

South African National Biodiversity Institute

The appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town

Contract: **SANBI G469/2023**



SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)

Contract No: SANBI G469/2023

**THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO
THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN,
CAPE TOWN**

PROCUREMENT DOCUMENT

JULY 2023

Issued by:

South African National Biodiversity Institute
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Prepared by:

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Name of tenderer:

Address:

Tel no.: **Fax no.:**

Email:

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PART T: THE TENDER

Part T1: Tendering Procedures

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	G469/2023

Advertising date:	28 JULY 2023	Closing date:	25 AUGUST 2023
Closing time:	11:00	Validity period:	90 days

T1.1 Tender Notice and Invitation to Tender

THE SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE INVITES TENDERERS FOR THE PROVISION OF:

The appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town.

Tender documents will be available as from **28 JULY 2023** and will be available **ONLINE ONLY** on:

- SANBI website www.sanbi.org (click on "Opportunities")
- CIDB Website
- National e-Tender Publication Portal

A compulsory briefing session will take place on site on **8 AUGUST 2023 at 12:00** in the Garden Office at the Kirstenbosch National Botanical Garden. Bidders are encouraged to direct all technical and bidding procedure enquiries to the email address below.

Department: Supply Chain Management
Email: sanbi.tenders@sanbi.org.za
Cc: richardn@etlconsulting.co.za and A.Hendricks@sanbi.org.za
Cut-off date for enquiries: **18 AUGUST 2023 at 12:00**

Any queries regarding the tender document or any related matter prior to submission of tenders must be directed to:

SANBI Representative (Technical Queries Only)	Mr Richard Ndhlovu ETL Consulting (Pty) Ltd richardn@etlconsulting.co.za
SANBI SCM Representative	sanbi.tenders@sanbi.org.za

The closing time and date for the receipt of tenders is **11:00** on **25 AUGUST 2023**.

The tenders will **NOT** be opened in public (please note that the two-envelope system is being followed). Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

PART T: THE TENDER

Part T1: Tendering Procedures

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	G469/2023

T1.2 Tender Data

The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts – August 2019. (See www.cidb.org.za).

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 or inconsistency between it and the Standard Conditions of Tender.

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

Clause number	Tender Data
C.1.1.1	The Employer is: South African National Biodiversity Institute (SANBI): The Employer's domicilium citandi et executandi (permanent physical business address) is: Pretoria National Botanical Garden 2 Cussonia Avenue, Biodiversity Centre Brummeria, Pretoria The Employer's address for communication relating to this project is: Private Bag X101 Silverton 0184
C.1.2	The Tender Documents issued by the Employer comprise the following documents: PART T: THE TENDER Part T1: Tendering procedures T1.1 - Tender notice and invitation to tender T1.2 - Tender data Part T2: Returnable documents T2.1 - List of returnable documents T2.2 - Returnable documents/schedules PART C: THE CONTRACT Part C1: Agreements and Contract data C1.1 - Form of offer and acceptance C1.2 - Contract data C1.3 - Construction guarantee C1.4 - Occupational Health & Safety Agreement 37(2) Part C2: Pricing Data C2.1 - Pricing Instructions C2.2 - Bill of Quantities Part C3: Scope of Works

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Contract: **SANBI G469/2023**

Clause number	Tender Data
	C3.1 - Description of the works C3.2 - Construction Part C4: Site Information C4.1 - Site location Annexures Annexure A – Health and Safety Specification
C.1.4	The employer's agent is: ETL Consulting (Pty) Ltd Contact Person: Mr Richard Ndhlovu Tel: 010 800 1534 / 073 453 0561 Fax: 086 540 6795 E-mail: richardn@etlconsulting.co.za
C.2.1	Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders Only those tenderers who score the minimum score in respect of the quality criteria stated in C.3.11.1 of this Tender Data shall be considered responsive and have their tenders evaluated further. (a) CIDB registration Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a 4 GB class of construction work, are eligible to have their tenders evaluated. Joint ventures are eligible to submit tenders provided that: - every member of the joint venture is registered with the CIDB; - the lead partner has a contractor grading designation in the 3 GB 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 4GB class of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations. (b) National Treasury Central Supplier Database Tenderers who are not registered on the National Treasury Central Supplier Database at close of tender, shall submit a copy of their application of registration, with their tender submission. Tenders received from such tenderers who have not submitted proof of their registration within 21 days after the closing date for tender submissions, will not be considered.
C.2.6	Failure to apply instructions contained in addenda may render a tenderer's offer non-responsive in terms of clause C.3.8.
C.2.7	The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender. Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list
C.2.8	Request clarifications at least 7 working days before the closing time.

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words

Clause number	Tender Data
C.2.12	Main tender offers are required to be submitted together with alternative tenders. 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. 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. 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. 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 in confirming the acceptability of the detailed design.
C.2.13.6	A two-envelope procedure will be followed as described in clause C.2.13.7.
C.2.13.7	Tenderers shall note the specific requirements for packaging of their tender documents and include only the following: - Financial: one (1) original document marked "Original" including Form of Offer and Acceptance, Estimated monthly expenditure and Priced Bills of Quantity; and - Memory Stick: one (1) document pack <u>without any</u> pricing (files in PDF format) on a <u>memory stick</u> Financial or pricing details should ONLY be included in the printed document pack marked 'ORIGINAL', and not in the PDF file(s) of the document(s) on the memory stick. NB: Failure to submit one printed document pack with pricing in the envelope, and a document pack without pricing on a memory stick will lead to your bid being disqualified. (Please put them in one envelope) INCLUSION OF ANY PRICING INFORMATION ANYWHERE ON THE MEMORY STICK WILL LEAD TO THE BID BEING DISQUALIFIED. The original document and the memory stick will be placed in one envelope and on the envelope sealed bearing the following: - The address as stated in C.2.15.1 below - The identification details as stated in C.2.15.1 below - Name of the Tenderer - The words "Not be opened before the Tender opening"
C.2.13.9	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.

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Clause number	Tender Data
C.2.15.1	The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are: Location of Tender box: Biodiversity Centre Physical address: Pretoria National Botanical Garden 2 Cussonia Avenue Brummeria Pretoria Identification details: Tender number: SANBI G469/2023 Title of Tender: Request for tender for the appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town
C.2.15.2	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
C.2.16.1	The tender offer validity period is 90 days .
C.2.16.3	Where a tenderer, at any time after the opening of his tender offer but prior to entering into a contract based on his tender offer: (1) withdraws his tender; (2) gives notice of his inability to execute the contract in terms of his tender; or (3) fails to comply with a request made in terms of C.2.17, C.2.18 or C.3.9 such tenderer shall be barred from tendering on any of the Employer's future tenders for a period to be determined by the Employer, but not less than six (6) months, from the date of tender closure. The Employer may fully or partly exempt a tenderer from the provisions of this condition if he is of the opinion that the circumstances justify the exemption
C.2.18	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.
C.2.22	Tender Documents will not be returned to bidders
C.2.23	The tenderer is required to submit with his tender following (failure to provide below documentation will result in the tender being rejected): 1) A copy of the Central Suppliers Database (CSD) registration report or registration number. 2) A printed copy of the Active Contractor's Listing off the CIDB website (www.cidb.org.za) 3) Letter of Good Standing from the Office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA). The letter should be issued by the Department of Labour. 4) In the case of a Joint Venture/Consortium the tax Compliance status Pin or Compliant tax status on CSD report must be submitted for each member of the Joint Venture/Consortium."
C.3.1.1	The Employer shall respond to clarifications received up to 7 working days before the tender closing time.
C.3.2	The Employer shall issue addenda until 5 working days before the tender closing time.
C.3.4.1	The tenders will not be opened in public
C.3.5.1	Follow procedure as described in clause C.2.13.7
C.3.7	In the event of disqualification, the Employer may, at his sole discretion, impose a specified period during which tender offers will not be accepted from the offending tenderer and report same to the CIDB and National Treasury.
C.3.11.1	The procedure for the evaluation of responsive tenders is stated in Annexure A .

Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words

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Clause number	Tender Data
C.3.13	In addition to the requirements of the Condition of Tender, offers will only be accepted if: a) the tenderer submits a copy of the CSD registration report or registration number (refer to T2.1.13); b) the tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation (refer to T2.1.12); c) 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; d) the tenderer has completed the Compulsory Enterprise Questionnaire 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 and persons in the employ of the state are permitted to submit tenders or participate in the contract (refer to T2.1.16); e) the tenderer is registered and in good standing with the compensation fund issued by the Department of Labour (Letter of good standing with COIDA); f) the employer is reasonably satisfied that the tenderer has in terms of the Construction Regulations, 2014, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely. g) A copy of Tax Compliance Status Pin or CSD report.

Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words

Annexure A

This annexure contains all the criteria that the Employer shall use to evaluate tenders. In accordance with clause C.3.11 of the Standard conditions of tender. No other factors, methods or criteria shall be used. The tenderer shall provide all the information requested in the forms included in Part T2.2 – Returnable schedules.

Tenders shall be evaluated in three stages as follows

- Stage 1 – Evaluation of Eligibility and Administrative compliance
- Stage 2 – Evaluation of Functionality
- Stage 3 – Evaluation of Tender Price and Preference

1 Stage 1: Eligibility and Administrative compliance

The first stage will determine whether bids are compliant with all mandatory and disqualifiable submission requirements. Bidders that are deemed compliant will be eligible for further evaluation.

The criteria as identified in Clauses C.2.23 and C.3.13 in the Tender Data will be used to determine the tenders eligibility.

For administrative compliance the tenderers must complete all the returnable forms in Part T2.2, the Bill of Quantities and the Offer section in Part C1.1.

2 Stage 2: Functionality

The tenderers who complied with the eligibility and administrative criteria in stage 1 are considered for further evaluation on their capability to execute the project.

In this stage tenders will be evaluated on functionality according to the criteria listed below. Tenderers who fail to score a minimum of 70 points out of a possible 100 points on functionality criteria will not be eligible for further consideration.

Scoring quality

The functionality (quality) evaluation criteria are listed below. Maximum points for each criterion are in bold while points for each sub-criterion are indicated in brackets.

FUNCTIONALITY CRITERIA										
ID	CRITERIA	POINTS								
1	Implementation method and project plan or programme • Method to be followed in delivering this project • Weekly plan/programme with milestones	25 (15) (10)								
2	Contractor's Experience • Three relevant reference letters regarding work of similar scope and scale completed in the last ten (10) years	40								
	<table><tr><th>Sub-Criteria</th><th>Points</th></tr><tr><td>One reference letter</td><td>5</td></tr><tr><td>Two reference letters</td><td>10</td></tr><tr><td>Three reference letters or more</td><td>15</td></tr></table>	Sub-Criteria	Points	One reference letter	5	Two reference letters	10	Three reference letters or more	15	(15)
	Sub-Criteria	Points								
	One reference letter	5								
	Two reference letters	10								
Three reference letters or more	15									

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Functionality shall be scored by not less than three evaluators in accordance with the following schedules:

Each evaluation criterion will be assessed in terms of five indicators – no response, poor, satisfactory, acceptable, good and very good. Scores ranging from 0 to 5 will be allocated to no response, very poor, poor, acceptable, good and very good responses, respectively. The scores submitted by each of the evaluators will be averaged, weighted and then totalled to obtain the final score for functionality. The prompts for judgment and the associated scores used in the evaluation of quality shall be as follows:

Score	Prompt for judgement
0	Failed to address the question / issue
1	Very poor response: - response / answer / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.
2	Poor response – some elements of the response / answer / solution are present but documentary evidence is mostly lacking in respect of the required information
3	Acceptable response / answer / solution to the particular aspect of the requirements and evidence given of skill / experience sought
4	Above acceptable - response / answer / solution demonstrating real understanding of requirements and evidence of ability to meet it.
5	Excellent - response / answer / solution provides confidence that the tenderer will add real value to the project.

The minimum number of evaluation points for functionality proposal is **70 points** in order to progress to stage 3 of the evaluation

3 Stage 3: Tender Price and Preference

The tenderers who complied with the functionality criteria in stage 2 are considered for further evaluation in terms of their Tender Price and Preference points.

3.1 Correction of arithmetical errors

Pursuant to clause C.3.9 of the standard conditions of tender as amended in the Tender Data, correction of arithmetical errors shall be undertaken.

3.2 Calculation of score for Tender Price

The score for Tender Price shall be calculated using the following formula:

$$N_F = W_f \times \left[1 - \left(\frac{P_t - P_{min}}{P_{min}} \right) \right]$$

Where:

N_F = the score for Tender Price awarded for the tender under consideration

W_f = the weighting given to financial offer, determined as follows:

- 90 where the Tender Price, inclusive of VAT, of all responsive tender offers received has a value in excess of R50 000 000,00; or
- 80 where the Tender Price, inclusive of VAT, of one or more responsive tender offers has a value that equals or is less than R50 000 000,00.

P_t = Tender Price of the tender under consideration

P_{min} = Tender Price of the lowest responsive tender

In the event that the calculated value of N_F is negative, the allocated score shall be 0

3.3 Financial and Preference

After calculation of the scores for Tender Price and for Preference, a combined score will be calculated as follows:

$$NT = NF + NP$$

Where:

NT = Total score for tender under consideration

NF = Score for Tender Price

NP = Score for Preference

The tender with the highest score should be recommended for appointment.

Annexure C

Standard Conditions of Tender

C.1 General

C.1.1 Actions

C.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 C.2 and C.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

C.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 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.*

C.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.

C.1.2 Tender Documents

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

C.1.3 Interpretation

C.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.

C.1.3.2 These conditions of tender, the tender data and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.

C.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 fulfill his or her duties impartially;
 - ii) an individual or tenderer 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 tenderer who employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;
- 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;

- 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;

C.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.

C.1.5 Cancellation and Re-Invitation of Tenders

C.1.5.1 An employer may, prior to the award of the tender, cancel a tender if-

- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;
- b) funds are no longer available to cover the total envisaged expenditure; or
- c) no acceptable tenders are received.
- d) there is a material irregularity in the tender process.

C.1.5.2 The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised

C.1.5.3 An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

C.1.6 Procurement procedures

C.1.6.1 General

Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.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.

C.1.6.2 Competitive negotiation procedure

C.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 C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.3.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

C.1.6.2.2 All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.

Notwithstanding the provisions of C.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.

C.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their 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.

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

C.1.6.3 Proposal procedure using the two stage-system

C.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.

C.1.6.3.2 Option 2

C.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.

C.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.

C.2 Tenderer's obligations

C.2.1 Eligibility

C.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.

C.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.

C.2.2 Cost of tendering

C.2.2.1 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.

C.2.2.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

C.2.3 Check documents

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

C.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.

C.2.5 Reference documents

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

C.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.

C.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.

C.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.

C.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.

C.2.10 Pricing the tender offer

C.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 fourteen (14) days before the closing time stated in the tender data.

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

C.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.

C.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.

C.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.

C.2.12 Alternative tender offers

C.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.

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

C.2.12.3 An alternative tender offer must only be considered if the main tender offer is the winning tender.

C.2.13 Submitting a tender offer

C.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 identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

C.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.

C.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.

C.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.

C.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.

C.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.

C.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.

C.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.

C.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

C.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 non-responsive.

C.2.15 Closing time

C.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.

C.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.

C.2.16 Tender offer validity

C.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.

C.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.

C.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. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).

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

C.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 C.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.*

C.2.18 Provide other material

- C.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 non-responsive.

- C.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

C.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.

C.2.20 Submit securities, bonds and policies

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.

C.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.

C.2.22 Return of other tender documents

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

C.2.23 Certificates

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

C.3 The employer's undertakings

C.3.1 Respond to requests from the tenderer

- C.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all tenderers who collected tender documents.

- C.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.

C.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 (3) working 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 collected tender documents.

C.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.

C.3.4 Opening of tender submissions

C.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.

C.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, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

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

C.3.5 Two-envelope system

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

C.3.5.2 Evaluate functionality 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 functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on specific goals. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

C.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.

C.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.

C.3.8 Test for responsiveness

C.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.

C.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 non-conforming deviation or reservation.

C.3.9 Arithmetical errors, omissions and discrepancies

C.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.

C.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 C.3.11 for:

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

C.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.

C.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.

C.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.

C.3.11 Evaluation of tender offers

The Standard Conditions of Tender standardize the procurement processes, methods and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Tender Data associated with a specific project.

Conditions of tender are by definition the document that establishes a tenderer's obligations in submitting a tender and the employer's undertakings in soliciting and evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures.

The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements:	
Requirement	Qualitative interpretation of goal

Fair	The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.
Equitable	Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.
Transparent	The only grounds for not awarding a contract to a tenderer who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments and conflicts of interest.
Competitive	The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.
Cost effective	Cost effective

The activities associated with evaluating tender offers are as follows:

- a) Open and record tender offers received
- b) Determine whether or not tender offers are complete
- c) Determine whether or not tender offers are responsive
- d) Evaluate tender offers
- e) Determine if there are any grounds for disqualification
- f) Determine acceptability of preferred tenderer
- g) Prepare a tender evaluation report
- h) Confirm the recommendation contained in the tender evaluation report

C.3.11.1 General

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

C.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.

C.3.13 Acceptance of tender offer

Accept the tender offer; if in the opinion of the employer, it does not present any 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, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her 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.

C.3.14 Prepare contract documents

C.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.

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

C.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.

C.3.16 Registration of the award

An employer must, within twenty-one (21) working days from the date on which a contractor's offer to perform a construction works contract is accepted in writing by the employer, register and publish the award on the CIDB Register of Projects.

C.3.17 Provide copies of the contracts

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.

C.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.

PART T: THE TENDER

Part T2: Returnable Documents

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

T2.1 List of Returnable Documents

1. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES

Tender document name	Number of pages issued	Returnable document
Resolution of Board of Directors (T2.1.01)	1 Page	☒ Yes ☐ No
Resolution of Board of Directors to enter into consortia or JV's (T2.1.02) (If Applicable)	2 Pages	☒ Yes ☐ No
Special Resolution of Consortia or JV's (T2.1.03) (If Applicable)	3 Pages	☒ Yes ☐ No
Schedule of proposed sub-contractors (T2.1.04)	1 Page	☒ Yes ☐ No
Capacity of Tenderer (T2.1.05)	3 Pages	☒ Yes ☐ No
Preference points claim form in terms of the Preferential Procurement Regulations 2022 (T2.1.06)	4 Pages	☒ Yes ☐ No
Resources to be employed in terms of organization and staffing (T2.1.07)	2 Pages	☒ Yes ☐ No
Estimated Monthly Expenditure (T2.1.08)	1 Page	☒ Yes ☐ No
Compensation of Occupational Injuries and Disease Act (COIDA) (T2.1.18)	1 Page	☒ Yes ☐ No

2. OTHER DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES

Tender document name	Number of pages issued	Returnable document
Bidders Disclosure (T2.1.10)	2 Pages	☒ Yes ☐ No
Medical Certificate for the confirmation of permanent disabled status (T2.1.11)	1 Page	☒ Yes ☐ No
Proof of registration with Construction Industry Development Board (T2.1.12)	1 Page	☒ Yes ☐ No
Copy of CSD Registration Certificate (T2.1.14)	1 Page	☒ Yes ☐ No

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Financial Reference (T2.1.15)	1 Page	☒ Yes ☐ No
Equipment Datasheets (T2.1.20)	1 Page	☒ Yes ☐ No
Proof of Liability Insurance (T2.1.22)	1 Page	☒ Yes ☐ No

3. RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT

Tender document name	Number of pages issued	Returnable document
Record of Addenda to Tender Documents (T2.1.16)	1 Page	☒ Yes ☐ No
Compulsory Enterprise Questionnaire (T2.1.17)	3 Pages	☒ Yes ☐ No

4. OTHER DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

Tender document name	Number of pages issued	Returnable document
Applicable Form of Guarantee	3 Pages	☒ Yes ☐ No
Priced Bill of Quantities	44 Pages	☒ Yes ☐ No

C1.1 Offer portion of Form of Offer and Acceptance**C1.2 Contract Data (Part 2)****C1.3 Form of Guarantee**

Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words

"Tender" or "Tenderer".

