensive construction, in order to identify the activities for which it is economically and technically feasible to use labour-intensive methods. The guidelines therefore conform to the Public Finance Management Act requirement for assessing the cost-effectiveness of capital projects. The normal tender evaluation processes are followed under these guidelines, and it is not necessary to apply any special additional preferences for employment creation.

The guidelines include the contents of the Code of Good Practice for Special Public Works Programmes, which has been gazetted by the Department of Labour, and which provides for special conditions of employment for these EPWP projects. In terms of the Code of Good Practice, the workers on these projects are entitled to formal training, which will be provided by training providers appointed (and funded) by the Department of Labour. For projects of up to six months in duration, this training will cover life-skills and information about other education, training, and employment opportunities.

In order to develop the capacity of the construction industry to manage labour-intensive projects, these guidelines also include an eligibility requirement for the appointment of contractors and consulting Employer's Agents, i.e. that their key staff involved in the project must undergo special NQF-accredited training programmes in labour-intensive construction.

As an additional means of addressing the capacity in the labour-intensive construction sector, DPW together with the CETA has established a labour intensive contractor learnership programme. The aim of this learnership programme is to produce small contractors qualified to execute work in accordance with these guidelines. The CETA is paying for the classroom training of these contractors.

As part of this learnership programme, learner contractors need to execute projects to gain practical experience. Partnering provinces and municipalities may allocate projects identified and designed using these guidelines to the learner contractors on a negotiated price basis.

An electronic version of these guidelines and electronic copies of the following documents can be obtained on the enclosed CD ROM or downloaded from [www.publicworks.gov.za](http://www.publicworks.gov.za).

- Code of Good Practice for Employment and Conditions of Work for Special Public Works Programmes
- Ministerial Determination, Special Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government



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Notice N° R63 of 25 January 2002

- Government Gazette (DORA 2004 with MIG and PIG Conditions)
- Documents relating on the Labour-Intensive Contractor Learnership Programme



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### APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE

#### Terminology

**By hand:** refers to the use of tools which are manually operated and powered

**Form of contract:** refers to a document (conditions of contract) published by industry which establishes the risks, liabilities and obligations of the contracting parties and the procedures for the administration of the contract.

**Labour-intensive:** refers to methods of construction involving a mix of machines and labour, where labour, utilising hand tools and light plant and equipment, is preferred to the use of heavy machines, where technically and economically feasible.

(Note: The normal emphasis on the cost-effectiveness and quality of the asset must be retained.)

**Public body:** refers to a department, trading entity, constitutional institution, municipality, public entity or municipal entity

**Scope of work:** refers to a specification and description of the services or construction works which are to be provided and any other requirements and constraints relating to the manner in which the contract is to be performed

#### Abbreviations

**CETA:** Construction Education and Training Authority

**CIDB:** Construction Industry Development Board

**ECSA:** Employer's Agenting Council of South Africa

**EPWP:** Expanded Public Works Programme

**FIDIC:** French acronym for the International Federation of Consulting Employer's Agents

**NEC:** New Employer's Agenting Contract

**NQF:** National Qualifications Framework

**SANS:** South African National Standard

**SPWP:** Special Public Works Programme



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**APPOINTMENT OF A SERVICE PROVIDER FOR THE CONSTRUCTION OF A LISENCE TESTING GROUND AT SETLAGOLE THUSONG SERVICE CENTRE**

**1 INTRODUCTION**

Labour-intensive infrastructure projects under the EPWP include:

- using labour-intensive construction methods to provide employment opportunities to local unemployed people;
- providing training or skills development to those locally employed workers;
- building cost-effective and quality assets.

This document is a guiding framework for the implementation of labour-intensive projects under the Expanded Public Works Programme. It provides the means by which labour-intensive works can be implemented under the most commonly encountered delivery model, namely design by employer (i.e. the model in which the contractor undertakes construction on the basis of full designs issued by the employer.) It also assumes that the public body will appoint a consultant to design the works and to administer the contract. Adjustments to the text of this document will be necessary to accommodate other delivery models. Where no consultants are appointed, the staff of the public body needs to perform the activities assigned to consultants in this document.

The document in addition provides guidance on the:

- identification of suitable projects;
- appropriate design for labour-intensive construction;
- the specification of labour-intensive works; and
- the compilation of contract documentation for labour-intensive projects.

Specific direction is given regarding contract clauses which must be included to amend or augment standard documentation, in order to implement labour-intensive projects.

These guidelines do not have to be applied to projects for which planning had already commenced before the beginning of the 2004-2005 financial year, as it might require too many changes to existing designs or tender documentation. However, these guidelines must be applied to all relevant projects for which the design process commences after the beginning of the 2004-2005 financial year.

Appendix A provides sources of additional information.

The employment of locally employed temporary workers on all EPWP labour-intensive infrastructure projects must be in accordance with the Code of Good Practice for Employment and Conditions of Work for Special Public Works Programmes issued in terms of the Basic Conditions of Employment Act, 1997 (Act N° 75 of 1997) and promulgated in Government Gazettes Notice N° P64 of 25 January 2002. The requirements of this Code have been included in this Guidelines document. However, reference should be made to the full text of the Code of Good Practice and the related Ministerial Determination.

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The public body must implement the following types of civil infrastructure projects labour-intensively, in accordance with these guidelines:

- low-volume roads (typically less than 500 vehicles per day) and sidewalks;
- stormwater drainage; and
- trenching;

where such projects contain a significant amount of the construction activities for which the use of labour is specified in the Generic Labour-Intensive Specification in section 3.3.3 below, i.e. excavation, loading, short-distance hauling, offloading, spreading, grassing, and stone-pitching.

There is also potential for additional employment creation in other types of infrastructure and building (see Annexure B). Public bodies are also encouraged to create additional work opportunities in these projects. These guidelines may be used for other labour-intensive projects other than those types of civil infrastructure projects specified above, as long as such projects involve a significant substitution of labour for machines.

The public body must be satisfied that sufficient local labour (willing to work) is available for the project, before proceeding with the project as a labour-intensive project.

The public body is encouraged to send its relevant managers on the applicable skills programmes in labour-intensive construction (See Appendix D).

As mentioned in section 1 of these guidelines above, these guidelines do not have to be applied to projects for which planning had already commenced before the beginning of the 2004-2005 financial year, to avoid reworking existing designs or tender documentation.

**2.2 Setting of rate of pay**

In accordance with the Code of Good Practice for Employment and Conditions of Work for Special Public Works Programmes (clause 10.4), the public body must set a rate of pay (task-rate) for workers to be employed on the labour-intensive projects.

Clause 10.4 requires that the following should be considered when setting rates of pay for workers:

*10.4.1 The rate set should take into account wages paid for comparable unskilled work in the local area per sector, if necessary.*

*10.4.2 The rate should be an appropriate wage to offer an incentive for work, to reward effort provided and to ensure a reasonable quality of work. It should not be more than*



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*the average local rate to ensure people are not recruited away from other employment and jobs with longer-term prospects.*

*10.4.3 Men, women, disabled persons and the aged must receive the same pay for work of equal value.*

#### **2.3 Appointment of consulting Employer's Agents and contractors**

The public body must ensure that:

- i) the design of the labour-intensive works by consultants is overseen by persons in their employ who have completed the necessary skills training (see Appendix D);
- ii) works contracts are administered by persons in the employ of consultants who have completed the necessary skills training (see Appendix D); and
- ii) works contracts are awarded to contractors who have in their employ managers who have completed the necessary skills training (see Appendix D).