RETURNABLE DOCUMENT CHECKLIST

This form has been created as an aid to ensure a tenderer's compliance with the completion of the returnable schedules and subsequent placement in the correct **Technical** and **Financial** envelopes.

A TECHNICAL ENVELOPE (1 COPY)

Reference No	Document Description	Tick if completed
T2.1.01	Resolution of Board of Directors	
T2.1.02	Resolution of Board of Directors to enter into consortia or JV's (If Applicable)	
T2.1.03	Special Resolution of Consortia or JV's (If Applicable)	
T2.1.04	Schedule of proposed sub-contractors	
T2.1.05	Capacity of Tenderer	
T2.1.06	Preference points claim form in terms of the Preferential Procurement Regulations 2022	
T2.1.07	Resources to be employed in terms of organization and staffing	
T2.1.09	Site Inspection Certificate	
T2.1.10	Bidders Disclosure	
T2.1.11	Medical Certificate for the confirmation of permanent disabled status	
T2.1.12	Proof of registration with Construction Industry Development Board	
T2.1.13	Original Valid Tax Clearance Certificate	
T2.1.14	CSD Registration Certificate	
T2.1.15	Financial Reference	
T2.1.16	Record of Addenda to Tender Documents	
T2.1.17	Compulsory Enterprise Questionnaire	
T2.1.18	Compensation of Occupational Injuries and Disease Act (COIDA)	
T2.1.22	Proof of Liability Insurance	
SBD 9	Certificate of Independent Quotation Determination	

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B FINANCIAL ENVELOPE (ORIGINAL DOCUMENT)

The entire original tender document must be submitted in this envelope including the forms as listed below:

Reference No	Document Description	Tick if completed
Form C1.1	Form of Offer and Acceptance	
Form C1.2	Contract Data – Part 1	
Form C2.2	Priced Bill of Quantities	
Form T2.1.08	Estimated Monthly Expenditure	

Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words

"Tender" or "Tenderer".

PART T: THE TENDER
Part T2: Returnable Documents

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

T2.2 Returnable documents/Schedules

T2.1.01: RESOLUTION OF BOARD OF DIRECTORS

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

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

Held at (place)

On (date)

RESOLVED that:

1. The Enterprise submits a Bid / Tender to the South African National Biodiversity Institute in respect of the following project:

.....
.....
(project description as per Bid / Tender Document)

Bid / Tender Number: (Bid / Tender Number as per Bid / Tender Document)

2. *Mr/Mrs/Ms:

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

and who will sign as follows:

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			

Note:

1. * Delete which is not applicable
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

T2.1.02: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

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

.....

.....

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

Held at (place)

On (date)

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

.....

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

to the South African National Biodiversity Institute in respect of the following project:

.....

.....

(Project description as per Bid /Tender Document)

Bid / Tender Number: *(Bid / Tender Number as per Bid / Tender Document)*

2. *Mr/Mrs/Ms:

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

and who will sign as follows:

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

3. The Joint Venture formation/arrangement will be in the following proportions:

Name of Contractor	Proportion (%)

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4. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Employer in respect of the project described under item 1 above.
5. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Employer in respect of the project under item 1 above:

Physical address:

.....

..... (code)

Postal address:

.....

..... (code)

Telephone number: (code)

Fax number: (code)

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words

"Tender" or "Tenderer".

T2.1.03: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

- 1.
.....
- 2.
.....
- 3.
.....
- 4.
.....
- 5.
.....
- 6.
.....
- 7.
.....
- 8.
.....

Held at (place)
On (date)

RESOLVED that:

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the South African National Biodiversity Institute in respect of the following project:

.....
.....
(Project description as per Bid /Tender Document)

Bid / Tender Number: *(Bid / Tender Number as per Bid / Tender Document)*

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*Mr/Mrs/Ms:

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

and who will sign as follows:
be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

- B. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:
- C. The Enterprises to the Consortium/Joint Venture accept joint and several liabilities for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Employer in respect of the project described under item A above.
- D. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Employer 30 day's written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Employer for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.
- E. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Employer, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Employer referred to herein.
- F. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Employer in respect of the project under item A above:

Physical address:.....

.....

..... (code)

Postal address:

.....

..... (code)

Telephone number: (code)

Fax number: (code)

South African National Biodiversity Institute

The appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town

Contract: **SANBI G469/2023**

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Note:

1. * Delete which is not applicable.
2. **NB.** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the Consortium Joint Venture submitting this Bid.
3. Should the number of Duly Authorised Representatives of the Legal Entities joining forces in this Bid exceed the space available above, additional names and signatures must be supplied on a separate page.
4. Resolutions, duly completed and signed, from the separate Enterprises who participate in this Consortium/Joint Venture must be attached to the Special Resolution.

Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words

T2.1.04: SCHEDULE OF PROPOSED SUBCONTRACTORS

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

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 names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Subcontractor	Nature and extent of work	Previous experience with Subcontractor
1			
2			
3			
4			

Name of representative	Signature	Capacity	Date

Name of organisation:	
------------------------------	--

T2.1.05: CAPACITY OF TENDERER

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

1. **WORK CAPACITY:** *(The Tenderer is requested to furnish the following particulars, attach additional pages if more space is required. Failure to furnish the particulars may result in the Tender being disregarded.)*

Skilled technicians employed		Unskilled employees employed	
Categories of technicians	Number	Categories of employees	Number

1.1. Provide full particulars of:

Machinery	Equipment	Workshops

South African National Biodiversity Institute

The appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town

Contract: **SANBI G469/2023**

2. PARTICULARS OF COMMITMENTS WHICH THE TENDERER HAS PREVIOUSLY COMPLETED AND PRESENTLY ENGAGED WITH:**2.1. Current projects:**

	Project	Place (town)	Reference / Contact person	Contact Tel. No.	Contract amount	Contract period	Date of commencement	Scheduled date of completion
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

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

South African National Biodiversity Institute

The appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town

Contract: **SANBI G469/2023**

2.2. Previous projects:

	Project	Place (town)	Reference / Contact person	Contact Tel. No.	Contract amount	Contract period	Date of commencement	Scheduled date of completion	Actual date of completion
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
Name of Tenderer			Signature				Date		

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

T2.1.06: PREFERENCE POINT SYSTEM

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

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

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 points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Categories of persons historically disadvantaged by unfair discrimination on the basis of race Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal		10		

- 100% black ownership = 10 points				
Categories of persons historically disadvantaged by unfair discrimination on the basis of gender. Information will be verified on CSD report. Points will be allocated based on the percentage of ownership per goal - 100% female ownership = 10 points		10		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[Tick applicable box]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

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

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

The Tenderer shall list below the key personnel (including first nominee and the second-choice alternate), whom he proposes to employ on the Contract should his tender be accepted, both at his headquarters and on the Site, to direct and for the execution of the work, together with their qualifications, experience, positions held and their nationalities.

[illegible]

The appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town
Contract: **SANBI G469/2023**

The appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town
Contract: **SANBI G469/2023**

[illegible]

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

T2.1.08: ESTIMATED MONTHLY EXPENDITURE

The Tenderer shall state below the estimated value of work to be completed every month, based on his preliminary programme and his tendered unit rates.

The amounts for contingencies and Contract Price Adjustment must not be included ***OR** the amount for contingencies must not be included.

MONTH	VALUE
1	R
2	R
3	R
	COMPLETION OF CONTRACT
TOTAL	R

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

T2.2.09: Compulsory Site Inspection Meeting Certificate

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
BID No.:	SANBI: G469/2023

This is to certify that I, _____ representing

_____ in the company of

_____ visited the site on: _____

I have made myself familiar with all local conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the site inspection meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

Name of Tenderer	Signature	Date

Name of Principal Agent	Signature	Date

T2.1.10: Bidders Disclosure

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

.....
.....

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

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

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN
TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON
PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN
MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

T2.1.11: MEDICAL CERTIFICATE FOR THE CONFIRMATION OF PERMANENT DISABLED STATUS

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

I, (surname and name), Identity number, do hereby declare that I am a registered medical practitioner, with my practice number being, practicing at (Physical and postal addresses) declare that I have examined Mr/Mrs identity number of and have found the said person to be permanently disabled or having a recurring disability.

“Disability” means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.” – As per Preferential Procurement Policy Framework Act: No 5 of 2000 (PPPFA)

The nature of the disability is as follows:

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

Thus signed at on this day of of

.....
Signature

.....
Date

OFFICIAL STAMP OF
MEDICAL PRACTITIONER

T2.1.12: PROOF OF REGISTRATION WITH CONSTRUCTION INDUSTRY DEVELOPMENT BOARD

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

The Tenderer shall provide a printed copy of the Active Contractor's Listing off the CIDB website. (www.cidb.org.za). In the case of a joint venture, a printed copy of the Active Contractor's listing must be provided for each member of the joint venture.

Name of Contractor:

Contractor Grading Designation:

CIDB Contractor Registration Number:

T2.1.14: COPY OF CSD REGISTRATION CERTIFICATE

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

A copy of Central Suppliers Database (CSD) Registration Certificate must be included for evaluation purposes.

T2.1.15: FINANCIAL REFERENCES

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

Notes to tenderer:

1. The tenderer shall attach to this form a letter from the bank in which it is declared how he conducts his account. The contents of the bank's letter must state the credit rating that the bank, in addition to the information required below, accords to the tenderer for the business envisaged by this tender. Failure to provide the required letter with the tender submission may render the tenderer's offer unresponsive in terms of tender condition C3.8.
2. The tenderer's banking details as they appear below shall be completed.
3. In the event that the tenderer is a joint venture enterprise, details of all the members of the joint venture shall be similarly provided and attached to this form.

Details of Company's Bank

DESCRIPTION OF BANK DETAIL	BANK DETAILS APPLICABLE TO TENDERER'S HEAD OFFICE
Name of bank	
Branch name	
Branch code	
Street address	
Postal address	
Name of manager	
Telephone number	
Fax number	
Account number	

T2.1.16: RECORD OF ADDENDA TO TENDER DOCUMENTS

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

I / We confirm that the following communications received from the South African National Biodiversity Institute before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

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

Name of Tenderer	Signature	Date

I / We confirm that no communications were received from the South African National Biodiversity Institute before the submission of this tender offer, amending the tender documents.

Name of Tenderer	Signature	Date

T2.1.17: COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: PSIRA registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

*Complete only if sole proprietor or partnership and attach separate page if more than 3 partners.

Section 5: Particulars of companies and close corporations

Company registration number:

Close corporation number:

Tax reference number:

Section 6: Record in the service of the state

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

- | | |
|--|--|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999) |
| ☐ a member of any provincial legislature | |
| ☐ a member of the National Assembly or the National Council of Province | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the board of directors of any municipal entity | ☐ an employee of Parliament or a provincial legislature |
| ☐ an official of any municipality or municipal entity | |

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

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

*Insert separate page if necessary.

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

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

- | | |
|--|--|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999) |
| ☐ a member of any provincial legislature | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the National Assembly or the National Council of Province | ☐ an employee of Parliament or a provincial legislature |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | |

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

*Insert separate page if necessary.

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

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

Signed: Date:

Name: Position:

Enterprise name:

T2.1.18: COMPENSATION OF OCCUPATIONAL INJURIES AND DISEASE ACT (COIDA)

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

Letter of Good Standing from the office of the Compensation Commissioner as required by the Compensation for Occupational Injuries and Diseases Act (COIDA) must be included for evaluation purposes. The letter should be issued by the Department of Labour.

T2.1.22: PROOF OF LIABILITY INSURANCE

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

The tender shall append their Proof of Liability Insurance behind this page.

SBD 9

CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all quotations¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive Bidding (or Bid rigging) ² Collusive Bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the Bid of any Bidder if that Bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the Bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when Bids are considered, reasonable steps are taken to prevent any form of Bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the Bid:

¹ Includes price quotations, advertised competitive Bids, limited Bids and proposals.

² Bid rigging (or collusive Bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a Bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying Bid:

SANBI: G469/2023: THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN

(Bid Number and Description)

in response to the invitation for the quote made by

SOUTH AFRICAN NATIONAL BIODIVERSITY CONSERVATION CENTRE (SANBI)
(Name of Institution)

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 consortium³ will not be construed as collusive Bidding.
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.

³ 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.
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.
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

PART C: THE CONTRACT

Part C1: Agreement and Contract Data

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

C1.1 Form of Offer and Acceptance

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for:

THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

The tenderer, identified in the Offer signature block, has examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the **Contractor** under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:

(in words) Rand;

R (in figures)

THE OFFERED PRICES ARE AS STATED IN THE PRICING SCHEDULE

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 including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, 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:**

.....
(Insert name and address of organisation)

Name &
signature of Date

witness

[Failure of a Tenderer to complete and sign this form will invalidate the tender]

Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the Contract are contained in

Part C1	Agreements and Contract Data <i>[which includes this Agreement]</i>
Part C2	Pricing Data
Part C3	Scope of Work
Part C4	Site Information

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

Deviations from and amendments to the documents listed in the Tender Data and any Addenda thereto 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 the said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The Tenderer shall within the time required to submit documentation in accordance with clause 5.3.2 of the Contract Data (C1.2) 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 working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding Contract between the parties.

Signature(s)

Name(s)

Capacity

**For the
Employer:**

.....

.....

.....

(Insert name and address of organisation)

Name &
signature of
witness

.....

.....

Date

Schedule of Deviations

1	Subject
	Details
	
	
	
2	Subject
	Details
	
	
	
3	Subject
	Details
	
	
	
4	Subject
	Details
	
	
	
5	Subject
	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 change to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

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

South African National Biodiversity Institute

The appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town

Contract: **SANBI G469/2023**

FOR THE TENDERER:

Signature(s)

Name(s)

Capacity

.....
[Name and address of organisation]

Name and
signature of
witness

Date

FOR THE EMPLOYER:

Signature(s)

Name(s)

Capacity

.....
[Name and address of organisation]

Name and
signature of
witness

Date

CONFIRMATION OF RECEIPT

The Tenderer (now Contractor), identified in the Offer part of this Agreement, hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations (if any) today:

The..... *[day]*

of *[month]*

20 *[year]*

at *[place]*

For the Contractor:

.....
Signature

.....
Name

.....
Capacity

Signature and name of witness:

.....
Signature

.....
Name

PART C: THE CONTRACT

Part C1: Agreement and Contract Data

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

C1.2 Contract Data

The Conditions of Contract are the **JBCC Series 2000 Principal Building Agreement (July 2007 Edition 5.0 - Reprint 1)** published by the Joint Building Contract Committee. Copies of these documents may be obtained from the **Association of South African Quantity Surveyors** (011-315 4140), the **Master Builders Association** (011-205 9000), the **South African Association of Consulting Engineers** (011-463 2022) or the **South African Institute of Architects** (011-486 0684).

The JBCC Principal Building Agreement Contract Data EC and the JBCC Principal Building Agreement Contract Data CE form an integral part of this agreement.

The **ASAQS Preliminaries (August 2007 Edition)** published by the Association of South African Quantity Surveyors for use with the said JBCC Principal Building Agreement shall be deemed to be incorporated in the bills of quantities.

The **Model Preambles for Trades (2008 Edition)** as published by the Association of South African Quantity Surveyors shall be deemed to be incorporated in the bills of quantities and no claims arising from brevity of description of items fully described in the said Model Preambles will be entertained.

Section C1.2.1: Contract Data: Employer to Contractor (EC)

Employer Addendum Code 2101-EC

For information purposes only. To be signed on appointment.

Introduction

This addendum contains all variables referred to in the **Principal Building Agreement** that are the responsibility of the Contractor to provide the appropriate information that is necessary for the Contractor to complete his tender. The Addendum must be completed in full and included in the tender documents. The Addendums "Contract Data – EC", "Contract Data – CE", "Contract Data – ES" and "Contract Data – SE" form part of the contract between the parties.

Definitions

The definitions used in this document and the interpretation thereof are as listed in the Principal Building Agreement. The work or phrase of a definition is in bold text and shall bear the meaning assigned to it in the Principal Building Agreement. Where such word or phrase is not highlighted it shall bear the meaning consistent with the context of its use. The listed defined word or phrase does not qualify as a definition where information required to be stated in the contract data has not been provided.

Provision of Contract Data

Spaces requiring information must be filled in, shown as "not applicable" or deleted and not left blank. Where choices are offered, the non-applicable items are to be clearly struck out. Where insufficient space is provided the additional information should be annexed hereto and cross referenced to the applicable clause of the contract data.

Reference Clauses

Where relevant the Principal Building Agreement clause applicable to the required information is printed in italics under the Contract Data clause number i.e. [27.4.2]

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1.0	CONTRACTING AND OTHER PARTIES
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5.0	DOCUMENTS AND GENERAL
6.0	CHANGES MADE TO THE STANDARD JBCC DOCUMENT
7.0	DECLARATION BY THE PRINCIPAL AGENT

CONTRACT DATA – EMPLOYER

1.0 CONTRACTING AND OTHER PARTIES

1.1 [1.2]	Employer:	South African National Biodiversity Institute		
	Postal Address:	Private Bag X101, Silverton, Gauteng	Code:	0184
	Physical Address:	Pretoria National Botanical Garden 2 Cussonia Avenue, Brummeria, Gauteng	Code:	0184
	Tel no.:	012 843 5000	Fax no.:	012 843 5205
	VAT no.			
	E-mail:			
1.2 [5.1]	Principal Agent:	ETL Consulting (Pty) Ltd.	Person:	Mr Richard Ndhlovu
	Postal Address:	The Oval Office Park, Centurion Building, 1 Meadowbrook Ln, Bryanston	Code:	2152
	Tel no.:	010 800 1534	Fax no.:	086 540 6795
	E-mail:	richardn@etlconsulting.co.za		
1.2 [5.2]	Agent (1):	ETL Consulting (Pty) Ltd.	Person:	Mr Arthur King
	Agent's Service:	Architect		
	Postal Address:	The Oval Office Park, Centurion Building, 1 Meadowbrook Ln, Bryanston	Code:	2152
	Tel no.:	010 800 1534	Fax no.:	086 540 6795
	E-mail:	arthurk@etlconsulting.co.za		
1.3 [5.2]	Agent (2):	Ole Bogeng & Associates	Person:	Mr Joseph Mwadira
	Agent's Service:	Quantity Surveyor		
	Postal Address:	P.O. Box 23744, Claremont	Code:	7735
	Tel no.:	021 418 0100	Fax no.:	
	E-mail:	joseph@olebogengqs.co.za		
1.4 [5.2]	Agent (3):	Optimum Consultants	Person:	Prince
	Agent's Service:	Mechanical Engineers		
	Postal Address:		Code:	
	Tel no.:		Fax no.:	
	E-mail:	prince@optimumconsultants.co.za		
1.5	Agent (4):		Person:	

South African National Biodiversity Institute

The appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town

Contract: **SANBI G469/2023**

[5.2]	Agent's Service:				
	Postal Address:		Code:		
	Tel no.:		Fax no.:		
	E-mail:				
1.6 [5.2]	Agent (5):		Person:		
	Agent's Service:				
	Postal Address:		Code:		
	Tel no.:		Fax no.:		
	E-mail:				
1.7 [5.2]	Agent (6):		Person:		
	Agent's Service:				
	Postal Address:		Code:		
	Tel no.:		Fax no.:		
	E-mail:				
1.8 [5.2]	Agent (7):		Person:		
	Agent's Service:				
	Postal Address:		Code:		
	Tel no.:		Fax no.:		
	E-mail:				
1.9 [5.5]	Interest of principal agent or other agent in the project.			(Yes / No) <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>No</td></tr></table>	No
No					
	Details where "yes": N/A				
1.10	The principal agent named in 1.2 above is responsible for the preparation of the contract data schedule and must be contacted should the contractor be uncertain of the information provided or to be provided. Failure to complete the contract data schedule in full may result in the tender being disqualified.				