As a concession up to 30 June 2007, persons identified in Appendix D who have not completed the requisite skills training need only to be registered on the relevant skills programmes.

## **3 CONTRACT DOCUMENTATION FOR CONSULTING EMPLOYER'S AGENTS AND CONTRACTORS FOR LABOUR-INTENSIVE CONSTRUCTION PROJECTS**

### **3.1 General**

All standard forms of contract applicable in South Africa (see Appendix C) may be used for labour-intensive projects. It is not necessary to create special new forms of contract or to amend existing forms to implement labour-based works.

Requirements for labour-intensive works need, however, to be established in the scope of work / specifications / schedules / works information / scope of services / scope associated with a contract for both consultants and contractors.

Each standard form of contract uses different terms to describe the parties to the contract and to establish requirements for the works (see Appendix C). These guidelines use the terms employer and contractor for the parties engaged in construction works, client and consultant for the parties engaged in professional service contracts and scope of work for requirements in both professional service and construction contracts. The terms used in the text in boxes may have to be adjusted to reflect the terms used in the particular standard form of contract.

### **3.2 Contract Documentation for Consulting Employer's Agenting Services**



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The scope of work must establish the manner in which the consultant is to provide the consulting Employer's Agenting services associated with labour-intensive works.

**The following must be included in the scope of work in the contract of employment with a Consulting Employer's Agent:****General**

The services shall be provided in accordance with the provisions of the Guideline Scope of Service and Tariff of Fees for Persons Registered in terms of the Employer's Agenting Professions Act published by the Employer's Agenting Council of South Africa in terms of Board Notice No 18 of 2003 in Government Gazette No 24938, 28 February 2003).

**Labour-intensive works**

1. The Consultant shall not perform any significant portion of a project involving labour-intensive works under the direction of a staff member who has not completed, or, for the period 1 April 2004 to 30 July 2005, is not registered for training towards, the NQF level 7 unit standard "Develop and Promote Labour Intensive Construction Strategies" (Details of this skills programmes may be obtained from the CETA ETQA manager (e-mail:gerard@ceta.co.za, tel: 011-265 5900).
2. The staff member of the consultant who is responsible for the administration of any works contract involving labour-intensive works must have completed or, for the period 1 April 2004 to 30 July 2005, be registered for training towards, the NQF level 5 unit standard "Manage Labour-Intensive Construction Projects" (Details of this skills programmes may be obtained from the CETA ETQA manager (e-mail:gerard@ceta.co.za , tel: 011-265 5900).
3. The Consultant must provide the Client with satisfactory evidence that staff members satisfy the requirements of 1 and 2.
4. The Consultant must design and implement the construction works in accordance with the Guidelines for the Implementation of the Labour-Intensive Projects under the Expanded Public Works Programme (the Guidelines) published by the national Department of Public Works.
5. The Consultant shall for monitoring purposes, transmit to the Client data obtained from the contractor on the number of people employed, broken down into the amounts spent on women, youth, and persons with disability on the project, the number of person days of employment created and the number of days of formal training provided.
6. All services relating to the implementation of the works which are to be provided in terms of the Guidelines are normal services in terms of ECSA's Board Notice No 18 of 2003. Any changes in the design of the works to incorporate labour intensive works shall not constitute a change in scope or an additional service.



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7. The Consultant shall certify that the works have been completed in accordance with the requirements of the Guidelines and the Contract:
- a) whenever a payment certificate is presented to the Client for payment; and
  - b) immediately after the issuing of a practical completion certificate that signifies that the whole of the works have reached a state of readiness for occupation or use for the purposes intended although some minor work may be outstanding.

**3.3 Contract Documentation for the Works****3.3.1 Conditions of tender**

Public bodies must only award contracts to contractors who have suitably qualified senior and middle supervisory staff to supervise the labour-intensive works. Tenderers must be made aware of this requirement in tender documents. Those responsible for evaluating tenders must confirm that the contractor has such staff available for the contract during the tender evaluation process.

**The following must be included in the tender data / conditions of tender in the contract with the Employer:**

**Eligibility requirements**

A contract will only be entered into with a tenderer who has in his employ management and supervisory staff satisfying the requirements of the scope of work for labour intensive competencies for supervisory and management staff.

**Information to be submitted with the tender**

The tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the labour-intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.

**3.3.2 Conditions of contract**

As mentioned in 3.1, any standard form of contract for construction works may be used for labour-intensive projects (see Appendix C). These forms of contract must not, however, be amended or varied to alter the obligations, liabilities or rights of the employer, representative of the employer (Employer's Agent / principal agent / agent / project manager) or contractor where a project manager, materials manager, trainer, mentor or any other person is appointed to support the Contractor.

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**The following must be included in the contract data / special conditions of contract in the contract with the Employer:**

**Payment for the labour-intensive component of the works**

Payment for works identified in the Scope of Work as being labour-intensive shall only be made in accordance with the provisions of the Contract if the works are constructed strictly in accordance with the provisions of the scope of work. Any non-payment for such works shall not relieve the Contractor in any way from his obligations either in contract or in delict.

**Applicable labour laws**

The Ministerial Determination, Special Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government Notice N° R63 of 25 January 2002, as reproduced below, shall apply to works described in the scope of work as being labour intensive and which are undertaken by unskilled or semi-skilled workers.

**1 Introduction**

1.1 This document contains the standard terms and conditions for workers employed in elementary occupations on a Special Public Works Programme (SPWP). These terms and conditions do NOT apply to persons employed in the supervision and management of a SPWP.

1.2 In this document –

- (a) “department” means any department of the State, implementing agent or contractor;
- (b) “employer” means any department, implementing agency or contractor that hires workers to work in elementary occupations on a SPWP;
- (c) “worker” means any person working in an elementary occupation on a SPWP;
- (d) “elementary occupation” means any occupation involving unskilled or semi-skilled work;
- (e) “management” means any person employed by a department or implementing agency to administer or execute an SPWP;
- (f) “task” means a fixed quantity of work;
- (g) “task-based work” means work in which a worker is paid a fixed rate for performing a task;
- (h) “task-rated worker” means a worker paid on the basis of the number of tasks completed;
- (i) “time-rated worker” means a worker paid on the basis of the length of time worked.

**2 Terms of Work**

2.1 Workers on a SPWP are employed on a temporary basis.

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2.2 A worker may NOT be employed for longer than 24 months in any five-year cycle on a SPWP.

2.3 Employment on a SPWP does not qualify as employment as a contributor for the purposes of the Unemployment Insurance Act 30 of 1966.

**3 Normal Hours of Work**

3.1 An employer may not set tasks or hours of work that require a worker to work—

- (a) more than forty hours in any week
- (b) on more than five days in any week; and
- (c) for more than eight hours on any day.

3.2 An employer and worker may agree that a worker will work four days per week. The worker may then work up to ten hours per day.

3.3 A task-rated worker may not work more than a total of 55 hours in any week to complete the tasks allocated (based on a 40-hour week) to that worker.

**4 Meal Breaks**

4.1 A worker may not work for more than five hours without taking a meal break of at least thirty minutes duration.

4.2 An employer and worker may agree on longer meal breaks.

4.3 A worker may not work during a meal break. However, an employer may require a worker to perform duties during a meal break if those duties cannot be left unattended and cannot be performed by another worker. An employer must take reasonable steps to ensure that a worker is relieved of his or her duties during the meal break.

4.4 A worker is not entitled to payment for the period of a meal break. However, a worker who is paid on the basis of time worked must be paid if the worker is required to work or to be available for work during the meal break.

**5 Special Conditions for Security Guards**

5.1 A security guard may work up to 55 hours per week and up to eleven hours per day.

5.2 A security guard who works more than ten hours per day must have a meal break of at least one hour or two breaks of at least 30 minutes each.

**6 Daily Rest Period**

Every worker is entitled to a daily rest period of at least eight consecutive hours. The daily rest period is measured from the time the worker ends work on one day until the time the worker starts work on the next day.

**7 Weekly Rest Period**

Every worker must have two days off every week. A worker may only work on their day off to

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perform work which must be done without delay and cannot be performed by workers during their ordinary hours of work ("emergency work").

**8 Work on Sundays and Public Holidays**

8.1 A worker may only work on a Sunday or public holiday to perform emergency or security work.

8.2 Work on Sundays is paid at the ordinary rate of pay.

8.3 A task-rated worker who works on a public holiday must be paid –

- (a) the worker's daily task rate, if the worker works for less than four hours;
- (b) double the worker's daily task rate, if the worker works for more than four hours.

8.4 A time-rated worker who works on a public holiday must be paid –

- (a) the worker's daily rate of pay, if the worker works for less than four hours on the public holiday;
- (b) double the worker's daily rate of pay, if the worker works for more than four hours on the public holiday

**9 Sick Leave**

9.1 Only workers who work four or more days per week have the right to claim sick-pay in terms of this clause.

9.2 A worker who is unable to work on account of illness or injury is entitled to claim one day's paid sick leave for every full month that the worker has worked in terms of a contract.

9.3 A worker may accumulate a maximum of twelve days' sick leave in a year.

9.4 Accumulated sick-leave may not be transferred from one contract to another contract.

9.5 An employer must pay a task-rated worker the worker's daily task rate for a day's sick leave.

9.6 An employer must pay a time-rated worker the worker's daily rate of pay for a day's sick leave.

9.7 An employer must pay a worker sick pay on the worker's usual payday.

9.8 Before paying sick-pay, an employer may require a worker to produce a certificate stating that the worker was unable to work on account of sickness or injury if the worker is –

- (a) absent from work for more than two consecutive days; or
- (b) absent from work on more than two occasions in any eight-week period.

9.9 A medical certificate must be issued and signed by a medical practitioner, a qualified nurse or a clinic staff member authorised to issue medical certificates indicating the duration and reason for incapacity.

9.10 A worker is not entitled to paid sick-leave for a work-related injury or occupational

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disease for which the worker can claim compensation under the Compensation for Occupational Injuries and Diseases Act.

**10 Maternity Leave**

10.1 A worker may take up to four consecutive months' unpaid maternity leave.

10.2 A worker is not entitled to any payment or employment-related benefits during maternity leave.

10.3 A worker must give her employer reasonable notice of when she will start maternity leave and when she will return to work.

10.4 A worker is not required to take the full period of maternity leave. However, a worker may not work for four weeks before the expected date of birth of her child or for six weeks after the birth of her child, unless a medical practitioner, midwife or qualified nurse certifies that she is fit to do so.

10.5 A worker may begin maternity leave –

(a) four weeks before the expected date of birth; or

(b) on an earlier date –

(i) if a medical practitioner, midwife or certified nurse certifies that it is necessary for the health of the worker or that of her unborn child; or

(ii) if agreed to between employer and worker; or

(c) on a later date, if a medical practitioner, midwife or certified nurse has certified that the worker is able to continue to work without endangering her health.

10.6 A worker who has a miscarriage during the third trimester of pregnancy or bears a stillborn child may take maternity leave for up to six weeks after the miscarriage or stillbirth.

10.7 A worker who returns to work after maternity leave, has the right to start a new cycle of twenty-four months employment, unless the SPWP on which she was employed has ended.

**11 Family responsibility leave**

11.1 Workers, who work for at least four days per week, are entitled to three days paid family responsibility leave each year in the following circumstances -

(a) when the employee's child is born;

(b) when the employee's child is sick;

(c) in the event of a death of –

(i) the employee's spouse or life partner;

(ii) the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

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**12 Statement of Conditions**

12.1 An employer must give a worker a statement containing the following details at the start of employment –

- (a) the employer's name and address and the name of the SPWP;
- (b) the tasks or job that the worker is to perform; and
- (c) the period for which the worker is hired or, if this is not certain, the expected duration of the contract;
- (d) the worker's rate of pay and how this is to be calculated;
- (e) the training that the worker will receive during the SPWP.

12.2 An employer must ensure that these terms are explained in a suitable language to any employee who is unable to read the statement.

12.3 An employer must supply each worker with a copy of these conditions of employment.

**13 Keeping Records**

13.1 Every employer must keep a written record of at least the following –

- (a) the worker's name and position;
- (b) in the case of a task-rated worker, the number of tasks completed by the worker;
- (c) in the case of a time-rated worker, the time worked by the worker;
- (d) payments made to each worker.

13.2 The employer must keep this record for a period of at least three years after the completion of the SPWP.

**14 Payment**

14.1 An employer must pay all wages at least monthly in cash or by cheque or into a bank account.

14.2 A task-rated worker will only be paid for tasks that have been completed.

14.3 An employer must pay a task-rated worker within five weeks of the work being completed and the work having been approved by the manager or the contractor having submitted an invoice to the employer.

14.4 A time-rated worker will be paid at the end of each month.

14.5 Payment must be made in cash, by cheque or by direct deposit into a bank account

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designated by the worker.

14.6 Payment in cash or by cheque must take place –

- (a) at the workplace or at a place agreed to by the worker;
- (b) during the worker's working hours or within fifteen minutes of the start or finish of work;
- (c) in a sealed envelope which becomes the property of the worker.

14.7 An employer must give a worker the following information in writing –

- (a) the period for which payment is made;
- (b) the numbers of tasks completed or hours worked;
- (c) the worker's earnings;
- (d) any money deducted from the payment;
- (e) the actual amount paid to the worker.

14.8 If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it 14.9 If a worker's employment is terminated, the employer must pay all monies owing to that worker within one month of the termination of employment.

**15 Deductions**

15.1 An employer may not deduct money from a worker's payment unless the deduction is required in terms of a law.

15.2 An employer must deduct and pay to the SA Revenue Services any income tax that the worker is required to pay.

15.3 An employer who deducts money from a worker's pay for payment to another person must pay the money to that person within the time period and other requirements specified in the agreement law, court order or arbitration award concerned.

15.4 An employer may not require or allow a worker to –

- (a) repay any payment except an overpayment previously made by the employer by mistake;
- (b) state that the worker received a greater amount of money than the employer actually paid to the worker; or
- (c) pay the employer or any other person for having been employed.

**16 Health and Safety**

16.1 Employers must take all reasonable steps to ensure that the working environment is healthy and safe.



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16.2 A worker must –

- (a) work in a way that does not endanger his/her health and safety or that of any other person;
- (b) obey any health and safety instruction;
- (c) obey all health and safety rules of the SPWP;
- (d) use any personal protective equipment or clothing issued by the employer;
- (e) report any accident, near-miss incident or dangerous behaviour by another person to their employer or manager.

**17 Compensation for Injuries and Diseases**

17.1 It is the responsibility of the employers (other than a contractor) to arrange for all persons employed on a SPWP to be covered in terms of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993.

17.2 A worker must report any work-related injury or occupational disease to their employer or manager.

17.3 The employer must report the accident or disease to the Compensation Commissioner.

17.4 An employer must pay a worker who is unable to work because of an injury caused by an accident at work 75% of their earnings for up to three months. The employer will be refunded this amount by the Compensation Commissioner. This does NOT apply to injuries caused by accidents outside the workplace such as road accidents or accidents at home.