2.0 CONTRACT AND SITE INFORMATION

2.1 [1.7]	The law applicable to this agreement :	(Country / State)	RSA
2.2 [1.1]	Works identification:	The appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town	
2.3 [1.1]	Site description:	Kirstenbosch National Botanical Garden, Cape Town	
2.4 [15.2.1]	Possession of the site is to be given on:	(Date)	Within 5 (five) working days after receipt of documentary evidence that: Insurances have been effected [12.2]; Security has been provided to the Employer [14.1]; Contractor's Lien has been signed; Safety Plan has been approved by the Employer.
2.5 [15.3]	Period for the commencement of the works after the contractor takes possession of the site :	(Working days)	5 (Five)
2.6 [15.4], [28.0]	Completion of the works in sections is required.	(Yes / No)	No
2.7 [3.3], [31.16.2]	Waiver of the contractor's lien or right of continuing possession is required.	(Yes / No)	No
2.8 [16.1]	Defined restrictions to the site area. Where "yes" the specific requirements are described below or detailed in the contract documents .	(Yes / No)	Yes
2.9 [16.4]	Geotechnical investigation of the site has been undertaken. Where "yes" the results are included in the contract documents .	(Yes / No)	N/A
2.10 [16.6]	Existing premises will be occupied. Where "yes" the specific requirements are described below or detailed in the contract documents .	(Yes / No)	Yes
2.11 [16.7]	Provision of temporary services is required. Where "yes" the specific requirements are described below or detailed in the contract documents .	(Yes / No)	Yes
2.11.1	Water	Option A Contractor – his cost Option B Employer – free of charge Option C Contractor – metered (contractor cost)	(A, B or C)
			B
2.11.2	Electricity	Option A Contractor – his cost Option B Employer – free of charge Option C Contractor – metered (contractor cost)	(A, B or C)
			B
2.11.3	Telecom	Option A Contractor – his cost Option B Employer – free of charge Option C Contractor – metered (contractor cost)	(A, B or C)
			A
2.11.4	Ablutions	Option A Contractor – his cost Option B Employer – free of charge Option C Contractor – metered (contractor cost)	(A, B or C)
			A
2.12 [16.8]	Protection of existing trees and shrubs is required. Where "yes" the specific requirements are described below or detailed in the contract documents .	(Yes / No)	No

South African National Biodiversity Institute

The appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town

Contract: **SANBI G469/2023**

3.0 INSURANCE AND SECURITIES

3.1 [10.1.1], [12.6]	Contract works insurance to be effected by:	(Employer / Contractor)	Contractor
	For the sum of:	(Amount)	Contract Sum Plus 20%
	With a deductible of:	(Amount)	R20 000
3.2 [10.1.2], [11.1-3], [12.6]	Supplementary / Special insurance to be effected by:	(Employer / Contractor)	N/A
	For the sum of:	(Amount)	N/A
	With a deductible of:	(Amount)	N/A
3.3 [10.1.3], [12.6]	Public liability insurance to be effected by:	(Employer / Contractor)	Contractor
	For the sum of:	(Amount)	R5 000 000 per claim
	With a deductible of:	(Amount)	R20 000
3.4 [11.1.1]	Support insurance to be effected by:	(Employer / Contractor)	N/A
	For the sum of:	(Amount)	N/A
	With a deductible of:	(Amount)	N/A
3.5 [11.1.2-3], [12.1]	Special insurance to be effected by:	(Employer / Contractor)	N/A
	Type:	N/A	
	For the sum of:	(Amount)	N/A
	With a deductible of:	(Amount)	N/A

Any reference to words "Bid" or "Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the

4.0 PRACTICAL COMPLETION DATES AND PENALTIES

		Date	Penalty Amount
4.1 [24.3.1], [30.1-36]	For the works as a whole: The date for practical completion and the penalty per calendar day is:	3 months after date of site handover	R1 700-00 per calendar day (Excl. VAT)

Or

4.2 [24.3.1], [28.1]	For the works in sections : The date for practical completion and the penalty per calendar day is:
----------------------------	--

	Date	Penalty Amount
Section 1	N/A	R
Section 2	N/A	R
Section 3	N/A	R
Section 4	N/A	R

5.0 DOCUMENTS AND GENERAL

5.1 [3.7]	Construction document copies to be supplied to the contractor free of charge.	(No. of copies)	3
--------------	--	-----------------	----------

5.2 [3.9]	The priced document may be used as a specification of materials and goods and work methods.	(Yes / No)	No
--------------	---	------------	-----------

5.3 [3.10]	The contractor shall provide a schedule of rates.	(Yes / No)	No	(Addendum No.)	Refer to Bill of Quantities
---------------	--	------------	-----------	----------------	------------------------------------

5.4 [3.11]	Changes made to JBCC standard documents.	(Yes / No)	Yes	(Addendum No.)	Refer to Point 6 below
---------------	---	------------	------------	----------------	-------------------------------

5.5 [15.1.1]	On acceptance of the tender the priced document is to be submitted within the stated working days .	(No. of days)	Priced document to be submitted with Tender
-----------------	---	---------------	--

5.6 [22.2]	Work to be undertaken by direct contractors .	(Yes / No)	No	(Addendum No.)	N/A
---------------	--	------------	-----------	----------------	------------

5.7 [24.9]	On achievement of practical completion, the contractor is to hand over all certificates and manuals etc. related to the works.
---------------	---

5.8 [31.1]	Interim payment certificate to be issued by:	(Date of Month)	25th
---------------	---	-----------------	------------------------

5.8 [4.1]	The following items of works shall be designed by the Contractor:
--------------	---

(1)	Mechanical equipment guarantee(s)	(2)	Electrical COC's
(3)		(4)	
(5)		(6)	

6.0 STATE PROVISIONS AND SUBSTITUTIONS

6.1 *Replace the following definitions with:*

“**CONSTRUCTION PERIOD**” means the period commencing on the date of acceptance of the bid as stated in [15.2.1] And ending on the date of **practical completion**

“**INTEREST**” means the interest rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No. 1 of 1999).

6.2 *Replace the last sentence with the following:* [3.6]

The original signed set of contract documents shall be held by the **Employer**.

6.3 *Replace the clause with the following:* [5.1]

In terms of the clauses listed hereunder the **Employer** has retained its authority and has not given a mandate to the **Principal Agent**. The **Employer** shall sign all documents in relation to the following clauses:

20.1, 20.7, 26.2.1, 26.3.1, 29.1, 29.2, 29.4.1, 29.4.3, 29.7, 29.8, 32.1, 32.6.2, 32.15, 34.3

Copies of the signed documents shall be provided to the **Principal Agent**.

6.4 *Replace the clause with the following:* [8.4]

The **Contractor** shall bear the full risk of damage to and/or destruction of the **works** by whatever cause during construction of the **works** and hereby indemnifies and holds harmless the **Employer** against any such damage. The **Contractor** shall take such precautions and security measures and other steps for the protection and security of the **works** as the **Contractor** may deem necessary.

6.6 *Add the following clause:* [9.3]

The **Employer's** rights to claim damages for the **Contractor's** omissions and actions will not be affected.

6.7 *Replace the clause with the following:* [10.1]

The **Contractor** shall effect contract works insurances and, where available, supplementary insurance in respect of civil commotion, riot and strike shall be effected for the **works** for the Contractor's all risk and, in addition, covering the **Contractor's** subcontractors. Such insured amounts shall include the full value of materials and goods supplied by the **Employer** to the Contractor. Supplementary insurance shall not be effected where the **Employer** makes such an election as stated in [11.1.2 – 3]

6.8 *Add the following clause:* [11.2]

The **Contractor** shall effect public liability insurance for not less than the amount and the deductible as stated in [10.1.3]. In addition the **Contractor** shall affect any relevant workmen's compensation or similar insurances as are required by law. The **Contractor** shall ensure that his sub-contractors effect their own similar insurances.

6.9 *Add the following clause:*
[11.3]

Should the **Employer** decide that the execution of the works could cause the weakening or interference with the support of the land adjacent to the **site**, the **Employer** shall state in [11.1.1] That the **Contractor** shall effect support insurance

6.12 *Replace the clause with the following:*
[12.3]

Where the **Contractor** fails to effect any of the required insurances or to keep them in force, the **Employer** may cancel this agreement in terms of clause [36.0]

6.13 *Replace the clause with the following:*
[12.4]

Before effecting support insurance in terms of [11.2] the **Contractor** shall engage an engineer or technologist to design and inspect the provision of the necessary support.

6.14 *Replace the clause with the following:*
[14.1]

Security:

The securities to be provided by the **Contractor** are:

- (1) Variable construction guarantee
- (2) Fixed construction guarantee
- (3) Advance payment guarantee

6.14 *Replace the clause with the following:*
[15.2.1]

Give the **Contractor** possession of site within ten (10) **working days** of the commencement of the **construction period** provided that the **Contractor** has complied with the terms of [15.1.1] and [15.1.2]

6.15 *Replace the clause with the following:*
[25.3]

Should the **Principal Agent** not issue a **works completion** list, in terms of [25.1] or [25.2.2], within seven (7) **calendar days** from the end of the inspection period, the **Contractor** shall notify the **Employer** and **Principal Agent**. Should the **Principal Agent** not issue such **works completion** list within seven (7) **calendar days** of such notice, the **Employer** may within seven (7) **calendar days** issue to the **Contractor** a **works completion** list. Should the **Employer**:

6.16 *Replace the clause with the following:*
[25.3.1]

Not issue such **works completion** list within seven (7) **calendar days**, then the **certificate of works completion** shall be deemed to have been issued on the date of expiry of the initial notice period and **works completion** shall be deemed to have been achieved on such date.

6.17 *Replace the clause with the following:*
[25.3.2]

Issue a **works completion** list and the work on the **works completion** list not have been completed or where further **defects** have become apparent, the **Employer** shall forthwith identify such items on the updated **works completion** list and notify the **Contractor**. The **Contractor** shall repeat the procedure in terms of [25.2.2] until such items have been completed to the satisfaction of the **Employer**.

6.18 *Replace the clause with the following:*
[26.1]

The defects liability period for the works shall commence on the date of works completion and end after three hundred and sixty-five (365) **calendar days** for items stated in the **bills of quantities**.

6.19 *Replace the clause with the following:*
[26.4]

Should the **Principal Agent** not issue a **defects** list in terms of [26.2.2 or 26.3.2], within seven (7) **calendar days** from the end of the **defects** liability period, the **Contractor** shall notify the **Employer** and **Principal Agent**. Should the **Principal Agent** not issue such **defects** list within seven (7) **calendar days** of receipt of such notice, the **Employer** may within seven (7) **calendar days** issue to the **Contractor** a **defects** list. Should the **Employer**:

6.20 *Replace the clause with the following:*
[26.4.1]

Not issue such **defects** list within seven (7) **calendar days**, then the **certificate of final completion** shall be deemed to have been issued on the date of expiry of the initial notice period and **final completion** shall be deemed to have been achieved on such date.

6.21 *Replace the clause with the following:*
[26.4.2]

Issue a **defects** list and the work on the **defects** list has not been completed or where further **defects** have become apparent, the **Employer** shall forthwith identify such items on the updated **defects** list and notify the **Contractor**. The **Contractor** shall repeat the procedure in terms of [26.3.2] until such items have been completed to the satisfaction of the **Employer**

6.22 *Replace the clause with the following:*
[26.6]

A **certificate of final completion** issued in terms of [26.0] shall be *prima facie* evidence as to the sufficiency of the **works** and that the Contractor's obligations in terms of [2.0] and [15.0] have been fulfilled other than for **latent defects**.

6.23 *Replace the clause with the following:*
[27.1]

The **latent defects** liability period shall commence at the start of the **construction period** and end ten (10) years from the date of **final completion** where **final completion** in terms of [26.0] is achieved.

6.24 *Replace the clause with the following:*
[27.2]

Where cancellation of this **agreement** occurs before the achievement of **final completion** the **latent defects** liability period shall end ten (10) years from the date of cancellation.

6.27 *Replace the clause with the following:*
[31.4.2]

A reasonable estimate of the value of **materials and goods** in terms of [31.6] unless the **Employer** elects not to pay for such.

6.29 *Replace the clause with the following:*
[31.9]

The **Employer** shall pay the **Contractor** the amount certified within thirty (30) **calendar days** of the date for issue of the **payment certificate**. Payment shall be subject to the **Contractor** giving the **Employer** a **tax** invoice for the amount due.

6.30 *Replace the last sentence with the following:*
[31.11.2]

The principle agent shall calculate such default interest at the rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No. 1 of 1999).

6.31 *Replace the clause with the following:*
[31.12]

Where a **payment certificate** reflects an amount in favour of the **Employer**, the **Contractor** shall pay the amount certified within twenty-one (21) **calendar days** of the date of issue of the **payment certificate**. Where such an amount has not been paid, the **Contractor** shall be liable for default interest and the **Principal Agent** shall include such an amount in the **recovery statement** in terms of [33.0]. Payment shall be subject to the **Employer** giving the **Contractor** a **tax** invoice for the amount due. The **Principal Agent** shall calculate such interest at the rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No. 1 of 1999).

6.32 *Replace the clause with the following:*
[34.1]

The **Contractor** shall cooperate with and assist the **Principal Agent** in the preparation of the **final account** by timeously providing all relevant documents on request. The **Principal Agent** shall issue the final account to the **Contractor** within one hundred and twenty (120) **working days**.

6.33 *Add the following clause:*
[34.2]

The **Principal Agent** shall allow the **Employer** twenty (20) **working days**, within the period provided in [34.1] to accept the **final account** before presentation to the **Contractor** in terms of [34.3]

6.34 *Add the following:*
[34.5]

The final payment certificate shall be issued by the **Employer**.

6.35 *Replace the clause with the following:*
[34.9]

The **Employer** shall concurrently with the issue of the final **payment certificate** issue a statement to the **Contractor** showing the total amount of **tax** certified.

6.36 The **Employer** shall pay to the **Contractor** the amount certified for payment in the final **payment certificate** within thirty (30) **calendar days** of the date of issue of the final **payment certificate** subject to the **Contractor** giving the **Employer** a **tax** invoice for the amount due.
[34.10]

6.37 *Replace the last sentence with:*
[34.12]

Such interest shall be calculated at the rate as determined by the Minister of Finance, from time to time, in terms of section 80(1)(b) of the Public Finance Management Act, 1999 (Act No. 1 of 1999).

6.38 *Replace the clause with the following:*
[36.1]

The **Employer** may, without prejudice of any other rights available to him, cancel this **agreement** where the **Contractor**:

6.39 *Replace the clause with the following:*
[36.2]

Where the **Contractor** is in default, the **Employer** may notify the **Contractor**, either directly or through the **Principal Agent**, of his default and of the **Employer's** intention to cancel this **agreement** in terms of [36.1], should the default not be remedied.

6.40 *Replace the clause with the following:*
[37.2]

Where the **Employer** considers cancelling this **agreement** in terms of [37.1] the **Employer** shall notify the **Contractor** of the **Employer's** intention to cancel this **agreement**.

6.41 *Add the following clause:*
[39.2]

The **Employer** shall be entitled at any time to unilaterally terminate or cancel this **agreement** or any part thereof. Save for the following the **Contractor** shall not be entitled to claim any other amounts whatsoever in respect of such termination or cancellation of this **agreement**. The **Employer** shall be obliged to pay the **Contractor** as damages and/or loss of profit the lesser of:

6.42 *Add the following clause:*
[39.2.1]

An amount not exceeding ten per cent (10%) of the **contract sum**.

6.43 *Add the following clause:*
[39.2.2]

Ten per cent (10%) of the value of incomplete work.

6.43 *Add the following clause:*
[39.2.3]

The **Contractor's** actual damage or loss as determined by the **Employer** after receipt of evidence substantiating any such damage or loss.

6.44 *Replace the clause with the following:*
[40.2.2]

Litigation where the **Employer** so elects. Institution of the action shall be commenced and process served with one (1) year from the date of existence of the dispute, failing which the dispute shall lapse.

7.0 CHANGES MADE TO THE STANDARD JBCC DOCUMENT

Changes made to the standard JBCC document are listed in section 6 above.

8.0 DECLARATION BY THE PRINCIPAL AGENT

I, the Principal Agent named in 1.2 above, declare that the information provided above is complete and accurate at the time of calling for tenders. Where necessary, should any of the above information need to be varied, tenderers will be forthwith informed thereof in writing,

.....
Principal Agent

.....
Date

Section C1.2.2: Contract Data: Contractor to Employer (CE)

Contractor Addendum Code 2101-CE

Introduction

This addendum contains all variables referred to in the Principal Building Agreement that are the responsibility of the Contractor to provide the appropriate information that is necessary for the Contractor to complete his tender. The Addendum must be completed in full and included in the tender documents. The Addendums "Contract Data – EC", "Contract Data – CE", "Contract Data – ES" and "Contract Data – SE" form part of the contract between the parties.

Definitions

The definitions used in this document and the interpretation thereof are as listed in the Principal Building Agreement. The work or phrase of a definition is in **bold text** and shall bear the meaning assigned to it in the Principal Building Agreement. Where such word or phrase is not highlighted it shall bear the meaning consistent with the context of its use. The listed defined word or phrase does not qualify as a definition where information required to be stated in the **contract data** has not been provided.

Provision of Contract Data

Spaces requiring information must be filled in, shown as "not applicable" or deleted and not left blank. Where choices are offered, the non-applicable items are to be clearly struck out. Where insufficient space is provided the additional information should be annexed hereto and cross referenced to the applicable clause of the **contract data**.

Reference Clauses

Where relevant the Principal Building Agreement clause applicable to the required information is printed in italics under the Contract Data clause number i.e. [27.4.2]

TABLE OF CONTENTS

Section No.	Description
1.0	CONTRACTING PARTY
2.0	SECURITIES
3.0	PAYMENT AND ADJUSTMENT OF PRELIMINARIES
4.0	EMPLOYER CHANGES TO JBCC STANDARD DOCUMENTS
5.0	THE TENDER

CONTRACT DATA – CONTRACTOR

1.0 CONTRACTING PARTY

1.1
[1.2]

Contractor:

Postal Address:

Code:

Physical Address:

Code:

E-mail:

Tel no.:

Fax no.:

VAT no.:

2.0 SECURITIES

2.1 The security provisions selected are:

2.1.1
[14.3] Variable Construction Guarantee

(Yes / No)

2.1.2
[14.4] Fixed Construction Guarantee and Payment Reduction

(Yes / No)

2.1.3
[14.5] Advanced Payment is required. Where “Yes”

Amount

N/A

2.1.4
[14.5] An Advance Payment Guarantee to be provided

(Yes / No)

No

3.0 PAYMENT AND ADJUSTMENT OF PRELIMINARIES

3.1 Payment of preliminaries

The payment of preliminaries shall be according to the option selected by the **contractor**. The amount included in each monthly **payment certificate** in respect of preliminaries as stated in the **contract data** shall be:

3.1.1 Option A

Assessed by the **principal agent** as an amount prorated to the value of the work duly executed in the same ratio as the preliminaries bears to the **contract sum** excluding:

- The amount for preliminaries
- Any contingency sum
- Any amount in respect of **CPAP**

All inclusive of **tax**.

3.1.2 Option B

Calculated from the priced items in the **bills of quantities / lump sum document**. The **contractor** and the **principal agent** shall agree on a division of the priced preliminaries items into:

- An initial or establishment charge
- A monthly charge
- A final or disestablishment charge

All inclusive of **tax**.

In arriving at such a division cognizance shall be taken of such factors as:

- Premiums for annually renewable insurance policies.
- Plant, scaffolding and the like remaining the property of the **contractor** or the hiring company and the capital costs thereof not treated as part of the initial charge.

Where the initial **construction period** is extended the monthly charge shall be recalculated on the same basis as was originally applied but taking into account the revised **construction period** and the amounts already paid to the **contractor**.

Should the **contractor** and the **principal agent** be unable to agree such division then the **principal agent** shall make a division of the amount of preliminaries to be incorporated in the valuations of each monthly **payment certificate**.

3.2 Adjustment of preliminaries

The amount of items of preliminaries shall be adjusted to take account of the theoretical financial effect which changes in time and/or value have on preliminaries. Such an adjustment shall be based on the particulars provided by the **contractor** for this purpose in terms of Option A or B and shall preclude any further adjustment of preliminaries.

Adjustment of preliminaries in terms of Options A or B shall apply notwithstanding the actual employment of resources by the **contractor** in the execution of the **works**. The adjustment of preliminaries shall be based on the options as selected in the **contractor's tender**.

For the adjustment of the preliminaries both the **contract sum** and the **contract value** shall exclude:

- The amount of preliminaries
- Any contingency sum
- Any amount in respect of **CPAP**

All inclusive of **tax**.

3.2.1 Option A

The amount of preliminaries shall be adjusted in the following categories:

- An amount which shall not be varied.
- An amount which shall be varied in proportion to the **contract value** as compared with the **contract sum**.
- An amount which shall be varied in proportion to the **construction period** as compared to the initial **construction period** excluding revisions to the **construction period** for which the **contractor** is not entitled to adjustment of the **contract value** in terms of the **agreement**.

The **contractor** shall, within fifteen (15) working days of taking possession of the **site**, give the **principal agent** a breakdown, subdivided into the above categories, of the amount for preliminaries in tabulated form, all to the satisfaction of the **principal agent**.

Should the **contractor** fail to provide such information within the period stipulated then the amount for preliminaries shall be deemed to be subdivided into the following proportions:

- 10% (ten percent) which amount shall not be varied.
- 15% (fifteen percent) which amount shall be varied in proportion to the **contract value** as compared with the **contract sum**.
- 75% (seventy-five percent) which amount shall be varied in proportion to the **construction period** as compared with the initial **construction period**.

For a lump sum document, should the contractor fail to identify the amount for preliminaries, then such an amount shall be deemed to be 7,5% (seven and a half percent) of the contract sum excluding:

- Any contingency sum
- Any amount in respect of **CPAP**

All inclusive of **tax**.

Where sectional completion is required in terms of the agreement, the contractor shall provide the **principal agent** with the division of the above categorised amounts into sections. Should the **contractor** fail to provide such information within the period stipulated the categorised amounts shall be prorated to the value of each section.

3.2.2 Option B

The **contractor** shall, within fifteen (15) **working days** of taking possession of the site, provide the **principal agent** with a detailed breakdown of the amount for preliminaries. This breakdown shall set out, among others, full particulars of administrative, supervisory and other personnel, plant, transport and other resources and charges included in the amount for preliminaries. The **contractor** shall show the periods to which the individual items related with the charge rate for such items by means of a **programme** all to the satisfaction of the **principal agent**.

Where sectional completion is required in terms of the **agreement**, the **contractor** shall provide the **principal agent** with details of the resources required for each section and those that are common to sections. Should the **contractor** fail to provide such information within the period stipulated, Option A shall apply.

3.2.3 Payment certificate cash flow

The **contractor** shall provide all reasonable assistance to the **principal agent** in the preparation of cash flow projections of claims for **payment certificates** where required by the **employer**. The projections shall be based on the **programme** and shall be updated as and when the **programme** requires updating. The cooperation of the **contractor** in terms of this item shall not prejudice his right to receive payment in terms of the **agreement**.

3.2.4	The contract value shall be adjusted according to CPAP [3.1]	(Yes / No)	No
3.2.5	Payment of preliminaries [3.1.1-2]	(A or B)	
3.2.6	Adjustment of preliminaries [3.2.1-2]	(A or B)	

4.0 EMPLOYER CHANGES TO JBCC STANDARD DOCUMENTS

4.1	Changes (if any) in terms of the Employer's Contract Data are accepted [3.11]. Where "no" an addendum referenced to this clause is to be attached.	(Yes / No)	Yes. Refer to EC 6
-----	--	------------	---

5.0 THE TENDER

- 5.1 This tender is to be submitted to the principal agent at the street address provided in the invitation to tender before the tender closing date and time stated herein.
- 5.2 By the submission of this tender to the **employer** the tenderer offers and agrees to contract for, execute and complete the **works** for the tender sum as stated below.
- 5.3 Tenders will be opened in public directly after the stated closing time. Only the total tender sum as stated in each tender will be announced.
- 5.4 The lowest or any tender will not necessarily be accepted.
- 5.5 This tender shall remain in full legal force for **one hundred and twenty (120) calendar days**. The tenderer accepts liability for damages as may be suffered by the **employer** should the tender validity period not be honoured.
- 5.6 This tender takes into account all listed items [4.0] for the purpose of preparing and submitting this tender.
- 5.7 The successful tenderer will be appointed in terms of the JBCC Principal Building Agreement.

5.8 TENDER SUM COMPILATION

Amount

5.8.1 Tenderer's work including **prime cost amounts**

R

5.8.2 **Employer allowances** stated by the **principal agent**

R

5.8.3 **SUB TOTAL**

R

5.8.4 *Add tax* on 5.8.3

R

5.8.5 **TOTAL TENDER SUM inclusive of tax**

R

5.8.6 Tender Sum in words

Thus, done and signed at on

.....
Name of Signatory

.....
Capacity of Authorised Signatory

.....
As witness

.....
for and on behalf of the Tenderer who
warrants authorisation hereto

PART C: THE CONTRACT

Part C1: Agreement and Contract Data

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

C1.3 Form of Construction Guarantee (Pro Forma)

C1.3.1 FIXED CONSTRUCTION GUARANTEE - JBCC 2000 PRINCIPAL BUILDING AGREEMENT (Edition 5.0 of July 2007)

To:

South African National Biodiversity Institute
Private Bag X101
Silverton
0184

Sir,

FIXED CONSTRUCTION GUARANTEE FOR THE EXECUTION OF A CONTRACT IN TERMS OF JBCC 2000 (5.0 EDITION JULY 2007)

- With reference to the contract between (hereinafter referred to as the “**Contractor**”) and the **South African National Biodiversity Institute** (hereinafter referred to as the “**Employer**”), **Contract/Tender No: SANBI G469/2023 request for the appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town** (hereinafter referred to as the “contract”) in the amount of

R(insert amount),

..... (insert amount in words),
(hereinafter referred to as the contract sum),

I / We,

in my/our Capacity as and hereby
representing

(hereinafter referred to as the “**Guarantor**”) advise that the **Guarantor** holds at the **Employer’s** disposal the sum of R....., (insert amount in figures)
..... (insert amount in words)
being 5% of the contract sum (excluding VAT), for the due fulfillment of the contract.
- The **Guarantor** hereby renounces the benefits of the exceptions *non numeratae punia; non causa debiti; excussionis et divisionis; and de duobus vel pluribus reis debendi* which could be pleaded against the enforcement of this guarantee, with the meaning and effect whereof I/we declare myself/ourselves to be conversant, and undertake to the **Employer** the amount guaranteed, on receipt of a written demand from the **Employer** to do so, stating that the **Employer** has a right of recovery against the **Contractor** in terms of 33.0 of the contract.

3. Subject to the above, but without in any way detracting from the **Employer's** rights to adopt any of the procedures provided for in the contract, the said demand can be made by the **Employer**, at any stage prior to the expiry of this guarantee.
4. The amount id by the **Guarantor** in terms of this guarantee may be retained by the **Employer** on condition that upon the issue of the last final **payment certificate**, the **Employer** shall account to the **Guarantor** showing how this amount has been expended and refund any balance due to the **Guarantor**.
5. The **Employer** shall have the absolute right to arrange his affairs with the **Contractor** in any manner which the **Employer** deems fit and the **Guarantor** shall not have the right to claim his release on account of any conduct alleged to be prejudicial to the **Guarantor**. Without derogating from the foregoing, any compromise, extension of the **construction period**, indulgence, release or variation of the **Contractor's** obligation shall not affect the validity of this guarantee.
6. The **Guarantor** reserves the right to withdraw from this guarantee at any time by depositing the guaranteed amount with the **Employer**, whereupon the Guarantor's liability seizes.
7. This guarantee is neither negotiable nor transferable, and
 - (a) must be surrendered to the **Guarantor** at the time when the **Employer** accounts to the **Guarantor** in terms of clause 4 above, or
 - (b) shall lapse on the date of the last **certificate of practical completion**.
8. This guarantee shall not be interpreted as extending the **Guarantor's** liability to anything more than payment of the amount guaranteed.

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

AS WITNESS

1.

2.

.....
By and on behalf of

.....
.....
(insert the name and physical address of the Guarantor)

Name:

Capacity:
(Duly authorised thereto by resolution attached marked Annexure A)

Date:

- A. **No alterations and/or additions of the wording of this form will be accepted.**
- B. **The physical address of the Guarantor must be clearly indicated and will be regarded as the Guarantor's *domicilium citandi et executandi*, for all purposes arising from this guarantee.**
- C. **This GUARANTEE must be returned to:**

C1.3.2: VARIABLE CONSTRUCTION GUARANTEE - JBCC 2000 PRINCIPAL BUILDING AGREEMENT (Edition 5.0 of July 2007)

To:

South African National Biodiversity Institute
Private Bag X101
Silverton
0184

Sir,

VARIABLE CONSTRUCTION GUARANTEE FOR THE EXECUTION OF A CONTRACT IN TERMS OF JBCC 2000 (5.0 EDITION JULY 2007)

5. With reference to the contract between (hereinafter referred to as the **"Contractor"**) and the **South African National Biodiversity Institute** (hereinafter referred to as the **"Employer"**), **Contract/Tender No: SANBI G469/2023 request for the appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town** (hereinafter referred to as the **"contract"**) in the amount of

R(insert amount),

..... (insert amount in words),
(hereinafter referred to as the contract sum),

I / We,

in my/our Capacity as and hereby

representing

(hereinafter referred to as the **"Guarantor"**) advise that the **Guarantor** holds at the **Employer's** disposal the sum of R....., (insert amount in figures)

..... (insert amount in words)
being 10% of the contract sum (excluding VAT), for the due fulfillment of the contract.

1. I / We advise that the **Guarantor's** liability in terms of this guarantee shall be as follows:
- (a) From and including the date on which this guarantee is issued and up to and including the date of payment of the amount in the last final **payment certificate**, the **Guarantor** will be liable in terms of this guarantee to the maximum amount of 10% of the **contract sum** (excluding VAT);
 - (b) The **Guarantor's** liability shall reduce to 3 % of the **contract value** (excluding VAT) as determined at the date of the last **certificate of practical completion**, subject to such amount not exceeding 10% of the **contract sum** (excluding VAT).
 - (c) The **Guarantor's** liability shall reduce to 1 % of the **contract value** (excluding VAT) as determined at the date of the last **certificate of final completion**, subject to such amount not exceeding 10 % of the **contract sum** (excluding VAT).
 - (d) This guarantee shall expire on the date of the last **final payment certificate**.
 - (e) The **practical completion certificate** and the **final completion certificate** referred to in this guarantee shall mean the certificates issued in terms of the contract.

2. The **Guarantor** hereby renounces the benefits of the exceptions *non numeratae punia; non causa debiti; excussionis et divisionis; and de duobus vel pluribus reis debendi* which could be pleaded against the enforcement of this guarantee, with the meaning and effect whereof I/we declare myself/ourselves to be conversant, and undertake to y the **Employer** the amount guaranteed on receipt of a written demand from the **Employer** to do so, stating that the **Employer** has a right of recovery against the **Contractor** in terms of 33.0 of the contract.
4. Subject to the above, but without in any way detracting from the **Employer's** rights to adopt any of the procedures provided for in the contract, the said demand can be made by the **Employer** at any stage prior to the expiry of this guarantee.
5. The amount id by the **Guarantor** in terms of this guarantee may be retained by the **Employer** on condition that upon the issue of the last **final payment certificate**, the **Employer** shall account to the **Guarantor** showing how this amount has been expended and refund any balance due to the **Guarantor**.
6. The **Employer** shall have the absolute right to arrange his affairs with the **Contractor** in any manner which the **Employer** deems fit and the **Guarantor** shall not have the right to claim his release on account of any conduct alleged to be prejudicial to the **Guarantor**. Without derogating from the foregoing, any compromise, extension of the construction period, indulgence, release or variation of the **Contractor's** obligation shall not affect the validity of this guarantee.
7. The **Guarantor** reserves the right to withdraw from this guarantee at any time by depositing the amount guaranteed with the **Employer**, whereupon the **Guarantor's** liability ceases.
8. This guarantee is neither negotiable nor transferable, and
 - (a) must be surrendered to the **Guarantor** at the time when the **Employer** accounts to the **Guarantor** in terms of clause 5 above, or
 - (b) shall lapse in accordance with clause 2(d) above.
9. This guarantee shall not be interpreted as extending the **Guarantor's** liability to anything more than the payment of the amount guaranteed.

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

AS WITNESS

1.

2.

.....
By and on behalf of

.....
.....
(insert the name and physical address of the
Guarantor)

South African National Biodiversity Institute

The appointment of a contractor for the renovations and repair work to the seed bank building at the Kirstenbosch National Botanical Garden, Cape Town

Contract: **SANBI G469/2023**

Name:

Capacity:
(Duly authorised thereto by resolution attached
marked Annexure A)

Date:

- A. No alterations and/or additions of the wording of this form will be accepted.
- B. The physical address of the Guarantor must be clearly indicated and will be regarded as the Guarantor's *domicilium citandi et executandi*, for all purposes arising from this guarantee.
- C. This GUARANTEE must be returned to:

PART C: THE CONTRACT

Part C1: Agreement and Contract Data

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

C1.4 Occupational Health and Safety Agreement 37(2)

AGREEMENT MADE AND ENTERED INTO BETWEEN THE
SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)
(Hereinafter called the “**EMPLOYER**”)

.....
(Contractor / Mandatary / Company / CC Name)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT NO. 85 OF 1993 AS AMENDED

I,, representing

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

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

COID ACT Registration Number:

Or Compensation Insurer: Policy No.:

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

I further undertake to ensure that any Sub-contractors employed by me will enter into an Occupational Health and Safety Agreement separately, and that such Sub-contractors comply with the conditions set.

I hereby declare that I have read and understand the appended Occupational Health and Safety Conditions and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan.

Signed at this day of 20

.....
WITNESS

.....
MANDATARY

Signed at this day of 20

.....
WITNESS

.....
FOR AND ON BEHALF OF THE EMPLOYER

OCCUPATIONAL HEALTH AND SAFETY CONDITIONS

1. The Chief Executive Officer of the Contractor shall assume the responsibility in terms of Section 16(1) of the Occupational Health and Safety Act (as amended). Should the Contractor assign any duty in terms of Section 16(2), a copy of such assignment shall immediately be provided to the representative of the Employer as defined in the Contract.
2. All work performed on the Employer's premises shall be performed under the supervision of the construction supervisor who understand the hazards associated with any work that the Contractor performs on the site in terms of Construction Regulations 2003.
3. The Contractor shall appoint a Competent Person who shall be trained on any occupational health and safety aspect pertaining to them or to the work that is to be performed.
4. The Contractor shall ensure that he familiarises himself with the requirements of the Occupational Health and Safety Act and that he, his employees, and any sub-contractors, comply with them.
5. Discipline in the interests of occupational health and safety shall be strictly enforced.
6. Personal protective equipment shall be issued by the Contractor as required and shall be worn at all times where necessary.
7. Written safe work procedures and appropriate precautionary measures shall be available and enforced, and all employees shall be made conversant with the contents of these practices.
8. No substandard equipment/machinery/articles or substances shall be used on the site.
9. All incidents referred to in terms of Section 24 of the Occupational Health and Safety Act shall be reported by the Contractor to the Department of Labour and the Employer.
10. The Employer hereby obtains an interest in the issue of any formal inquiry conducted in terms of Section 32 of the Occupational Health and Safety Act and into any incident involving a Contractor and/or his employees and/or his Sub-Contractor/s.
11. No use shall be made of any of the Employer's machinery / plant / equipment / substance / personal protective equipment or any other article without prior arrangement and written approval.
12. No alcohol or any other intoxicating substance shall be allowed on the site. Any person suspected of being under the influence of alcohol or any other intoxicating substance shall not be permitted access to, or allowed to remain on the site.
13. Prior to commencement of any work, verified copies of all documents mentioned in the agreement, must be presented to the Employer.

PART C: THE CONTRACT
Part C2: Pricing Data and Bill of Quantities

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
CONTRACT NO:	SANBI G469/2023

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PART C: THE CONTRACT

Part C2: Pricing Instruction and Bill of Quantities

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
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C2.1 Pricing Instructions

1. GENERAL INFORMATION

a. Bills of Quantities

The **bills of quantities** forms part of and must be read and priced in conjunction with all the other documents forming part of the **contract documents**, the Standard Conditions of Tender, Conditions of Contract, Specifications, Drawings and all other relevant documentation.

b. Value Added Tax

The **contract sum** must include for Value Added Tax (VAT). All rates, provisional sums, etc. in the **bills of quantities** must however be net (exclusive of VAT) with VAT calculated and added to the total value thereof in the Final Summary.

c. Fixed Price Contract

Tenderers are to take note that contract price adjustments are not applicable to this contract. Tenderers should therefore make provision in the **contract sum**, schedule of rates, etc., for possible price increases during the contract period, as no claims in this regard shall be entertained.