**18 Termination**

18.1 The employer may terminate the employment of a worker for good cause after following a fair procedure.

18.2 A worker will not receive severance pay on termination.

18.3 A worker is not required to give notice to terminate employment. However, a worker who wishes to resign should advise the employer in advance to allow the employer to find a replacement.

18.4 A worker who is absent for more than three consecutive days without informing the employer of an intention to return to work will have terminated the contract. However, the worker may be re-engaged if a position becomes available for the balance of the 24-month period.

18.5 A worker who does not attend required training events, without good reason, will have





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terminated the contract. However, the worker may be re-engaged if a position becomes available for the balance of the 24-month period.

**19 Certificate of Service**

19.1 On termination of employment, a worker is entitled to a certificate stating –

- (a) the worker's full name;
- (b) the name and address of the employer;
- (c) the SPWP on which the worker worked;
- (d) the work performed by the worker;
- (e) any training received by the worker as part of the SPWP;
- (f) the period for which the worker worked on the SPWP;
- (g) any other information agreed on by the employer and worker.

**3.3.3 Scope of work**

Standard specifications (those normally used by the public bodies) are to be utilised. It is necessary, however, to include certain requirements in the scope of work to implement labour-intensive works in accordance with the provisions of these Guidelines.



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The following wording, as appropriate, must be included in the scope of work in the contract with the contractor

#### DESCRIPTION OF THE WORKS

##### Employer's objectives

The employer's objectives are to deliver public infrastructure using labour-intensive methods Labour-intensive works.

Labour-intensive works comprise the activities described in the Labour-Intensive Specification. Such works shall be constructed using local workers who are temporarily employed in terms of this scope of work.

#### LABOUR-INTENSIVE COMPETENCIES OF SUPERVISORY AND MANAGEMENT STAFF

Established contractors shall only engage supervisory and management staff in labour intensive works who have either completed, or for the period 1 April 2004 to 30 June 2005, are registered for training towards, the skills programme outlined in Table 1.

Emerging contractors shall have personally completed, or for the period 1 April 2004 to 30 June 2005 be registered on a skills programme for the NQF level 2 unit standard. All other site supervisory staff in the employ of emerging contractors must have completed, or for the period 1 April 2004 to 30 June 2005 be registered on a skills programme for, the NQF level 2 unit standards or NQF level 4 unit standards.

**Table 1: Skills programme for supervisory and management staff**

Personnel	NQF level	Unit standard titles	Skills programme description
Team leader/ supervisor	2	Apply Labour-Intensive Construction Systems and Techniques to Work Activities	This unit standard must be completed, and
		Use Labour-Intensive Construction Methods to Construct and Maintain Roads and Stormwater Drainage	any one of these 3 unit standards
		Use Labour-Intensive Construction Methods to Construct and Maintain Water and Sanitation Services	
		Use Labour-Intensive Construction Methods to Construct, Repair and Maintain Structures	
Foreman/supervisor	4	Implement Labour-Intensive Construction	This unit standard must



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		Systems and Techniques	be completed, <b>and</b>
		Use Labour-Intensive Construction Methods to Construct and Maintain Roads and Stormwater Drainage	any one of these 3 unit standards
		Use Labour-Intensive Construction Methods to Construct and Maintain Water and Sanitation Services	
		Use Labour-Intensive Construction Methods to Construct, Repair and Maintain Structures	
Site Agent/Manager (i.e the contractor's most senior representative that is resident on the site)	5	Manage Labour-Intensive Construction Processes	Skills Programme against this single unit standard

Details of these skills programmes may be obtained from the CETA ETQA manager (e-mail: gerard@ceta.co.za , tel: 011-265 5900)

### EMPLOYMENT OF UNSKILLED AND SEMI-SKILLED WORKERS IN LABOUR INTENSIVE WORKS

#### 1.1 Requirements for the sourcing and engagement of labour.

1.1.1 Unskilled and semi-skilled labour required for the execution of all labour-intensive works shall be engaged strictly in accordance with prevailing legislation and SANS 1914-5, Participation of Targeted Labour.

1.1.2 The rate of pay set for the SPWP is R ..... per task or per day.

*(Insert value determined by public body in terms of clause 2.2 of these Guidelines)*

1.1.3 Tasks established by the contractor must be such that:

- a) the average worker completes 5 tasks per week in 40 hours or less; and
- b) the weakest worker completes 5 tasks per week in 55 hours or less.

1.1.4 The contractor must revise the time taken to complete a task whenever it is established that the time taken to complete a weekly task is not within the requirements of

1.1.5 The Contractor shall, through all available community structures, inform the local community of the labour-intensive works and the employment opportunities presented thereby. Preference must be given to people with previous practical experience in construction and / or who come from households:

- a) where the head of the household has less than a primary school education;
- b) that have less than one full time person earning an income;
- c) where subsistence agriculture is the source of income.

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d) those who are not in receipt of any social security pension income

1.1.6 The Contractor shall endeavour to ensure that the expenditure on the employment of temporary workers is in the following proportions:

- a) 60 % women;
- b) 20% youth who are between the ages of 18 and 25; and
- c) 2% on persons with disabilities.

**1.2 Specific provisions pertaining to SANS 1914-5****1.2.1 Definitions**

**Targeted labour:** Unemployed persons who are employed as local labour on the project.

**1.2.3 Contract participation goals**

1.2.3.1 There is no specified contract participation goal for the contract. The contract participation goal shall be measured in the performance of the contract to enable the employment provided to targeted labour to be quantified.

1.2.3.2 The wages and allowances used to calculate the contract participation goal shall, with respect to both time-rated and task rated workers, comprise all wages paid and any training allowance paid in respect of agreed training programmes.

**1.2.4 Terms and conditions for the engagement of targeted labour**

Further to the provisions of clause 3.3.2 of SANS 1914-5, written contracts shall be entered into with targeted labour.

**1.2.5 Variations to SANS 1914-5**

1.2.5.1 The definition for net amount shall be amended as follows:

Financial value of the contract upon completion, exclusive of any value added tax or sales tax which the law requires the employer to pay the contractor.

1.2.5.2 The schedule referred to in 5.2 shall in addition reflect the status of targeted labour as women, youth and persons with disabilities and the number of days of formal training provided to targeted labour.

**1.3 Training of targeted labour**

1.3.1 The contractor shall provide all the necessary on-the-job training to targeted labour to enable such labour to master the basic work techniques required to undertake the work in accordance with the requirements of the contract in a manner that does not compromise worker health and safety.

1.3.2 The cost of the formal training of targeted labour, will be funded by the local office of the Department of Labour. This training will take place as close to the project site as practically

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possible. The contractor must access this training by informing the relevant regional office of the Department of Labour in writing, within 14 days of being awarded the contract, of the likely number of persons that will undergo training and when such training is required. The Employer and the Department of Public Works (Fax: 012 3258625/ EPWP Unit, Private Bag X65, Pretoria 0001) must be furnished with a copy of this request.

1.3.3 The contractor shall do nothing to dissuade targeted labour from participating in training programmes and shall take all reasonable steps to ensure that each beneficiary is provided with two days of formal training for every 22 days worked.

1.3.4 An allowance equal to 100% of the task rate or daily rate shall be paid by the contractor to workers who attend formal training, in terms of 1.3.3 above.

1.3.5 Proof of compliance with the requirements of 1.3.2 to 1.3.4 must be provided by the Contractor to the Employer prior to submission of the final payment certificate.