2. PRICING INFORMATION

- These schedules of quantities contain sequentially numbered pages as indicated in the contents list. Tenderers are required to check that the pages in their schedules of quantities are complete. If any pages are duplicated or omitted, or if any quantity or typing is unclear or if the schedules of quantities contain any obvious errors, the tenderer shall immediately notify the engineer so that the problem may be rectified. No responsibility for any errors arising from any of the above shall be accepted by the engineer.
- The schedules of quantities form part of and shall be read in conjunction with the specification, which contains full description of the work required to be performed and the materials and equipment to be supplied and used in the execution of the works. Tenderers shall refer to the specification for the full meaning and description of work to be executed and materials and equipment to be supplied or used in the execution of the work.
- Tenders shall be submitted with schedules of quantities completed in full. Non or partial completion of the schedules of quantities shall render tenders liable for disqualification.
- The total tender price as carried forward to the tender form, after correction for arithmetic extension errors, etc. shall be the contract price as awarded to the successful tenderer. Tenderers are requested to check multiplication and addition of the schedules of quantities. The rate submitted shall be regarded as the price offered per item.
- No changes, additions or omissions to the contents of the schedules of quantities shall be permitted. If any changes, additions or omissions are made these shall not be recognised and the original wording of the schedules of quantities shall apply.

6. The priced schedules of quantities of tender shall be checked by the principal agent. The principal agent reserves the right to request adjustments to one or more individual tender prices and to rectify contradictions and thereby alter the total tender price as submitted. The acceptance of this tender does not preclude the principal agent from querying or requesting of the contractor to adjust the rates at any stage during the contract period or any extension thereto.
7. The responsibility of the accuracy of the quantities included in the schedules, remains with the person who prepared the schedules. The tenderer is relieved from the responsibility of the measurement of quantities at tender stage and the tender amounts shall be for the quantities as listed in the schedules. It is however expected from the tenderer to include for minor construction items such as would be required for the complete execution of works in accordance with the specification.
8. The quantities in these schedules of quantities shall not be used for the ordering of materials.
9. Changes in the scope of works included in the schedule of quantities shall be permitted and shall be measured and priced at the tariffs as included in the schedules of quantities and shall form an addition to or omission from the total of the schedule of quantities. Any changes not covered by any rates in the schedules of quantities shall be agreed and priced as non-schedule items in accordance with the conditions of contract.
10. The extent and value of variations shall be in accordance with the conditions of contract. Variations to the works prior to the execution thereof shall be priced as above. Variations to work already executed shall not necessarily be priced in accordance with the schedule of quantities and shall be judged individually on merit.
11. Except where the separate rate for the material and labour components of any item is specifically called for, the unit price of such item shall be deemed to include the supply and installation of that item.

The description of any items shall, except where otherwise specified, allow for the purchase, delivery, off-loading, storage, packing, lifting, placing, positioning and fixing in position, cutting and wastage, dies and patterns, models and equipment, temporary work, return of packing material, fixing costs, profit or other obligations of the contract arising out of the conditions of contract.

All items' prices shall exclude VAT but include any other tax or levy as applicable.

All items are measured to the net final quantity as indicated on the drawings with the completed work in the position as indicated on the drawing. All prices and rates shall allow for wastage for whatever reason, irrespective of any other standard measurement which may be currently used elsewhere.

12. Should the contractor identify any additional issues or items which in his opinion are necessary for the complete and proper execution of the works, he shall identify such items in a covering letter attached to his tender and submit rates for these items. Mistakes in the physical measurement of items in the schedules of quantities shall be rectified but no claim shall be considered for the non-measurement of doubtful or minor items or claims resulting of criticism of method of measurement used or descriptions given. The priced schedule of quantities shall not be adjusted on the grounds of the items which in the opinion of the tenderer should have been brought into account unless so detailed in the accompanying letter.
13. The schedule of quantities shall be adjusted to reflect the quantities of materials used on completion of whole or part of the works as a result of remeasurement, qualification or variations. The remeasured quantities shall form the basis for the calculation of payment certificates. The schedules of quantities are not intended for the ordering of materials, etc. and the contractor is advised to extract the quantities for the ordering of materials directly from the drawings and

specification. Any order placed directly from the schedules of quantities shall be solely at the contractor's risk.

14. The unit rates as entered in the schedule of quantities with the exclusion of dayworks items shall in all cases include any present and applicable sales tax or similar statutory duties.

PART C: THE CONTRACT

Part C2: Pricing Data and Bill of Quantities

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
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C2.2 Bill of Quantities

PART C: THE CONTRACT

Part C3: Scope of Work

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
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PART C: THE CONTRACT

Part C3: Scope of Work

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
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C3.1. Description of the Works

C3.1.1 Employer's Objectives

The employer's objective is to deliver improved infrastructure in the Kirstenbosch National Botanical Garden.

C3.1.2 Overview of the Works

The design and upgrade of the rooms inside the seed bank building including but not limited to the offices, lab spaces, creation of new dry rooms 1 and 2, a new walk-in freezer, the seed processing room and the MSB office and all necessary installations (building, electrical, mechanical & fittings) as per design information.

C3.1.3 Extent of the Works

The scope of works includes but not limited to the following:

- Demolition and removal of existing walls
- Removal of existing floor finishes
- Removal of existing special dry room installations
- Removal of existing doors
- Removal of existing redundant electrical and mechanical infrastructure
- Building of new walls
- Laying of new floor finishes/coverings
- Plastering of new walls
- Painting to new and existing walls
- Supply and install new suspended ceilings
- Supply and install new working tops & counters
- Electrical & mechanical work
- Supply and installation of specialized equipment

The Contractor will be required to construct the works in conformity with design criteria specified in the Project Specification.

The project period will be **3 months**.

C3.1.4 Location of the Works

The site is located at the Kirstenbosch National Botanical Garden (KNBG), Rhodes Drive, Newlands, Cape Town.



C3.1.5 Description of Site and Access

Kirstenbosch National Botanical Garden lies in the heart of the Cape Floristic Region, also known as the Cape Floral Kingdom. It is the first botanic garden in the world to be included within a natural World Heritage Site.

The 36-hectare garden is part of a 528 hectare estate that contains protected mountainside supporting natural forest and fynbos along with a variety of animals and birds. The Kirstenbosch Estate borders the Table Mountain National Park, and the Garden merges seamlessly with the natural fynbos and forest of the mountain.

Kirstenbosch displays a wide variety of the unique plant life of the Cape Flora. Plants from all the diverse regions and biomes of southern Africa are also grown at Kirstenbosch, including a near-complete collection of cycads. There are over 7 000 species in cultivation at Kirstenbosch, including many rare and threatened species

The garden is accessible via Rhodes drive, Newlands.

C3.1.6 Temporary Works

All design and construction of any temporary works must be approved by the Engineer.

PART C: THE CONTRACT

Part C3: Scope of Work

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
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Construction

C3.1.7 Construction Standards

The “Model Preambles for Trades (2008 Edition)” recommended and published by the Association of South African Quantity Surveyors shall be deemed to be incorporated in the Bills of Quantities, with amendments as follows: References to “Architect” in the Model Preambles are to be read as “Principal Agent” shall apply to this contract.

This publication is available from The Association of South African Quantity Surveyors, P.O. Box 3527, Halfway House, 1685 - telephone (011) 315-4140, before a Tender is submitted.

The SANS 1200 Standardised Specification for Civil Engineering Construction prepared by Standards South Africa and specific amendments and additions to the SANS 1200 Standardized Specifications shall apply to this contract.

The SANS 1200 Standardised Specification publications are available from Standard south Africa, Private Bag X 191, Pretoria, 0001.

C3.1.8 Plant and Materials

C3.1.8.1 Plant and Materials Supplied by the Employer

None

C3.1.8.2 Materials, Samples and Shop Drawings

All materials are to be tested by a commercial laboratory as directed by the Engineer.

C3.1.9 Construction Equipment

C3.1.9.1 Requirements for Equipment

The Contractor is required to use plant and equipment that is sufficient for the contract.

C3.1.9.2 Equipment Provided by the Employer

None

C3.1.10 Existing Services

C3.1.10.1 Known Services

As-built information is unavailable at the time of tender, the onus still lies with the main Contractor to ensure that no services are damaged during the construction phase.

C3.1.10.2 Treatment of Existing Services

Contractor to use caution.

C3.1.10.3 Use of Detection Equipment for the Location of Underground Services

At main Contractor's discretion.

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

C3.1.10.4Damage to Services

It is the responsibility of the Contractor to ensure that no services are damaged during the construction process. In case the known services are damaged, the main Contractor shall be responsible for the repair off the services to the original state before it was damaged, as well as all cost associated with the damaged service.

C3.1.11 Site Establishment

C3.1.11.1Services and Facilities Provided by the Employer

None.

C3.1.11.2Facilities Provided by the Contractor

The onus lies with the main Contractor to find a suitable camp site, approved by the Employer.

C3.1.11.3Storage

No requirements are specified.

C3.1.11.4Other Facilities and Services

No requirements are specified.

C3.1.11.5Vehicles and Equipment

No requirements are specified.

C3.1.11.6Advertising Rights

It is the main Contractor's responsibility that no suppliers advertise on site. Any advertisement from suppliers shall be removed at the cost of the main Contractor.

C3.1.11.7Notice Boards

The main Contractor is allowed to place a Notice board on site. The maximum allowed size of this board should be 2 x 3m.

C3.1.12 Site Usage

The Contractors are not allowed to work outside the allowed working hours, as agreed with the Principal Agent. The disturbance to the building should be kept at a minimum.

PART C: THE CONTRACT

Part C3: Scope of Work

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
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C3.2. Management

C3.2.1 Planning and Programming

C3.2.1.1 General

This clause describes the requirements for the preparation, submission, updating and revision of the programme for the works. The requirements are in addition to or in expansion of the JBCC PBA clause [15.6].

The programme shall be used by the contractor to plan and execute the works. The programme shall also be used by the Principal Agent to monitor progress and be the sole basis for the assessment of revisions of the date for Practical Completion.

The programme shall be produced by the contractor as follows:

- a) A programme for the totality of the works shall be submitted to the principal agent for acceptance. If the principal does not accept such programme, it shall be revised and amended until it is accepted by the principal agent. This programme will then be regarded as the baseline programme.
- b) This baseline programme shall be updated with actual progress on a monthly basis, or any more frequent basis as necessitated by construction events. The contractor may submit to the principal for acceptance revisions to the baseline programme.
- c) Acceptance by the Principal Agent of any programme submitted by the contractor does not make such programme a contract document, nor does it mandate that the works shall be constructed strictly in accordance therewith. The contractor at all times remains responsible for the construction of the works.

C3.2.1.2 Submission of Programme

Within 10 (Ten) working days of been given possession of the site the Contractor shall submit to the Principal Agent for his review and acceptance a programme for the whole of the works showing the order in which the contractor proposes to execute the works. This programme becomes the baseline programme upon acceptance by the Principal Agent. The baseline programme shall have regard to the contract completion dates, any other milestones and any restraints set out in the contract. Thereafter, if the actual progress does not conform with the baseline programme, the Principal Agent is entitled to require the Contractor to submit a revised programme showing the order of activities necessary to ensure completion of the works by the contract completion dates.

The Contractor shall supply the Principal Agent with an electronic copy of each programme, together with a print-out bar chart or tabular report in a pre-agreed format. All programmes shall be prepared and submitted using Microsoft Project software.

Within 10 (Ten) working days of the contractor submitting a programme complete with all the information required by this clause to the principal agent for acceptance, the principal agent will accept the programme or state reasons for not accepting the programme. If such reasons are given, the contractor shall take account of the reasons and resubmit the programme within 5 (five) working days.

If the Principal Agent fails to act the programme is deemed to be rejected.

C3.2.1.3 Default in submission of programs

Should the contractor fail to submit a programme for acceptance as the baseline programme or not update the programme as described above, the principal agent shall be entitled to withhold 25% of the amount due to the contractor in interim payment certificates until the contractor has complied with its obligations in this regard.

C3.2.2 Health and Safety

C3.2.2.1 Health and Safety specification

In terms of the Occupational Health and Safety Act (Act 85 of 1993) (OHSA) and the Construction Regulation 2014, the Client must provide the Contractor with a Health and Safety Specification to which the Contractor must respond with a Health and Safety Plan for approval by the Client.

The purpose of this Specification is to ensure that Principal Contractors entering into a contract with the Employer maintain an acceptable level of performance with regard to health and safety issues during the performance of the contract. In this regard the OHSA Specification form an integral part of the Contract and the Principal Contractor shall ensure that their contractors and/or suppliers comply with the requirements of this Specification.

PART C: THE CONTRACT
Part C4: Site Information

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
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PART C: THE CONTRACT
Part C4: Site Information

PROJECT TITLE:	THE APPOINTMENT OF A CONTRACTOR FOR THE RENOVATIONS AND REPAIR WORK TO THE SEED BANK BUILDING AT THE KIRSTENBOSCH NATIONAL BOTANICAL GARDEN, CAPE TOWN
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C4.1 Site Information

C4.1.1 Site Location

The site is located at the Kirstenbosch National Botanical Garden, Rhodes Drive, Newlands, Cape Town.



ANNEXURE A: HEALTH AND SAFETY SPECIFICATIONS

BILLS OF QUANTITIES



Ole Bogeng & Associates
Quantity Surveyors & Construction Cost Consultants

PROVISIONAL BILLS OF QUANTITIES

Item No		Quantity	Amount
	<u>BILL NO. 1</u> <u>PRELIMINARIES</u> NOTE: Unless otherwise stated herein, all items in this document shall be deemed to be fixed and not subject to escalation ----- <u>PRINCIPAL BUILDING AGREEMENT</u> The agreement shall be the Principal Building Agreement prepared and published by the Joint Building Contracts Committee, edition 5.0 code 2101 July 2007. (The JBCC Series 2000 Agreement) <u>PRELIMINARIES</u> The preliminaries shall be the ASAQS Preliminaries August 2007 edition for the use with the JBCC Principal Building Agreement / JBCC N/S Subcontract Agreement / Minor Works Agreement <u>FULL INTENT AND MEANING OF CLAUSES</u> Tenderers shall be deemed to have referred to the aforementioned documents for the full intent and meaning of each clause. These clauses are hereinafter referred to by the heading and clause number only. Where standard clauses or alternatives are not applicable to this contract such modifications, corrections or supplements as are necessary are given under each relevant clause heading or within the relevant Schedule. Where an item is not relevant to this specific contract such item is marked "N/A" signifying "Not applicable" <u>PRICING OF CLAUSES</u> Tenderers shall allow opposite each clause for any cost involved with complying with such clause. Any clauses left unpriced shall be deemed to be covered by rates and prices elsewhere incorporated throughout these Bills of Quantities		
	Carried Forward	R	
	Bill No. 1 Preliminaries Seed Bank Renovations Alterations & Repairs		

PROVISIONAL BILLS OF QUANTITIES

		Brought Forward	R
<u>ADJUSTMENT OF PRELIMINARIES</u>			
Should 'Alternative A', as set out within clause 10.3 of the JBCC 2000 Preliminaries, be used for the adjustment of preliminaries then each item priced is to be allocated to one or more categories by the insertion of the letter "F", "V" or "T", as the case may be, against the price in the rate column. These letters shall indicate the relevant categories as follows :			
"F" - <i>A fixed amount:</i> An amount which shall not be varied			
"V" - <i>A value related amount:</i> An Amount which shall be varied in proportion to the contract value with the contract sum			
"T" - <i>A time related amount:</i> An amount which shall be varied in proportion to the construction period as compared to the initial construction period excluding revisions to the construction period for which the contractor is not entitled to adjustment of contract value in terms of the agreement			

<u>SECTION A : JBCC PRINCIPAL BUILDING AGREEMENT</u>			
<u>DEFINITIONS</u>			
A	Definitions and interpretation	Clause 1.0	Item
<u>OBJECTIVE AND PREPARATION</u>			
B	Offer, acceptance and performance obligations	Clause 2.0	Item
C	Documents	Clause 3.0	Item
D	Design responsibility	Clause 4.0	Item
E	Employer's agents	Clause 5.0	Item
		Carried Forward	R
Bill No. 1 Preliminaries Seed Bank Renovations Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

	Brought Forward	R	
A	Contractors site representative Clause 6.0	Item	
B	Compliance with laws and regulations Occupational Health and Safety Without limiting the generality of the provisions of clause 7.0 of the agreement, the contractor's attention is drawn to the provisions of the Construction Regulations, 2003 issued in terms of the Occupational Health and Safety Act, 1993 in which it is specifically stated that the employer shall prepare a documented health and safety specification for the works and that the employer shall ensure that the contractor has made provision for the cost of health and safety measures during the execution of the works. The contractor shall price opposite this item for compliance with the act and the regulations and the provisions of the aforementioned health and safety specification NHBRC The contractor shall allow for and pay any levies required by the National Home Builders Registration Council (NHBRC). The contractor warrants that he is registered and will maintain registration with the NHBRC for the duration of this agreement Clause 7.0	Item	
C	Works risk Clause 8.0	Item	
D	Indemnities Clause 9.0	Item	
E	General insurance Clause 10.0	Item	
F	Special insurances Clause 11.0	Item	
G	Effecting insurance Clause 12.0	Item	
H	Assignment Clause 13.0	N/A	
	Carried Forward	R	
Bill No. 1 Preliminaries Seed Bank Renovations Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

		Brought Forward	R	
A	Security	Clause 14.0	Item	
	<u>EXECUTION</u>			
B	Preparation for and execution of the works	Clause 15.0	Item	
C	Site and access	Clause 16.0	Item	
D	Contract instructions	Clause 17.0	Item	
E	Setting out of the works			
	The contractor shall notify the principal agent if any encroachments of adjoining foundations, buildings, structures, pavements, boundaries, etc. exist in order that the necessary arrangements may be made for the rectification of any such encroachments.	Clause 18.0	Item	
F	Temporary works and plant	Clause 19.0	Item	
G	Nominated sub-contractors	Clause 20.0	Item	
H	Selected sub-contractors	Clause 21.0	Item	
J	Employer's direct contractors	Clause 22.0	Item	
K	Contractor's domestic sub-contractors	Clause 23.0	Item	
	<u>COMPLETION</u>			
L	Practical completion	Clause 24.0	Item	
		Carried Forward	R	
	Bill No. 1			
	Preliminaries			
	Seed Bank Renovations			
	Alterations & Repairs			

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PROVISIONAL BILLS OF QUANTITIES

	Brought Forward	R	
	<u>PAYMENT</u>		
A	Interim payment		
	The inclusion of materials and goods stored off site in the amount authorised for payment in terms of clause 31.4 shall be at the sole discretion of the principal agent and such inclusion shall only be considered upon the provision, by the contractor, of an approved guarantee issued by a registered commercial bank. Clause 31.6.5 is therefore not applicable		
	Materials and goods stored off site shall not be included in the amount authorised for payment		
	Clause 31.0	Item	
B	Adjustment to the contract value		
	Sub clause 32.13 is hereby deleted and substituted by the following:		
	All rates included in this Bill of Quantities shall remain fixed for the duration of the contract and will be free from contract price adjustment provisions		
	Clause 32.0	Item	
C	Recovery of expense and loss		
	Clause 33.0	Item	
D	Final account and final payment		
	Clause 34.0	Item	
E	Payment to other parties		
	Clause 35.0	Item	
	<u>TERMINATION</u>		
F	Termination by Employer - Contractor's default		
	Clause 36.0	Item	
G	Termination by Employer - loss or damage		
	Clause 37.0	Item	
H	Termination by Contractor - Employer's default		
	Clause 38.0	Item	
	Carried Forward	R	
	Bill No. 1		
	Preliminaries		
	Seed Bank Renovations		
	Alterations & Repairs		

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PROVISIONAL BILLS OF QUANTITIES

	Brought Forward	R	
2.0	CONTRACT AND SITE INFORMATION		
2.1	The law applicable to this agreement: Republic of South Africa		
2.2	Works identification: As a rough guide only to tenderers the work embodied in this contract comprises the renovations and repair work to the existing Seedbank building		
2.3	Site description: Seedbank Building, Kirstenbosch Botanical Gardens, Cape Town		
2.4	Possession of the site is to be given on: (To be confirmed)		
2.5	Period for the commencement of the works after the contractor takes possession of the site: Working days: 0		
2.6	Completion of the works in <i>sections</i> is required: No		
2.7	Waiver of the contractor's lien or right of continuing possession is required: Yes		
2.8	Defined restrictions to the site area. Where "yes" the specific requirements are described below or detailed in the contract documents: No		
2.9	Geotechnical investigation of the site has been undertaken. Where "yes" results are included in the contract documents N/A		
2.10	Existing premises will be occupied. Where "yes" the specific requirements are described below or detailed in the contract documents Yes		
	Carried Forward	R	
Bill No. 1 Preliminaries Seed Bank Renovations Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

		Brought Forward	R
2.11	Provision for temporary services is required. Where "yes" the specific requirements are described below or detailed in the contract documents		
		Yes	
2.11.1	Water Option B (Employer)		
2.11.2	Electricity Option B (Employer)		
2.11.3	Telecom Option A (By contractor - his cost)		
2.11.4	Ablutions Option A (By contractor - his cost)		
2.12	Protection of existing trees and shrubs is required. Where "yes" the specific requirements are described below or detailed in the contract documents		
		No	
3.0	INSURANCES AND SECURITIES		
3.1	Contract works insurance to be effected by the: Contractor		
	For the sum of : Contract sum plus 20%		
	with a deductible of : n/a		
3.2	Supplementary/special insurance to be effected by: Not required		
3.3	Public liability insurance to be effected by the: Contractor		
	For the amount of : R5,000,000.00		
	with a deductible of: R 20,000.00		
3.4	Support insurance to be effected by the: Not required		
3.5	Special insurance to be effected by the: Not required		
		Carried Forward	R
Bill No. 1 Preliminaries Seed Bank Renovations Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

	Brought Forward	R	
4.0	PRACTICAL COMPLETION DATES AND PENALTIES		
4.1	For the works as a whole :		
	<u>Date of Completion</u>	<u>Penalty amount</u>	
	3 months from site possession	R1700 per calendar day	
4.2	For the works in sections :		
5.0	DOCUMENTS AND GENERAL		
5.1	Construction document copies to be supplied to the contractor free of charge:		
		Number of three (3)	
5.2	The priced document may be used as a specification of materials and goods and work methods:		
		Yes	
5.3	The contractor shall provide a schedule of rates		
		No	
5.4	Changes made to JBCC standard documents		
	See quotation document	Yes	
5.5	On acceptance of the tender the priced document is to be submitted within the stated working days:		
		Within 5 days	
5.6	Work to be undertaken by direct contractors:		
		No	
5.7	On achievement of practical completion the contractor is to hand over manuals, etc related to the work are listed below:		
		Yes	
	Refer selected subcontracts		
	Carried Forward	R	
Bill No. 1 Preliminaries Seed Bank Renovations Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

		Brought Forward	R	
5.8	Interim payment certificate to be issued by	25th of month		
6.0	CHANGES MADE TO STANDARD JBCC DOCUMENT			
	Refer clause 5.4 above			
7.0	DECLARATION BY THE PRINCIPAL AGENT			
<u>CONTRACT DATA - CE</u>				
<u>CONTRACT DATA - CONTRACTOR TO EMPLOYER</u>				
Refer to Annexure D of the tender document for the Contract Data - Contractor to Employer Data Sheet. The tender is to provide all appropriate information and to mark/indicate all relevant selections as indicated, failure to do so may invalidate the tender				
<u>SECTION B : ASAQS PRELIMINARIES</u>				
The ASAQS Preliminaries August 2007 edition for the use with the JBCC Principal Building Agreement / JBCC N/S Subcontract Agreement / Minor Works Agreement Code 2101, Edition 5.0 July 2007 is to be incorporated herein. The contractor is deemed to have referred to these documents for the full intent and meaning of each clause. These clauses are referred to by number and heading only. Where the standard clauses or options are not applicable to the contract such modifications or corrections as are necessary are given under each relevant clause.				
<u>1.0 DEFINITIONS AND INTERPRETATION</u>				
A	Definitions and interpretation	Clause 1.0	Item	
<u>2.0 DOCUMENTS</u>				
B	Checking of documents	Clause 2.1	Item	
C	Provisional bills of quantities:	Clause 2.2	Item	
Carried Forward			R	
Bill No. 1 Preliminaries Seed Bank Renovations Alterations & Repairs				

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PROVISIONAL BILLS OF QUANTITIES

		Brought Forward	R	
A	Telecommunication facilities	Clause 6.3	Item	
B	Ablution facilities	Clause 6.4	Item	
	<u>7.0 PRIME COST AMOUNTS</u>			
C	Responsibility for prime cost amounts	Clause 7.1	Item	
	<u>8.0 SPECIAL ATTENDANCE ON N/S SUBCONTRACTORS</u>			
D	Special attendance	Clause 8.1	Item	
	<u>9.0 GENERAL</u>			
E	Protection of the works	Clause 9.1	Item	
F	Protection/isolation of existing/sectionally occupied works	Clause 9.2	Item	
	F: V: T:		Item	
G	Security of the works	Clause 9.3	Item	
H	Notice before covering work	Clause 9.4	Item	
J	Disturbance	Clause 9.5	Item	
K	Environmental disturbance	Clause 9.6	Item	
L	Works cleaning and clearing	Clause 9.7	Item	
M	Vermin	Clause 9.8	Item	
		Carried Forward	R	
	Bill No. 1			
	Preliminaries			
	Seed Bank Renovations			
	Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

A	Brought Forward		R
	Item		
	Overhand work	Clause 9.9	
	<u>10.0 SCHEDULE OF VARIABLES</u>		
	Information necessary for elections and completion of those clauses contained in the schedule which are necessary for tender purposes is given hereunder. Where no information is given it shall mean that no specific requirements are expected or that the clause is not relevant to this specific contract		
	<u>Clause</u> (and reference)		
	10.1 Provisional bills of quantities (Clause 2.2) The quantities are provisional:	Yes	
	10.2 Availability of construction documentation (Clause 2.3) Construction documentation is complete:	No	
	10.3 Previous work - dimensional accuracy (Clause 3.1) No specific requirements		
	10.4 Previous work - defects (Clause 3.2) No specific requirements		
	10.5 Inspection of adjoining properties (Clause 3.3) The roads, kerbs and services (man holes, etc) need to be inspected before commencement of the works (refer clause 10.11 below) and need to be fully protected for the duration of the project		
	10.6 Water (Clause 6.1) Option A (By Contractor):	No	
	Option B (By employer - free of charge):	Yes	
	Option C (By employer - metered):	No	
	Carried Forward		R
	Bill No. 1 Preliminaries Seed Bank Renovations Alterations & Repairs		

PROVISIONAL BILLS OF QUANTITIES

		Brought Forward	R	
10.7	Electricity (Clause 6.2)			
	Option A (By Contractor)	No		
	Option B (By employer - free of charge)	Yes		
	Option C (By employer - metered)	No		
10.8	Telecommunications (Clause 6.3)			
	Telephone	Yes		
	Facsimile	No		
	E-mail	No		
10.9	Ablution facilities (Clause 6.4)			
	Option A (By Contractor)	Yes		
	Option B (By employer)	No		
10.10	Protection of the work (Clause 9.1)			
	All tiling, worktops, other floor finishes, vanities, kitchens, baths, etc., to be boarded over once completed. Plastic sheeting and other protection to other works throughout the contract			
10.11	Protection/isolation of existing/sectionally occupied works (Clause 9.2)			
	Protection/isolation is required	No		
10.12	Disturbance (Clause 9.5)			
	Contractors are advised that works will be carried out in alive working environment			
10.13	Environmental disturbance (Clause 9.6)			
	Specific requirements			
	N/A			
		Carried Forward	R	
Bill No. 1 Preliminaries Seed Bank Renovations Alterations & Repairs				

PROVISIONAL BILLS OF QUANTITIES

	Brought Forward	R
<u>SECTION C : SPECIFIC PRELIMINARIES</u>		
<u>SUPPLEMENTARY DOCUMENTATION</u>		
A	<u>Site instructions</u> Site instructions issued on site are to be recorded in triplicate in an instruction book which is to be maintained on site by the contractor <u>THE SITE</u> <u>Dust control</u>	Item
B	The contractor shall carry out the whole of the works with as little mess and noise as possible and with a minimum of disturbance to the existing premises and their occupants. He shall keep the site well watered during the operations to prevent dust and shall provide, erect and maintain all temporary tarpaulins, dust and weatherproof screens, barriers and temporary plumbing that may be necessary during the progress of the work, all to the satisfaction of the principal agent and the municipal authorities, and remove when directed The contractor shall not be liable for the cost of removing dust which may settle on any adjoining property, provided the principal agent is satisfied that the contractor has taken all reasonable precautions against the spread of dust in compliance with this clause	Item
<u>FINANCIAL ASPECTS</u>		
<u>Overtime</u>		
C	It is incumbent on the Contractor to assess overtime and after hours works requirements and make due allowance in his tender. No claims for overtime or after hours worked will be entertained Only when prior written agreement thereto is given by the principal agent and quantity surveyor, will additional costs be borne by the Employer	Item
Carried Forward		R
Bill No. 1 Preliminaries Seed Bank Renovations Alterations & Repairs		

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PROVISIONAL BILLS OF QUANTITIES

Item No		Quantity	Rate	Amount
	<u>BILL NO. 2</u>			
	<u>ALTERATIONS</u>			
	<u>NOTE:</u> The use of trade names simply serves to indicate a standard acceptable to the Principal Agent. Any other brand may be used with prior written approval of the Principal Agent <u>NOTE:</u> Tenderers are advised to study the Model Preambles for Trades (2008 Edition) before pricing this bill -----			
	<u>SUPPLEMENTARY PREAMBLES</u>			
	<u>View site</u> Before submitting his tender the contractor shall visit the site and satisfy himself as to the nature and extent of the work to be done and the value of the materials contained in the buildings or portions of the buildings to be demolished. No claim for any variations of the contract sum in respect of the nature and extent of the work or of inferior or damaged materials will be entertained <u>Demolitions</u> All demolitions and works on site must be carried out carefully and in the safest possible manner and the Contractor is to make a thorough examination and take all necessary precautions before proceeding with the work. the utmost care is to be observed to avoid any structural or any other damage in the remaining portions of the existing building.			
	Carried Forward		R	
	Bill No. 2 Alterations Seed Bank Renovations Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

Brought Forward <u>Old materials to be carted away</u> Old materials from the alterations, except where described to be re-used or handed over, as well as all rubbish, etc., must be regularly carted from the site and not be allowed to accumulate on or around the site <u>Old materials not to be re-used</u> None of the old materials are to be used for new work except where specifically described being set aside for re-use <u>Handing over of materials</u> Where certain materials or articles from demolitions or articles are described as to be handed over by the contractor to the Employer or Representative/Agent, such materials or articles shall be properly tagged and catalogued when removed, and stored by the contractor until handing over thereof. The contractor must obtain an official receipt listing the materials or articles and dates of handing over. If the contractor fails to submit the receipt when requested, it shall be deemed that the materials or articles are still in his possession and he will be held liable for the full replacement value thereof , which amount will be deducted from any monies due to the contractor All materials or articles described as to be handed over to the Employer to be finalised by the Architect on site <u>DAMAGE AND REPAIR TO SERVICES</u> Should the Contractor damage any services which are to remain in operation or any services which have not yet been disconnected prior to removal, then the Contractor will be held solely responsible for such damage and further resultant damage The Contractor shall immediately notify the Representative/Agent and Employer and shall pay all fees and charges levied. Carried Forward Bill No. 2 Alterations Seed Bank Renovations Alterations & Repairs	R R
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PROVISIONAL BILLS OF QUANTITIES

Brought Forward			R
<u>REMOVAL OF EXISTING WORK</u>			
<u>Breaking down and removing brickwork etc</u>			
A	Half brick walls	m2	20
B	One brick walls	m2	34
<u>Taking out and removing doors, windows, etc from brickwork to be demolished</u>			
C	Timber single door and frame not exceeding 2.5m ²	No	3
<u>Carefully taking out and removing doors, windows, etc, including thresholds, sills, etc and set aside for reuse and later refixing in similar new position (refixing measured elsewhere)</u>			
D	Timber single door and frame not exceeding 2.5m ²	No	1
<u>Taking out and removing doors, windows, etc, including thresholds, sills, etc (building up openings and making good finishes elsewhere)</u>			
E	Timber sliding door and frame 1 500 x 2 100mm high overall from one brick walls including all sliding gear, pelmets, tracks and guides, etc.	No	5
F	Timber double door and frame 1 600 x 2 100mm high overall from one brick walls	No	1
<u>Taking down and removing roofs, floors, panelling, ceilings, partitions, etc</u>			
G	Gypsum plasterboard ceilings, including timber bandering, cornices, etc	m2	246
<u>Taking out and removing sundry joinery work, fittings, etc</u>			
H	Pigeon holes overall 1 800mm high	m	16
Carried Forward			R
Bill No. 2 Alterations Seed Bank Renovations Alterations & Repairs			

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PROVISIONAL BILLS OF QUANTITIES

Brought Forward			R
<u>SERVICING OF EXISTING COMPONENTS</u>			
<u>Clean, service, repair, replace defective/missing components and ironmongery to existing glazed windows and frames all to match existing</u>			
A	Glazed aluminium windows	No	1
B	Glazed timber double door ± 3m ²	No	2
<u>Servicing all existing timber doors and frames, etc including removing and replacing all split, rotten or broken members with matching timber, taking off, carefully cataloguing and setting aside all ironmongery as necessary to facilitate cleaning and redecoration of doors and frames, inspecting, de-rusting, lubricating, servicing, repairing or replacing of defective parts, replacing of damaged or missing screws, replacing of broken glass, etc. all to match existing, polishing brassware and servicing and later fixing ironmongery complete</u>			
C	Single door, 813 x 2 032mm high with timber frame from half brick walls	No	10
D	Double door, 1 500 x 2 032mm high with timber frame from half brick walls	No	1
<u>RE-FIXING</u>			
<u>Take the following from store, sort, make good, clean, repair, including replacing defective/missing components and re-install all complete and approved by Employer</u>			
E	Timber single door and frame 900 x 2 064mm high overall	No	1
Carried Forward			R
Bill No. 2 Alterations Seed Bank Renovations Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

Brought Forward			R
<u>BUILDING UP OPENINGS</u>			
<u>Brickwork in NFP bricks in class II mortar in building up openings, including bonding new to existing and making good cement plaster on both sides (making good paintwork elsewhere)</u>			
A	Opening exceeding 3m ² and not exceeding 3.5m ² in half brick walls	No	2
<u>Sundries</u>			
B	Cutting toothings and bonding new brickwork to existing	m2	2
<u>BOARDING UP OPENINGS</u>			
<u>20mm "Everite Nutec" sheeting or other approved fibre cement board, screw fixed to concrete frame with 40mm screws and the whole finished with external grade flush skim coat trowelled to a smooth polished surface to the thickness recommended by the manufacturer including sealing both internally and externally with clear silicone sealant where the silicone meets the frame</u>			
C	Opening exceeding 2.5m ² and not exceeding 3m ² in concrete frames.	No	1
<u>MAKING GOOD OF FINISHES, ETC</u>			
<u>Making good cement screeds</u>			
D	30mm Thick on floors in patches	m2	266
E	Floors where half brick walls removed	m	7
F	Floors where one brick walls removed	m	11
Carried Forward			R
Bill No. 2 Alterations Seed Bank Renovations Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

Brought Forward				R
<u>CLEANING OF EXISTING SURFACES TO RECEIVE NEW FINISH</u>				
<u>Rub down, prepare and brush surface to remove all contaminants of facebrick / plastered walls / columns and / or soffits to slabs to receive new paint (paint elsewhere measured)</u>				
A	Internal walls (rate to include for around & between pipes fixed to wall)	m2	816	
<u>STRUCTURAL REPAIRS</u>				
<u>Clean, prepare substrate and apply "Polycell Pollyfilla" or equal approved crack filler to plastered surfaces in accordance with manufacturer's instructions:</u>				
B	Repair cracks on plaster	m	16	
<u>PLUMBING & DRAINAGE</u>				
C	<u>Service, clean, repair and replace defective/missing components to all existing plumbing fixtures to remain including making good finishes</u>		Item	
<u>OPENINGS THROUGH EXISTING WALLS ETC</u>				
<u>Breaking out for and forming openings through brick walls for new windows and frames, including prestressed concrete lintels, making good cement plaster on both sides and into reveals and with 20 MPa concrete thresholds with steel trowelled finish (new windows and frames and making good paintwork elsewhere)</u>				
D	Opening for window with aluminium frame 1 800 x 900mm high overall through 280mm cavity brick wall	No	1	
E	Opening for window with aluminium frame 2 700 x 1 800mm high overall through 280mm cavity brick wall	No	1	
Carried Forward				R
Bill No. 2 Alterations Seed Bank Renovations Alterations & Repairs				

PROVISIONAL BILLS OF QUANTITIES

Brought Forward		R	
<u>Breaking out for and forming openings through brick walls for new doors and frames, including prestressed concrete lintels, making good cement plaster on both sides and into reveals and with 20 MPa concrete thresholds with steel trowelled finish (new doors and frames and making good paintwork elsewhere)</u>			
A	Opening for door with timber or steel frame 900 x 2064mm high overall through one brick wall	No	1
<u>BUDGETARY ALLOWANCES</u>			
B	Allow a budgetary amount for locating and removing light fittings, lights switches, wall sockets, power skirting, etc	Item	
C	Allow a budgetary amount for removing joinery fittings, etc including making good plaster where necessary	Item	
D	Allow the Budgetary Allowance of R 50,000.00 (Fifty Thousand Rand Only) NET for sundry builder's work	Item	50 000.00
Carried to Summary		R	
Bill No. 2 Alterations Seed Bank Renovations Alterations & Repairs			

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PROVISIONAL BILLS OF QUANTITIES

Brought Forward			R
<u>BRICKWORK SUNDRIES</u>			
<u>Joint forming material in movement joints not exceeding 300mm wide</u>			
A	10mm Fibre board joints built in vertically between brick skins	m2	5
<u>2.5mm Brickwork reinforcement</u>			
B	75mm Wide reinforcement built in horizontally	m	27
C	150mm Wide reinforcement built in horizontally	m	261
<u>Pre stressed fabricated concrete lintels including temporary supports</u>			
D	110 x 75mm Lintels in lengths not exceeding 3m	m	6
<u>Galvanised hoop iron cramps, ties, etc</u>			
E	30 x 1,6mm Wall tie 500mm long with one end shot pinned to concrete and other end built into brickwork	No	136
Carried to Summary			R
Bill No. 3 Masonry Seed Bank Renovations Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