**GENERIC LABOUR-INTENSIVE SPECIFICATION**

**(This specification must be incorporated in the Scope of Works without amendment or modification. When SANS 1921-5, *Construction and management requirements for works contracts Part 5: Earthworks activities which are to be performed by hand*, is published, the earthworks portions of this generic specification must be replaced with a reference to SANS 1921-5 and its associated specification data)**

**Scope**

This specification establishes general requirements for activities which are to be executed by hand involving the following:

- a) trenches having a depth of less than 1.5 metres
- b) stormwater drainage
- c) low-volume roads and sidewalks

**Precedence**

Where this specification is in conflict with any other standard or specification referred to in the Scope of Works to this Contract, the requirements of this specification shall prevail.

**Hand excavatable material**

Hand excavatable material is material:

- a) **granular materials:**
  - i) whose consistency when profiled may in terms of table 1 be classified as very loose, loose, medium dense, or dense; or
  - ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 15 blows of a dynamic cone penetrometer is required to penetrate 100mm;

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### b) cohesive materials:

i) whose consistency when profiled may in terms of table 1 be classified as very soft, soft, firm, stiff and stiff / very stiff; or

ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 8 blows of a dynamic cone penetrometer is required to penetrate 100mm;

Note: 1) A boulder, a cobble and gravel is material with a particle size greater than 200mm, between 60 and 200mm.

2) A dynamic cone penetrometer is an instrument used to measure the insitu shear resistance of a soil comprising a drop weight of approximately 10 kg which falls through a height of 400mm and drives a cone having a maximum diameter of 20mm (cone angle of 60° with respect to the horizontal) into the material being used.

**Table 1: Consistency of materials when profiled**

GRANULAR MATERIALS		COHESIVE MATERIALS	
Consistency	Description	Consistency	Description
Very loose	Crumbles very easily when scraped with a geological pick.	Very soft	Geological pick head can easily be pushed in as far as the shaft of the handle.
Loose	Small resistance to penetration by sharp end of a geological pick.	Soft	Easily dented by thumb; sharp end of a geological pick can be pushed in 30-40 mm; can be moulded by fingers with some pressure.
Medium dense	Considerable resistance to penetration by sharp end of a geological pick.	Firm	Indented by thumb with effort; sharp end of geological pick can be pushed in up to 10 mm; very difficult to mould with fingers; can just be penetrated with an ordinary hand spade.
Dense	Very high resistance to penetration by the sharp end of geological pick; requires many blows for	Stiff	Can be indented by thumb-nail; slight indentation produced by pushing geological pick point into soil;

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	excavation.		cannot be moulded by fingers.
Very dense	High resistance to repeated blows of a geological pick.	Very stiff	Indented by thumb-nail with difficulty; slight indentation produced by blow of a geological pick point.

**Trench excavation**

All hand excavatable material in trenches having a depth of less than 1,5 metres shall be excavated by hand.

**Compaction of backfilling to trenches (areas not subject to traffic)**

Backfilling to trenches shall be placed in layers of thickness (before compaction) not exceeding 100mm. Each layer shall be compacted using hand stampers a) to 90% Proctor density;

b) such that in excess of 5 blows of a dynamic cone penetrometer (DCP) is required to penetrate 100 mm of the backfill, provided that backfill does not comprise more than 10% gravel of size less than 10mm and contains no isolated boulders, or

c) such that the density of the compacted trench backfill is not less than that of the surrounding undisturbed soil when tested comparatively with a DCP.

**Excavation**

All hand excavatable material including topsoil classified as hand excavatable shall be excavated by hand. Harder material may be loosened by mechanical means prior to excavation by hand.

The excavation of any material which presents the possibility of danger or injury to workers shall not be excavated by hand.

**Clearing and grubbing**

Grass and small bushes shall be cleared by hand.

**Shaping**

All shaping shall be undertaken by hand.

**Loading**

All loading shall be done by hand, regardless of the method of haulage.

**Haul**



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Excavation material shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150 m.

**Offloading**

All material, however transported, is to be off-loaded by hand, unless tipper-trucks are utilised for haulage.

**Spreading**

All material shall be spread by hand.

**Compaction**

Small areas may be compacted by hand provided that the specified compaction is achieved.

**Grassing**

All grassing shall be undertaken by sprigging, sodding, or seeding by hand.

**Stone pitching and rubble concrete masonry**

All stone required for stone pitching and rubble concrete masonry, whether grouted or dry, must be collected, loaded, off loaded and placed by hand.

Sand and stone shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150m.

Grout shall be mixed and placed by hand.

**Manufactured Elements**

Elements manufactured or designed by the Contractor, such as manhole rings and cover slabs, precast concrete planks and pipes, masonry units and edge beams shall not individually, have a mass of more than 320kg. In addition, the items shall be large enough so that four workers can conveniently and simultaneously acquire a proper handhold on them.



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Labour-intensive works must be highlighted in the schedules / bills of quantities for the payment items relating to labour-intensive works.

**The following wording, as appropriate, may be included in the preamble or pricing instructions to the schedules / bills of quantities in the contract with the contractor:**

1 Those parts of the contract to be constructed using labour-intensive methods have been marked in the bill of quantities with the letters LI in a separate column filled in against every item so designated. The works, or parts of the works so designated are to be constructed using labour-intensive methods only. The use of plant to provide such works, other than plant specifically provided for in the scope of work, is a variation to the contract. The items marked with the letters LI are not necessarily an exhaustive list of all the activities which must be done by hand, and this clause does not over-ride any of the requirements in the generic labour intensive specification in the Scope of Works.

2 Payment for items which are designated to be constructed labour-intensively (either

in this schedule or in the Scope of Works) will not be made unless they are constructed using labour-intensive methods. Any unauthorised use of plant to carry out work which was to be done labour-intensively will not be condoned and any works so constructed will not be certified for payment.

The following payment items should be included in the bill of quantities:

Item	Description	Unit	Quantity	Rate	Amount
	Training allowance paid to targeted labour in terms of formal training	Person days	(insert quantity)	(insert specified day rate)	
	Extra over for the administration of payment of training allowances to targeted labour	Person days	(as above)		
	Transport and accommodation of workers for training where it is not possible to undertake the training in close proximity to the site. (Provisional sum)	Sum	(insert provisional sum)		



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**4 DESIGN CHECKLIST**

Cognisance of the following should be taken in the design of labour-intensive works:

1. Earthworks must be designed taking consideration of the method of construction, namely labour intensive.
2. Vertical and horizontal alignment of the works (roads, trenches, pipelines and stormwater channels) should be such to optimise cut and fill, minimise deep or hard excavation or areas requiring specialist Employer's Agenting input for example dewatering or specialist ground stabilisation.
3. During the design of gravel roads, suitable construction material should be sourced in close proximity to the site of the Works.
4. Drawings must be produced and presented in a clear, easily understandable way. Where setting out information is provided in the form of coordinates it should be backed up with methods, not relying on sophisticated surveying instruments, such as offsets measurable will the use of a standard tape. Where possible and appropriate drawings should be produced using a background of ortho photos to provide for easily identification of surrounding features.
5. Except in special circumstances, drawings should be produced in a form that is easily readable in A3 format.
6. Where the haul distance is greater than 150m, and less than 5000m, the use of small volume local transport, particularly using animal-drawn vehicles should be considered.
7. Excavation in material which may constitute a safety hazard for workers must be excluded.
8. All pre-manufactured materials which are incorporated into the Works must be sized such that the mass of individual elements does not exceed 320kg.
9. Hazardous material such as lime or harmful chemical stabilising agents must not be included in the Works.
10. Stone masonry and grouted stone pitching should be included wherever suitable material is available to the exclusion of pre-cast or cast in situ concrete stormwater structures.
11. Where compaction of road layer works is required, it must be carried out using conventional compaction equipment (mechanised pedestrian rollers where possible). Compaction of small areas and in trenches may be carried out using hand stampers.
12. Consideration must be given to alternative design of trenches for gravity pipelines to reduce depth of excavation.
13. Where there is an indication of local skills, e.g. bricklaying, structures should be designed to make use of such skills.
14. There are appropriate designs for labour-intensive construction of low-cost surfacing for low-volume roads, such as the Cape Seal and interlocking concrete blocks.

**C5.3      TENDER DRAWINGS**

Attached Separately.



**C5.4 OCCUPATIONAL HEALTH AND SAFETY POLICY**

## 9. OCCUPATIONAL HEALTH AND SAFETY POLICY

### i. ACRONYMS AND ABBREVIATIONS

- COIDAAct                      Compensation of Occupational Injury and diseases Act, 1993 (Act 85 of 1993)
- IOD                              Injury on Duty
- OHSAct                        Occupational Health and Safety Act, Act 85 of 1993
- OHS/OH&S                  Occupational Health and Safety
- OHS                            Reps Occupational Health and Safety Representatives
- MLM                            RATLOU Local Municipality
- MM                             Municipal Manager
- MSDS                         Material Safety Data Sheet
- PPE                            Personal Protective Clothing

### ii. CLARIFICATION OF TERMS

In this document, the following words shall have the following meanings unless otherwise contextually stated:

**‘Accident’** means an accident arising out of and in the course of an employee’s employment and resulting in a personal injury, illness or the death of the employee.

**‘Building’** includes-

- a) Any structure attached to the soil;
- b) Any building or such structure or part thereof which is in the process of being erected; or
- c) Any prefabricated building or structure not attached to the soil

**‘Chief inspector’** means the officer designated under Section 27 of the OHSAct as chief inspector, and includes any officer acting as chief inspector

**‘Commissioner’** means the Compensation Commissioner appointed under section 2(1)(a); (xviii) of the COIDAAct

**‘Compensation’** means compensation in terms of this Act and, where applicable, medical aid or payment of the cost of such medical aid

**‘Compensation fund’** means the fund established by section 15; (xli) of the COIDAAct

**‘Danger’** means anything which may cause injury or damage to persons or property

**‘Employee’** means any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person

**‘Employer’** means any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him, but excludes a labour broker as defined in section 1 (1) of the Labour Relations Act, 1956 (Act 28 of 1956)

**‘Hazard’** means a source of or exposure to danger

**‘Health and safety committee’** means a committee established under section 19 of the OHSAct

**‘Health and safety equipment’** means any article or part thereof which is manufactured, provided or installed in the interest of the health and safety of any person.

**‘Health and safety representative’** means a person designated in terms of section 17 (1) of the OHSAct

**‘Health and safety standard’** means any standard, irrespective of whether or not it has the force of law, which, if applied for the purpose of the OHSAct, will in the opinion of the Minister promote the attainment of an object of the OHSAct

**‘Healthy’** means free from illness or injury attributable to occupational causes

**‘Incident’** means an incident as contemplated in section 24 (1) of the OHSAct

**‘Inspector’** means a person designated under section 28 of the OHSAct

**‘Medical surveillance’** means a planned programme or periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an Occupational Health Practitioner or, in prescribed cases, by an Occupational Medicine Practitioner

**‘Minister’** means the minister of department of labour.

**‘Municipality’** hereby refers to RATLOU Local Municipality

**‘Occupational disease’** means any disease contemplated in section 65(1)(a) or (b); (ix) of the COIDAAct

**‘Occupational health’** includes occupational hygiene, occupational medicine and biological monitoring

**‘Occupational Health Practitioner’** means an occupational medicine practitioner or a person who holds a qualification in occupational health recognized as such by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Services Professions Act, 1974 (Act 56 of 1974) or the South African Nursing Council as referred to in the Nursing Act, 1978 (Act 50 of 1978)

**‘Occupational hygiene’** means the anticipation, recognition, evaluation and control of conditions arising in or from the workplace, which may cause illness or adverse health effects to persons

**‘Occupational injury’** means a personal injury sustained as a result of an accident in the workplace

**‘Occupational medicine’** means the prevention, diagnosis and treatment of illness, injury and adverse health effects associated with a particular type of work

**‘Occupational medicine practitioner’** means a medical practitioner as defined in the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974), who holds a qualification in occupational medicine or an equivalent qualification which is recognized as such by the South African Medical and Dental Council referred to in the said Act

**‘Office’** means an office as defined in section 1 (1) of the Basic Conditions of Employment Act, 1983 (Act No. 3 of 1983)

**‘Officer’** means an officer or employee as defined in section 1 (1) of the Public Service Act, 1984 (Act No. 111 of 1984)

**‘Plan’** means an assessment document developed by the OHS Committee

**‘Policy’** means the OHS Policy for RATLOU Local Municipality

**‘Reasonably practicable’** means having practicable regard to

- (a) the severity and scope of the hazard or risk concerned;
- (b) the state of knowledge reasonably available concerning that hazard or risk and of any means of removing or mitigating that hazard or risk;
- (c) the availability and suitability of means to remove or mitigate that hazard or risk; and
- (d) the cost of removing or mitigating that hazard or risk in relation to the benefits deriving there from

**‘Remuneration’** means any payment in money or in kind or both in money and in kind, made or owing to any person in pursuance of such person's employment

**‘Risk’** means the probability that injury or damage will occur

**‘Safe’** means free from any hazard

**‘Unit’**-shall mean Occupational Health and Safety Sub-Directorate

**‘Work’** means work as an employee or as a self-employed person, and for such purpose an employee is deemed to be at work during the time that he is in the course of his employment, and a self-employed person is deemed to be at work during such time as he devotes to work as a self-employed person

**‘Workplace’** means any premises or place where a person performs work in the course of his employment.



## **9.1. PREAMBLE**

The need for the policy stems from the Occupational Health and Safety Act, 1993 which requires employers, including municipalities, amongst other things to develop and adopt an occupational health and safety policy.

Furthermore, this policy is intended to create a framework for decision making in respect of human resources management in as far as occupational health and safety is concerned in the Municipality.

To comply with the conditions relating to the Occupational Health and Safety Act, Act 85 of 1993 regarding the issue and control of safety equipment/protective clothing as well as to compile a policy on the issue and control of other clothing and uniforms which is not legally compulsory

The policy is intended to:

Promote and maintain the highest degree of physical, mental and social well being of workers.

Prevent amongst workers, ill health caused by their working conditions.

Place and maintain workers in a working environment that is adapted to their individual physiological and psychological conditions.

Protect workers from factors adverse to their health.

Promote and maintain working environment that is free from harassment.

## **10.2. PURPOSE AND OBJECTIVES OF POLICY**

The purpose of this policy is to serve as a guiding tool to ensure that the employer provides and maintain a healthy and safe work environment and also to enhance the health and safety of persons at work in connection with the operation of the municipality. The policy also provides for 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.

The objectives of the policy are to:

- Guide the development of safe methods of work;

- Ensure the achievement of a safe working environment;
- Promote good health within the workforce;
- Reduce the number and severity of injuries in the workplace;
- Enhance compliance with all relevant Acts, Regulations, Standards and Codes of Practice.

### **10.3. SCOPE AND APPLICATION**

This policy applies to all employees of the municipality, its clients and all the contractors doing any kind of work for the municipality.