Item No		Quantity	Rate	Amount
	<u>BILL NO. 4</u>			
	<u>CARPENTRY AND JOINERY</u>			
	<u>NOTE:</u> The use of trade names simply serves to indicate a standard acceptable to the Principal Agent. Any other brand may be used with prior written approval of the Principal Agent <u>NOTE:</u> Tenderers are advised to study the Model Preambles for Trades (2008 Edition) before pricing this bill -----			
	<u>SUPPLEMENTARY PREAMBLES</u>			
	<u>Fixing</u> Items described as "nailed" shall be deemed to be fixed with hardened steel nails or pins, or to be shot-pinned, to brickwork or concrete Items described as "plugged" shall be deemed to include screwing to fibre, plastic or metal plugs at not exceeding 500mm centres, and where described as "bolted", the bolts have been given elsewhere <u>Joinery:</u> Descriptions of frames shall be deemed to include frames, transomes, rails, etc Descriptions of hardwood joinery shall be deemed to include sinking and pelleting heads and nuts of bolts <u>Sizes:</u> Sizes are nominal and the Contractor shall make allowance in his prices for minor variances in stated finished sizes of timber doors, door members, door frames, architraves, etc			
	Carried Forward		R	
	Bill No. 4 Carpentry & Joinery Seed Bank Renovations Alterations & Repairs			

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PROVISIONAL BILLS OF QUANTITIES

Brought Forward <u>Minimum requirements</u> All windows to AAAMSA standards Tenderers are to ensure that design meets the relevant performance criteria terrain category SABS 0160 All glazing to comply with NBR 0400 part N, SANS and SABS codes and/or as indicated on architects drawing All aluminium to be epoxy powder coated Brush pile to all bottom horizontal opening sections of doors and shopfronts All casement windows to have rubber gasket around frame Windows are to be sealed internally and externally with an approved sealer <u>Protection</u> Allow for the protection of all aluminium windows and doors (both sides) with a protective film including the removal thereof upon completion <u>Design Indemnity</u> The aluminium sub contractor shall be responsible for the design of the aluminium doors and windows <u>Preparation, submission and approval of shop drawings</u> Shop drawings to be prepared by the sub contractor and to be submitted to the architect for his approval <u>Waterproofing angles</u> All rates to included for aluminium angles at thresholds to all doors onto patios, decks, balconies, etc for dressing over of waterproofing (waterproofing elsewhere measured) Carried Forward Bill No. 7 Metalwork Seed Bank Renovations Alterations & Repairs	R R
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PROVISIONAL BILLS OF QUANTITIES

Item No		Quantity	Rate	Amount
	<u>BILL NO. 9</u>			
	<u>PLUMBING AND DRAINAGE</u>			
	NOTE: The use of trade names simply serves to indicate a standard acceptable to the Principal Agent. Any other brand may be used with prior written approval of the Principal Agent			
	NOTE: Tenderers are advised to study the Model Preambles for Trades (2008 Edition) before pricing this bill			

	<u>SANITARY FITTINGS</u>			
	<u>SINKS</u>			
	<u>"Franke" or other approved stainless steel sinks</u>			
A	"Nouveau" sink (Code Nouveau NVN 611 101.0167.171), size 800 x 460mm wide overall with one 340 x 370 x 149mm deep bowl, fitted and sealed onto vanity slab	No	1	
	<u>TRAPS ETC</u>			
	<u>uPVC</u>			
B	DB1 PVC basin trap (code: TRADUTBAS01)	No	1	
	<u>TAPS, VALVES, ETC</u>			
C	Star undertile stop tap (code: 228-15/N), chrome plated	No	1	
D	Star hose bibtap 1/2in 3/4out (code: 207 EC-15/N)	No	1	
	Carried Forward		R	
	Bill No. 9 Plumbing and Drainage Seed Bank Renovations Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

Brought Forward				R
<u>WATER HEATERS</u>				
<u>"Kwikot" electric water heaters including any and all ancillary systems and/or equipment to ensure full operational functionality of the installation</u>				
A	"Kwikot Prisma Classique" 10 litre under basin electric water storage heater or equal approved. The under basin unit may only be fitted with a counter surface push through mixer. Allow for plastic tray to be installed under unit	No	1	
Carried to Summary				R
Bill No. 9 Plumbing and Drainage Seed Bank Renovations Alterations & Repairs				

PROVISIONAL BILLS OF QUANTITIES

Item No		Quantity	Rate	Amount
	<u>BILL NO. 10</u>			
	<u>PAINTWORK</u>			
	<u>NOTE:</u> The use of trade names simply serves to indicate a standard acceptable to the Principal Agent. Any other brand may be used with prior written approval of the Principal Agent			
	<u>NOTE:</u> Tenderers are advised to study the Model Preambles for Trades (2008 Edition) before pricing this bill			

	<u>PAINTWORK ETC TO NEW WORK</u>			
	<u>ON INTERNAL FLOATED PLASTER SURFACES</u>			
	<u>Prepare and apply, all in accordance with the manufacturer's recommendations, one coat "Plascon" professional water based gypsum sealer (GPS1) and two coats "Plascon" professional superior low sheen (PEM1000) or other equal and approved paint</u>			
A	On walls	m2	113	
	<u>ON PLASTERBOARD SURFACES</u>			
B	On ceilings and cornices	m2	119	
	<u>ON WOOD SURFACES</u>			
	<u>Prepare and apply, all in accordance with the manufacturer's recommendations, two coats "Plascon" woodcare water based (X45) or other equal and approved varnish</u>			
C	On skirtings, rails, window cills, etc. not exceeding 300mm girth	m	159	
	Carried Forward		R	
	Bill No. 10 Paintwork Seed Bank Renovations Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

Brought Forward			R
A	On doors	m2	25
B	On nutec board	m2	6
<u>ON METAL SURFACES</u>			
<u>Prepare and apply, all in accordance with the manufacturer's recommendations, one coat Plascon universal undercoat (UC1) and two coats Plascon water based velvagio (VLW/TVW) or other equal and approved paint</u>			
C	On door frames	m2	12
<u>PAINTWORK, ETC TO PREVIOUSLY PAINTED WORK</u>			
<u>ON INTERNAL FLOATED PLASTER SURFACES</u>			
<u>Prepare and apply, all in accordance with the manufacturer's recommendations, two coats "Plascon" professional superior low sheen (PEM1000) paint, or other equal and approved paint</u>			
D	On walls	m2	643
<u>ON WOOD SURFACES</u>			
<u>Prepare and apply, all in accordance with the manufacturer's recommendations, two coats "Plascon" velvagio water based (VLW) paint, or other equal and approved paint</u>			
E	On doors	m2	42
F	On door frames	m2	6
Carried to Summary			R
Bill No. 10			
Paintwork			
Seed Bank Renovations			
Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

Item No		Quantity	Rate	Amount
	<u>BILL NO. 11</u>			
	<u>HVAC</u>			
	<u>NOTE:</u> The use of trade names simply serves to indicate a standard acceptable to the Principal Agent. Any other brand may be used with prior written approval of the Principal Agent			
	<u>NOTE:</u> Tenderers are advised to study the Model Preambles for Trades (2008 Edition) before pricing this bill			

	<u>HVAC</u>			
	<u>Air Handling Unit (AHU)</u>			
A	Air Handling Unit (AHU) Application: Clean Room Location: Cape town Installed: Outside (requires external cladding) Cooling capacity: 35.2 kW @ Off coil temperature: 12°C Heating capacity: 38.6 kW @ Off coil temperature: 15°C RH supply air: 12% RH Total air-supply: 300L/s Fresh air @80% of total air-supply: 240L/s Return air @20% of total air-supply: 60L/s Supply air pressure 200Pa Return air pressure 175Pa Complete with Dual Section Section 1: Supply air section Section 2: Return air section 3 Stage Filtration Washable pocket/bag filter: (ISO ePM10-60%) EN 779:2012 Washable cassette filter: (ISO ePM1-80%) EN 779:2012 HEPA Filter: (ISO 45 H) EN 1822:2005 Heat Recovery Method			
	Carried Forward		R	
	Bill No. 11 Mechanical Installation Seed Bank Renovations Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

Brought Forward				R
	Heat recovery wheel			
	Dehumidification			
	Hygienic adsorption dehumidifier @			
	Cooling and Heating Coil			
	Refrigeration based evaporator with AHU Kit to condenser			
	Supply Air Fan			
	Return air fan			
	Airflow Sensor			
	Temperature sensor @ air supply side			
	CO2 Sensor @ return air side			
	Hygrometers @ air supply and return air side			
	Controller			
	Fixed LED controller			
	Electrical Power Supply			
	3Ph / 380-415V / 50Hz	No	1	
	<u>VRV Condenser 1</u>			
A	Cooling capacity: 35.2 kW			
	Heating capacity: 38.6 kW			
	Electrical power supply: 3Ph / 380-415V / 50Hz			
	AHU Kit	No	1	
	<u>AC: Cassette (DVMs ECO Windfree)</u>			
B	With front panel			
	C. Cap: 10.2kWt			
	H. Cap: 11.5kWt			
	Supply: 1Ph / 220-240 / 50Hz			
	Power: 32 Watts	No	1	
Carried Forward				R
	Bill No. 11			
	Mechanical Installation			
	Seed Bank Renovations			
	Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

Brought Forward				R
<u>AC: Cassette (DVMs ECO Windfree)</u>				
A	AC: Cassette (DVMs ECO Windfree) With front panel C. Cap: 7.1kWt H. Cap: 8.0kWt Supply: 1Ph / 220-240 / 50Hz Power: 32 Watts	No	2	
<u>VRV Condenser 2</u>				
B	Cooling capacity: 28.0 kW Heating capacity: 31.5 kW Electrical power supply: 3Ph / 380-415V / 50Hz	No	1	
<u>Refrigerant Amaflex Insulation</u>				
C	Ø9.52mm	m	65	
D	Ø12.7mm	m	83	
E	Ø15.88mm	m	50	
F	Ø19.05mm	m	80	
G	Ø22.22mm	m	35	
H	Ø28.58mm	m	39	
J	Y-Joint - MXJ-YA2512M	No	1	
K	Y-Joint - MXJ-YA1509M	No	1	
L	AHU Kit - MXD-K100AN	No	1	
M	Converter - MIM-C02N	No	1	
<u>Controls and Cabling</u>				
N	Fixed LED remote controllers	No	3	
P	Communication cabling	m	500	
Carried Forward				R
Bill No. 11 Mechanical Installation Seed Bank Renovations Alterations & Repairs				

PROVISIONAL BILLS OF QUANTITIES

	Brought Forward			R
A	4 Core, Ø10mm ² armoured cable	m	72	
B	4 Core, Ø2.5mm ² armoured cable	m	35	
C	MCB4 Pole, 380-415V, 30A	No	2	
D	MCB2 Pole, 220-240V, 10A	No	2	
E	100mm Wide galvanised steel wire cable tray	m	42	
F	WÜRTH R410a Refrigeration gas	kg	18	
	<u>Comprifix Insulated Flanged Galvanised Steel Ducting as per SANS 1238:2002 E2</u>			
G	400 x 400mm to Ø350mm - Transformer	No	2	
H	Ø350 x Ø350mm to Ø200 x Ø200mm - Transformer	No	1	
J	Ø250 x Ø250mm to Ø200 x Ø200mm - Transformer	No	1	
K	Ø350mm to Ø250mm - Reducer	No	1	
L	Ø350mm Round duct 90° bend	No	2	
M	Ø350mm Round duct	m	8	
N	Ø250mm Round duct	m	8	
P	Ø200mm Round duct	m	10	
Q	Ø200mm Flexible round duct	m	10	
R	Ø250mm Round duct end cap	No	1	
S	Ø350mm Fire smoke damper	No	1	
T	Hanging duct support structure Material: angle iron with hanging rods hooked onto roof structure	No	26	
	Carried Forward			R
	Bill No. 11 Mechanical Installation Seed Bank Renovations Alterations & Repairs			

PROVISIONAL BILLS OF QUANTITIES

	Brought Forward		R
A	Powder coated constant volume diffuser with duct adapter and air flow balancing damper, size: 600 x 600mm, neck: Ø300mm, flow: 75L/s	No	4
B	Aluminium louvred return air grille adapter and air flow balancing damper size: 600 x 400mm, neck: Ø300mm, flow: 75L/s	No	1
C	Ø350mm x 900mm Round duct silencer	No	1
	<u>Refrigeration</u>		
D	Manufacture, supply, deliver, install, test and commission		
	Freezer room with operating temperature -20 to -25 Deg. C		
	Prefabricated 200mm thick PUF panels with 430 stainless steel finish for internally installed freezer room of size (L x W x H) 5000 x 4000 x 3000 (side panels and roof) for a seedbank with clean room/clean lab specifications		
	Prefabricated 150mm thick PUF panels for floor with chequered plate top.		
	Prefabricated 150mm thick PUF panel door with internal 430 stainless steel and outer PP-GI, size (H x W) 1820mm x 900mm		
	Supply of 1 No. flush type door with out strip curtain, door auto closure, internal panic button, red light beacon when freezer room door is open and alarm sensor for door open for more than 20min.		
	Heat load : 4500kw with externally installed air cooled condensing unit comprises of scroll compressor and with matching evaporator unit complete with coil section, fans and suitable defrosting arrangement. refrigerant R-404a/134a.		
	Refrigeration unit will operate automatically without any operator for 20 hours a day @ 5 hours of operation and 30 min defrost cycle.		
	Carried Forward		R
	Bill No. 11 Mechanical Installation Seed Bank Renovations Alterations & Repairs		

PROVISIONAL BILLS OF QUANTITIES

Brought Forward		R	
A	Ozone friendly R – 141 blown foam at 40 + 2 Kgs. / cubic Mtr		
	Refrigerant piping with copper pipes, Drain piping and suction line insulation. maximum of 7m for suction line. Maximum of 7m for liquid line with first reference charge.		
	Refrigerant controls that includes a) Thermostatic expansion valve. b) Liquid line and filter drier c) HP/LP switches d) Protection by thermostats Electrical starter panel with control cabling digital temperature indicator cum controller for auto defrost system safety alarms		
		SUM	
A	Manufacture, supply, deliver, install, test and commission		
	Compact high density mobile rail mounted movable shelving Structures: Powder coated mild steel with adjustable shelving slots mounted on steel rail wheels Shelving Material: 430 stainless steel.		
	Shelf structure width: 700mm Shelf structure height: 2500mm Shelf structure length: 2750mm Adjustable shelving @ 625m spacing between shelves Moving shelf structures @ 11 structures		
		SUM	
Carried to Summary		R	
Bill No. 11 Mechanical Installation Seed Bank Renovations Alterations & Repairs			

-53-

PROVISIONAL BILLS OF QUANTITIES

Brought Forward			R
A	Add for profit		%
	<u>KITCHEN TILING</u>		
B	Allow the Provisional Amount of R5 000.00 (Five Thousand Rand) NET for Kitchen splash back tiling to be used as directed by the Principal Agent and deducted in whole or in part if not required	Item	5 000.00
C	Add for profit		%
	<u>ELECTRICAL INSTALLATION</u>		
D	Allow the Provisional Amount of R 45 000 (Forty-Five Thousand Rand) NET for electrical works installation to be executed by a sub-contractor	Item	51 750.00
E	Add for profit		%
	<u>EQUIPMENT AND FURNITURE</u>		
F	Allow the Provisional Amount of R184 000.00 (One Hundred and Eighty Four Thousand Rand) NET for Equipment and Furniture to be used as directed by the Principal Agent and deducted in whole or in part if not required	Item	184 000.00
G	Add for profit		%
	<u>LAB EQUIPMENT AND FURNITURE</u>		
H	Allow the Provisional Amount of R586 500.00 (Five Hundred and Eighty Six Thousand Five Hundred Rand) NET for Lab Equipment and Furniture to be used as directed by the Principal Agent and deducted in whole or in part if not required	Item	586 500.00
J	Add for profit		%
Carried to Summary			R
Bill No. 12			
Provisional Sums			
Seed Bank Renovations			
Alterations & Repairs			

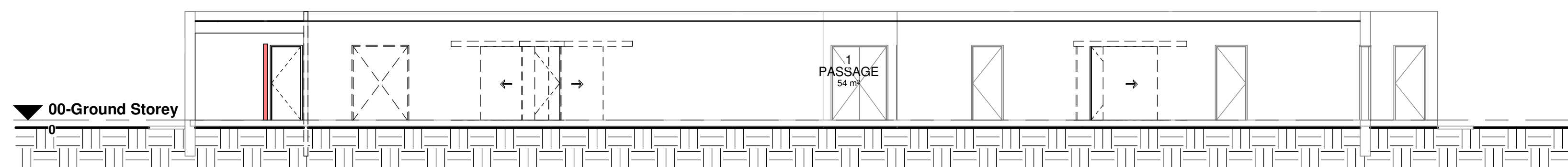
PROVISIONAL BILLS OF QUANTITIES

Bill No	Item	Page No	Amount
1	Preliminaries	21	
2	Alterations	30	
3	Masonry	32	
4	Carpentry & Joinery	34	
5	Ceilings, Partitions & Access Flooring	36	
6	Floor Coverings, Wall Linings, Etc.	38	
7	Metalwork	41	
8	Plastering	42	
9	Plumbing and Drainage	44	
10	Paintwork	46	
11	Mechanical Installation	52	
12	Provisional Sums	54	
	SUB-TOTAL		R
	<u>ADD: CONTINGENCY ALLOWANCE TO THE CONTRACT</u>		
	Allow a percentage of 10% of the Contract amount to be used at the discretion of the Principal Agent and deducted in whole or in part if not required		
	SUB-TOTAL including Contingencies, but excluding Value Added Tax (VAT)		R
	Provision for Value Added Tax (VAT)		R
	Carried to Form of tender		R
	Seed Bank Renovations Alterations & Repairs		