### **10.4. LEGAL FRAMEWORK**

- The Constitution of South Africa Act No.108 of 1996
- Basic Conditions of Employments Act (Act 75 of 1997)
- Labour Relations Act (Act 66 of 1995)
- Municipal Systems Act (Act 32 of 2000)
- Municipal Finance Management Act (Act 56 of 2003)
- Locally negotiated agreements (LL F Resolutions)
- Occupational Health and Safety Act (Act 85 of 1993 + Regulations)
- Compensation for Occupational Injury and Diseases (Act 85 of 1993)
- Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No.56 of 1974) or South African Nursing Council as referred to in the Nursing Act, 1978 (Act No.50 of 1978)

### **10.5. ADMINISTRATION OF THE POLICY**

The Municipal Manager or his/her delegate assignee accepts overall responsibility for the implementation and monitoring of this policy.

### **10.6. POLICY CONTENT**

#### **10.6.1 OCCUPATIONAL HEALTH AND SAFETY STRUCTURES**

##### **a. Health and Safety committee**

A health and safety committee must be established. The committee shall comprise of the following members.

- Members from different departments (elected health and safety reps or organized labour)
- OH&S Practitioner
- Employer representative

- OHS Reps
- First Aiders

**Duties and responsibilities of the committee**

- Discuss and make recommendations on common health and safety issues to the employer and all Departments
- Shall set and review Occupational health and Safety Standards
- Review the Occupational health and Safety Policy
- Shall meet quarterly
- Shall keep record of minutes and recommendations made to employer
- Discuss incidents/accidents that occurred at the workplace and recommend accordingly
- Make recommendations to the employer on matters affecting the health and safety of employees
- Note corrective actions taken by employer arising from reports received from health and safety representatives

**b. Health and Safety Representatives**

**Election**

- Every Department must elect their own health and safety representatives to represent the employees
- The Municipal Manager must appoint health and safety representatives to represent the employer in writing.
- Election shall be held every three years
- Elected employees must be able to read and write for training and reporting purpose

**Duties and Responsibilities of Reps:**

- Make representation to the employer on general matters, affecting the health and safety of employees
- Identify potential hazards and risks to the health and safety of employees in the workplace
- Investigate complaints by employees relating to his/her health and safety at work
- Make representation or recommendations to the employer on health and safety committee matters and any matter affecting health and safety of employees
- Carry out the quarterly inspections in the working place within their scope of authority
- Participate in consultation over health and Safety with inspectors at the workplace and accompany an inspector on any inspection of the workplace
- Attend all health and safety committee meetings, which he/she is a member of.

## **Rights of OHS Reps**

- Visit the site of an incident at all reasonable times and attend to any inspection
- Attend any investigation or formal inquiry held in terms of this Act
- In so far as it is reasonably necessary for performing his/her functions, inspect any document which the employer is required to keep in terms of the Act
- Accompany an inspector on any inspection
- With the approval of the employer be accompanied by a technical advisor on any inspection
- Participate in any internal health and safety audit

### **10.6.2 STRATEGIES**

- a. Risk and Hazard Management:
  - The unit may establish and maintain a documented occupational health and safety system with procedures for identifying, assessing and controlling workplace hazards;
- b. Consultation:
  - An Occupational Health and Safety Committee comprising of employees and management representatives will be maintained to provide an effective consultative mechanism.
  - Employees are able to provide input into the occupational health and safety policy and program.
  - Management will consult with contractors when planning to do any work to determine the most effective means of ensuring both parties fulfil their Occupational Health and Safety responsibilities.
- c. Occupational Health and Safety Plan:
  - In order to implement the general provisions of this policy, an Occupational Health and Safety Plan will be developed and implemented.
  - Will be reviewed every 2 years unless otherwise needed to before the 2 years lapses.

### **10.6.3 RESPONSIBILITIES**

#### **a. Duties of the Employer:**

- Provide and maintain as far as reasonably practicable, a safe and healthy working environment
- Assess the hazards within the workplace
- Assess all precautionary measures to effectively/mitigate any hazards or potential hazards

- Take such steps that would eliminate/mitigate the hazards
- Provide information, instruction and training as may be necessary to ensure the health and safety of employees
- Not permit an employee to perform any task without implementation of the precautionary measure, in respect of work, article, substance plant or machinery
- Take necessary measures to ensure that all employees comply with the requirements of the Act
- Enforcing measures in the interest of health and safety
- Cause all employees to be informed regarding the scope of their authority
- Ensure that all work is performed under the general supervision of a person trained to understand the hazards associated with such task and who has the authority to enforce the utilization of all precautionary measures
- Ensure that persons other than those in the employment of the municipality who may be affected directly by his /her activities are therefore not exposed to hazards
- The Municipal Manager and Departmental Managers have the responsibility and accountability to ensure that the duties of the employer as contemplated in the Act are adhered to.
- The Municipal Manager is accountable for ensuring that all legal Occupational Health and Safety responsibilities are fulfilled. Therefore, the Municipal Manager must ensure that sufficient Occupational Health and Safety resources are made available in all operations, financial forecasts and budgets, and performance measurement and management systems as Occupational Health and Safety is an integral part of every operation and activity.
- The Municipal Manager can assign duties to any person under his control, which person shall act subject to his control and directions.
- The head of each Department shall have duties assigned to assist the Municipal Manager to ensure compliance with the act.

#### TAKE NOTE:

- ✓ The responsibilities of managing the Occupational Health and Safety programme can be delegated to a person/s appointed by the Municipal Manager to co ordinate the OH&S Programme in terms of Section 16(2) of the OHS Act, without absolving the Municipal Manager of his responsibilities and accountability for overall OH & S compliance.
- ✓ The appointee will ensure total compliance with the OHS Legislation by all parties in his/her control – Employers, Employees, Committee, Contractors, Visitors, the public/community, Suppliers, Installers, and Distributors.

- ✓ Implementation of this policy and the associated program activities will be evaluated as part of their Performance Contract.

## **b. Duties of employees**

Within the structure of duties, created by the Act, employees are burdened with duties, as the legislative body realized that by placing sole responsibility on management for compliance would not effectively implement the objectives of the legislation.

It should however be borne in mind that the duties of employees are entirely subject to the duties of management and that the prosecution will only take cognizance of an employee's shortcomings, in the event where management has complied with all duties concerned and are able to prove such compliance

- Take reasonable care for their own health and safety and for other persons, including co-employees, visitors as well as contractors.
- To co-operate with the employer in complying with management duties
- To carry out any lawful order made in relation to health and safety
- To report all unsafe conditions to the employer
- To report incidents, including near misses to the employer
- Not to intentionally interfere with, damage or misuse any item provided in the interest of health and safety in the workplace.

### **a) Contractors, Sub-Contractors and Visitors:**

- All visitors, contractors and sub-contractors engaged to perform work on the premises or locations of MLM are required, as part of their contract, to comply with the Occupational Health and Safety Policies, procedures and programs and to observe directions on health and safety from designated officers of RATLOU Local Municipality.
- Failure to comply or observe a direction will be considered as a breach of the contract and sufficient grounds for termination of the contract.

## **10.6.4 HANDLING OF HAZARDOUS CHEMICAL SUBSTANCES**

- Every person who manufactures, imports, sells or supplies any hazardous chemical substances for use at work, shall as far as is reasonably practicable provide the party receiving such substances, free of charge with an MSDS subject to the provision of section 10 of the OHSAct.
- This is done to ensure that the products received by the Municipality is safe and without risks when properly used and that it complies with all prescribed requirements
- All received chemicals must have the MSDS accompanying them

- If the above – mentioned information is not supplied with the delivered chemicals, such chemical/ product must not be received
- The employer must be in possession of sufficient information of any hazardous chemical substances for use at work.
- The employer/ supplier must educate the workers on how to use the chemical
- All chemicals shall be stored in a lockable store room and identified as such
- Chemicals must be stored in cool dry area and not mixed with other materials

#### **10.6.5 REPORTING, INVESTIGATING AND MANAGEMENT OF INCIDENTS/IOD'S ACCIDENTS AND OCCUPATIONAL DISEASES**

##### **a) REPORTING OF INCIDENTS**

##### **PROCEDURE**

1. The main incident topic should be reflected in the first line
2. Details of the incident must be reflected
3. The person present at the time of the incident must make a declaration and reflect his/her rank.
4. The intervention/ responses to the incident are to be reflected.
5. Future plan to prevent the same incident should be outlined
6. The name of the person present at the time of the incident should be reflected.
7. The date and time of the incidents should be reflected
8. The department where the incident occurred must be reflected
9. The signature of the declarer, the witness and the signing place should be reflected
10. The date and time of the compilation of the incident report must be reflected at the end of the report

##### **a) INVESTIGATION OF INCIDENT**

The OHSAct requires that the above mentioned incidents should be investigated within three months. The investigation must take place as soon as is reasonably practicable.

The person to conduct the investigation is any of the following:

- The OHS practitioner/ or risk manager
- The health and safety rep of the area
- The supervisor of the section

Investigation must be discussed at the OHS Committee meetings.

The report must be signed by the chairperson of OHS committee and employer.

##### **b) REPORTING OF INJURY ON DUTY**

If an employee is injured in an accident arising out or in the course of their work, they are entitled to compensation at the discretion of the commissioner.

#### PROCEDURE

1. All injuries on duty must be reported to supervisor before going off duty
2. The supervisor and injured employee must complete WCL 2 in duplicate (part A and B) with personal particulars and description of what happened. The supervisor must sign the form
3. If the supervisor refuses to fill the accident form, the worker can report the incidents to the commissioner by sending WCL 3 form directly to the commissioner.
4. The commissioner will contact the employer and instruct him/her to fill in the WCL 2 form
5. Identity document must always accompany forms
6. The attending Doctor must complete a first medical report and attach it to employer's report form for accepting liability of claim
7. The WCL 2 form must be forwarded to OHS Unit and will be entered in to a register. A copy of WCL 2 is forwarded to the commissioner.
8. The original document is forwarded to human Resource department for further management
9. Progress and final medical report will be sent by the attending doctor to the commissioner. Progress medical report is completed if the injury takes long time to heal. In the final medical report, the doctor states either that the worker is fit to go back to work or that the worker is permanently disabled. This document is sent to the employer who will send it to the commissioner.
10. When employee report for duty after leave for occupational injury and disease, resumption report must be completed by the employer. The report states when the worker returned back to work
11. The payments for any treatment must be charged to the Municipality

#### **c) FIRST AID AFTER INCIDENT OR INJURY**

1. First aid level 3 in the department renders immediate first aid on the sport
2. The OHS Practitioner and OHS Reps are informed for assistance if no first aid is available.
3. The employee is then transported to casualty department in the nearest hospital for further management



## **d) OCCUPATIONAL DISEASE**

### **PROCEDURE**

1. When an employee is diagnosed with an occupational disease, it must be reported to the supervisor as soon as possible
2. The employee must report to the OHS Unit to fill WCL 14
3. Identity document must always accompany forms
4. The employer will complete the WCL 1
5. If the employer refuses to complete the WCL 1, the employee sends the WCL 14 to the commissioner directly. The commissioner will contact the employer and instruct him or her to complete the WCL 1.
6. Documents must be forwarded to OH Unit for entering in to a register, then sent to Human Resource department for further management.

## **e) REFUSAL TO WORK PROCEDURE**

Every employee has the right to refuse to work if he/she feels that his or her health and safety are at risk. When this situation arises the following steps must be followed.

1. Employee stop to work
2. Contact Supervisor
3. Disagree with Supervisor
4. Contact Health and Safety Representative
5. Disagree with Health and Safety Representative
6. Contact sectional /departmental Manager
7. Disagree with sectional /departmental Manager
8. Contact Occupational Health and Safety Officer.
9. OHS assessment of risk will be final.

Great care should be taken by employees not to misuse the procedure as it can lead to disciplinary actions.

### **10.6.5. MEDICAL SURVEILLANCE**

- Baseline Medical Surveillance will be conducted on all employees
- Periodic Medical examination will be conducted on employees according to job specification
- The municipality will be liable for medical costs
- The medical examination will be conducted by the Occupational Health and Safety Officer and an Occupational Medical Practitioner
- The relevant forms will be completed and records will be kept in the office of the Occupational Health and Safety Officer

- Confidentiality will be maintained on the findings, supervisor will not be informed of the findings provided employees informed consent has been obtained.
- Feedback on the findings will be given to the employees
- Employees that are exposed to the following shall be tested annually:
- Noise (Hearing test)
- Chemicals
- Industrial dust (Lung X-Rays and Lung Function Tests)

All medical reports shall be kept by Occupational Health and Safety and shall be treated as confidential.

#### **10.6.6 INTOXICATION**

- No person shall be permitted to enter any workplace who is or who appears to be under the influence of intoxicating liquor or drugs. In cases where employee e.g. a driver is suspected to be intoxicated, a traffic official or OMP may be called to test the person.
- Employees taking medicines shall be permitted to perform duties at the workplace if the side effects of such medicine do not constitute a threat to the health and safety of the person concerned or other at such workplace.

#### **10.6.7 CONTRACTORS**

- Any contractor doing work for RATLOU Local Municipality must complete a written agreement in terms of Occupational Health and Safety. Before any work can commence the Contractor must hand in a letter of good standing with the Compensation Commissioner to Occupational Health and Safety.
- Contractors that will perform any construction work as defined by the Construction Regulations shall hand in their Health and Safety Plan before commencing with their work.
- It is the responsibility of RATLOU Local Municipality to make sure that all contractors comply with the requirements of Occupational Health and Safety Act unless if there is an appointed agency

#### **10.6.9 FIRE EXTINGUISHERS**

- All fire extinguishers at Municipal premises should be numbered and recorded in a register.
- These fire extinguishers will be checked monthly by the Health and Safety representatives of the area.
- These fire extinguishers should be serviced annually.
- Every three years these fire extinguishers should be pressure tested by a service provider.
- The service provider should comply with the following legal requirements:
  - Valid SABS certification
  - Valid registration at S.A.Q.C.C. Fire
  - Registration at the Compensation Commissioner

Disciplinary action will be taken if fire extinguishers are misused or tampered

#### **10.6.10 PERSONAL PROTECTIVE CLOTHING**

- The employer should provide the relevant PPE to the staff free of charge
- The employer shall explain and demonstrate the correct use of PPE to staff.
- The employer shall inform all staff in his/her working area about the hazards they are exposed to.
- All Managers should identify the need of particular PPE relevant for his/her unit
- Protective equipment should be SABS approved
- Care and maintenance of PPE should be explained to staff
- PPE shall be used only for protective purposes at work, not for other purpose outside work and not for other purpose other than work which they are bought for.
- When the PPE is not in use it should be taken off until it is needed again
- New PPE will be ordered only after producing the old/torn ones.
- The PPE is changed after every three years or when the need arises.
- All employees who are issued with PPE must sign upon receipt for control purpose.
- All PPE should be labeled

#### **10.7 DEFAULT**

Noncompliance of any of the stipulations contained in the Policy will be viewed as misconduct

and will be dealt with in terms of the Municipality's disciplinary Code.