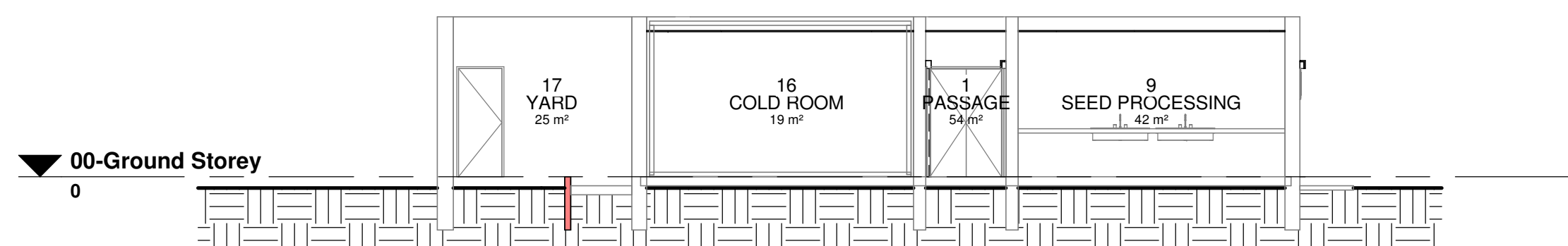
ARCHITECTURAL DRAWINGS



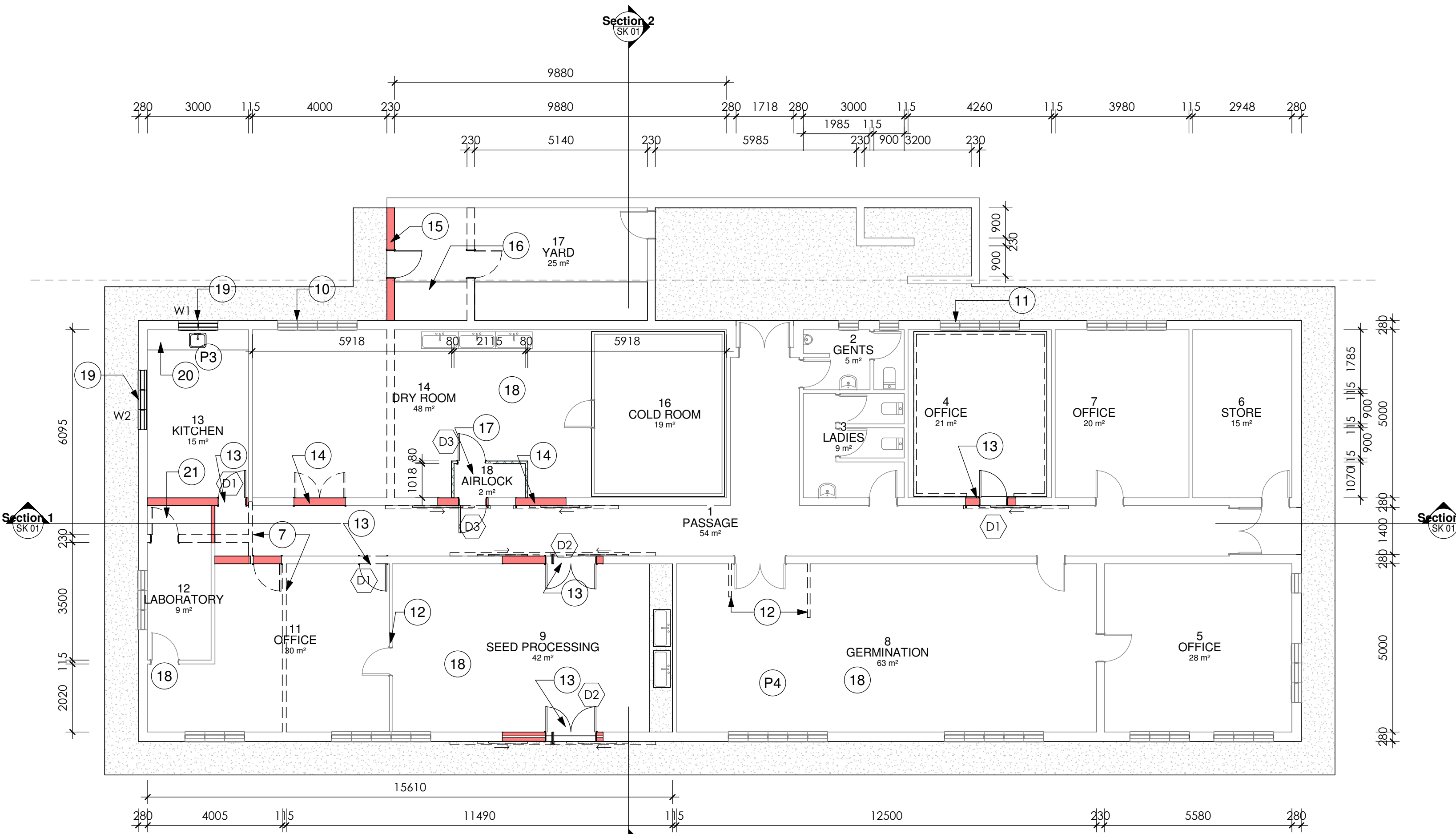
Ole Bogeng & Associates
Quantity Surveyors & Construction Cost Consultants



Section 1
Scale 1 : 100



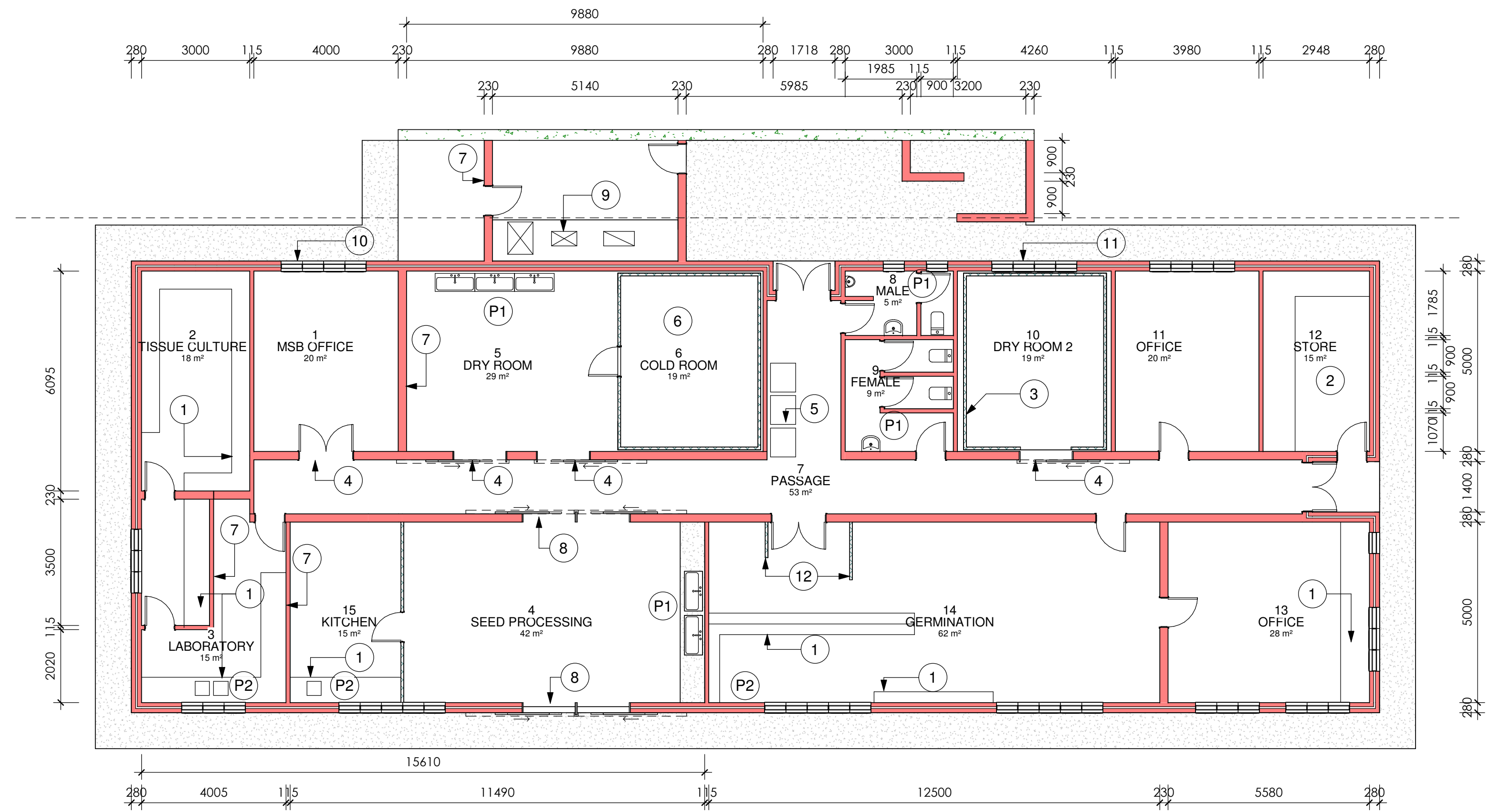
Section 2
Scale 1 : 100



00-Ground Storey
Scale 1 : 100

SHOWING NEW CONSTRUCTION

Note Block	
Number	Description
1	Shelving & cupboards to be removed prior to commencement of refurbishment - Pigeon holes 1.8m high
2	No changes to storeroom shelving
3	Prefab walls to be removed
4	Door to be removed
5	Inverters to be advised by Electrical Engineer
6	Prefab to room to remain - check with Mechanical Engineer on viability
7	Wall to be demolished
8	Double sliding door to be replace
9	Plant units to be refurbished - check with Mechanical Engineer
10	Windows to be boarded up
11	Windows to be refurbished to be functional
12	Partition wall to remain
13	New door refer to schedule
14	Brick up opening
15	New brick walls to ceiling
16	Extend yard to accommodate new condensers
17	New Airlock lobby to be as per laboratory specialist specifications
18	Laboratory fittings by specialist
19	New Windows as per Schedule
20	New kitchen cupboards with granite top and recessed sink
21	Extend existing laboratory to square up end and passage
P1	Plumbing fixtures to be serviced and remain
P2	Plumbing fixtures to be removed, all pipework to be sealed off under plaster and made good
P3	Extend cold water supply from Dry Room adjacent, provide wall mounted kwikot push through geyser and cold water to sink
P4	Extend cold water supply from nearest existing points to provide 1 x Sink and 1 X stop cock for water purification system. Positions to be determined on site, as per Lab Specialist



00-Ground Storey EXISTING
Scale 1 : 100

GENERAL NOTES ON INTERNAL REFURBISHMENT

- Walls to be checked thoroughly for water or moisture ingress, rising damp and damage by spalled plaster - quantities and areas to be verified and check with Project Manager on site prior to work being put in hand
- Structural Engineer to check thoroughly for cracks in walls - quantities and areas to be verified and check with Project Manager on site prior to work being put in hand
- All ceilings need to be replaced, and external roofing surface to be checked for leaks prior to ceiling replacement
- All floor surfaces to be lifted, especially where new walls are to be installed, and made good to take replacement floor finish
- Note 4 above includes skirtings where applicable
- All wall surfaces to be scrapped down and all loose paint to be removed. All loose plaster to be chipped off to an acceptable finish to take new plaster, care to be taken to avoid cracking further. Sand to a smooth finish to take paint as follows: Apply 1 coat universal undercoat or bonding liquid, and two top coats as per specification, allow to dry between coats
- All door and doorframes to be sanded and / or scrapped down and cleaned to be free of all rust and other matter, and to be finished as per paint specification.

ENCLOSURE OF WINBLOK WINDOWS

Existing Winblok windows as per note 10.
All opening sections to be closed, and sealed externally and internally with clear silicone.
Seal off on internal face to the concrete frame with 20mm Nutec sheeting, to be screw fixed with 40mm screws into the concrete frame, and apply clear silicone sealant under the Nutec sheeting where the sheeting meets the concrete frame.

NUMBER	FRAME	FRAME FINISH	LEAF	LEAF FINISH	IRONMONGERY	CILLS & GENERAL
D1	1.2 mm PRESTRESSED METAL DOUBLE REBATED GALV. FRAME TO SUITE WALL THICKNESS	1 COAT GALVOGRIP, 1 COAT UNIVERSAL UNDERCOAT & 2 COATS PLASCON WALL & ALL	45mm SEMI-SOLID TIMBER FLUSH PANELLED INTERNAL DOOR	1 COAT PINK PRIMER AND 2 COATS SEMI GLOSS ENAMEL	1 PAIR 100mm BRASS BUTT HINGES FURNITURE AND LOCKSET TO MATCH EXISTING AS ON SITE	LINTEL TO COMPLY WITH SANS 10400 PART K
D2	1.2 mm PRESTRESSED METAL DOUBLE REBATED GALV. FRAME TO SUITE WALL THICKNESS	1 COAT GALVOGRIP, 1 COAT UNIVERSAL UNDERCOAT & 2 COATS PLASCON WALL & ALL	45mm SOLID TIMBER HARDWOOD VENEERED DOORS WITH REBATED MEETING STILES	1 COAT PINK PRIMER AND 2 COATS SEMI GLOSS ENAMEL	2 PAIR 100mm BRASS BUTT HINGES FURNITURE AND REBATED LOCKSET TO MATCH EXISTING AS ON SITE	LINTEL TO COMPLY WITH SANS 10400 PART K
D3	NATURAL ANODIZED ALUMINIUM FRAME	NATURAL ANODIZED	40 mm ALUMINIUM GLAZED DOOR WITH SEALS AT EDGES AS PER LABORATORY SPECIALIST SPECIFICATIONS	NATURAL ANODISED CLEAR 6mm SAFETY GLAZING	1 PAIR 100mm NYLON ALUMINIUM HINGES FLOOR CLOSER, SEALS AND LOCKSET TO SPECIALIST SPECIFICATION	INSTALLATION AND PRODCUT TO COMPLY WITH AAAMSA STANDARDS LINTEL TO COMPLY WITH SANS 10400 PART K

DOOR SCHEDULE

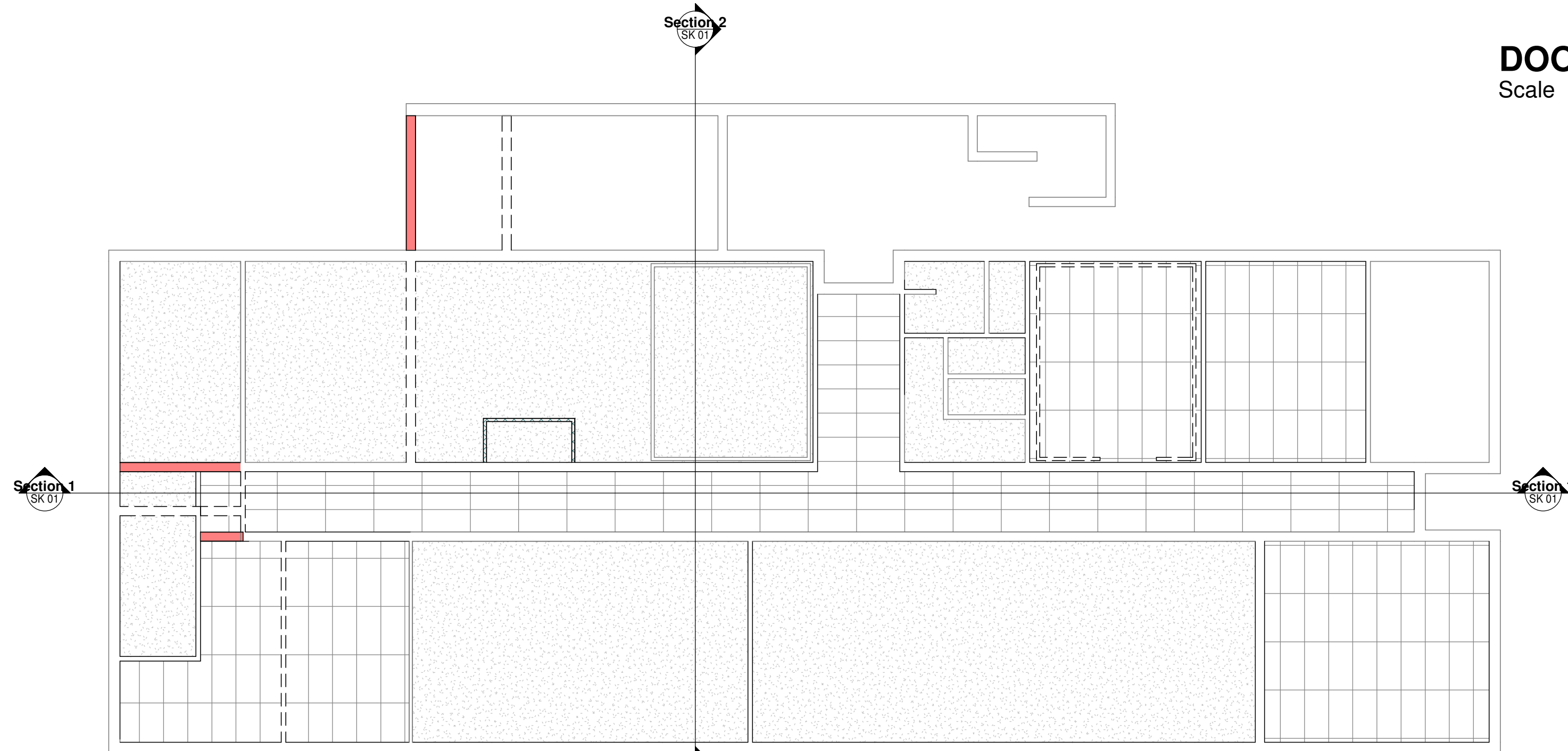
Scale 1 : 50

00 ROOM SCHEDULE						
Name	Floor Finish	Wall Finish	Ceiling Finish	Perimeter	Area	Unbounded Height
PASSAGE	4mm vinyl tile	PVA Paint	1200 x 600 vinyl clad suspended ceiling	72.180 m	54 m²	2438
GENTS	4mm vinyl tile	Eggshell Enamel Paint	12.8mm plasterboard	11.140 m	5 m²	2438
LADIES	4mm vinyl tile	Eggshell Enamel Paint	12.8mm plasterboard	12.200 m	9 m²	2438
OFFICE	carpet	PVA Paint	1200 x 600 vinyl clad suspended ceiling	18.520 m	21 m²	2438
OFFICE	carpet	PVA Paint	1200 x 600 vinyl clad suspended ceiling	21.160 m	28 m²	2438
STORE	grano	PVA Paint	6.4mm plasterboard	15.895 m	15 m²	2438
OFFICE	carpet	PVA Paint	1200 x 600 vinyl clad suspended ceiling	17.960 m	20 m²	2438
GERMINATION	epoxy	Eggshell Enamel Paint	12.8mm plasterboard	35.000 m	63 m²	2438
SEED PROCESSING	epoxy	Eggshell Enamel Paint	12.8mm plasterboard	26.680 m	42 m²	2438
OFFICE	epoxy	PVA Paint	12.8mm plasterboard	24.380 m	30 m²	2438
LABORATORY	epoxy	Eggshell Enamel Paint	12.8mm plasterboard	12.960 m	9 m²	2438
KITCHEN	epoxy	Eggshell Enamel Paint	12.8mm plasterboard	16.000 m	15 m²	2438
DRY ROOM	As per manufacturer	As per manufacturer	As per manufacturer	32.369 m	48 m²	2438
COLD ROOM	As per manufacturer	As per manufacturer	As per manufacturer	18.172 m	19 m²	2438
YARD	grano	PVA Paint	N/A	21.734 m	25 m²	2438
AIRLOCK	epoxy	Eggshell Enamel Paint	12.8mm plasterboard	6.265 m	2 m²	2438

NUMBER	FRAME	FRAME FINISH	LEAF	CILLS & GENERAL	GLAZING TYPE	OPENING AREA	PANEL SIZE	GLAZING THICKNESS
W1	WINBLOK PRECAST CONCRETE WITH ALUMINIUM FRAME INSERT TO MATCH EXISTING	TO MATCH EXISTING ON SITE	TO MATCH EXISTING ON SITE	LINTEL TO COMPLY WITH SANS 10400 PART K DPC TO BE INSTALLED IN BRICKWORK	CLEAR MONOLITHIC ANNEALED GLASS	0.81	0.81	4mm
W2	WINBLOK PRECAST CONCRETE WITH ALUMINIUM FRAME INSERT TO MATCH EXISTING	TO MATCH EXISTING ON SITE	TO MATCH EXISTING ON SITE	LINTEL TO COMPLY WITH SANS 10400 PART K DPC TO BE INSTALLED IN BRICKWORK	CLEAR MONOLITHIC ANNEALED GLASS	0.81	0.81	4mm

WINDOW SCHEDULE

Scale 1 : 50



00-Ceiling Plan
Scale 1 : 100

- REVISIONS
- 13 02 2023
- GENERAL UPDATE AS PER CLIENT REQUEST - REFER EMAIL
 - W1 & W2 TO KITCHEN CLARIFIED
 - PLUMBING NOTES UPDATED
 - CILINGS AND FINISHES UPDATED (FROM PREVIOUS REVISION ABOVE)

client: SANBI - KIRSTENBOSCH

SANBI
Biodiversity for Life
South African National Biodiversity Institute

ETL CONSULTING
TEKOOA ENGINEERS
JV
The Oval Office Park
Centurion Building
1 Meadowbrook Lane
EPSOM DOWNS
2191

project description:
SANBI - SEED BANK INTERIOR

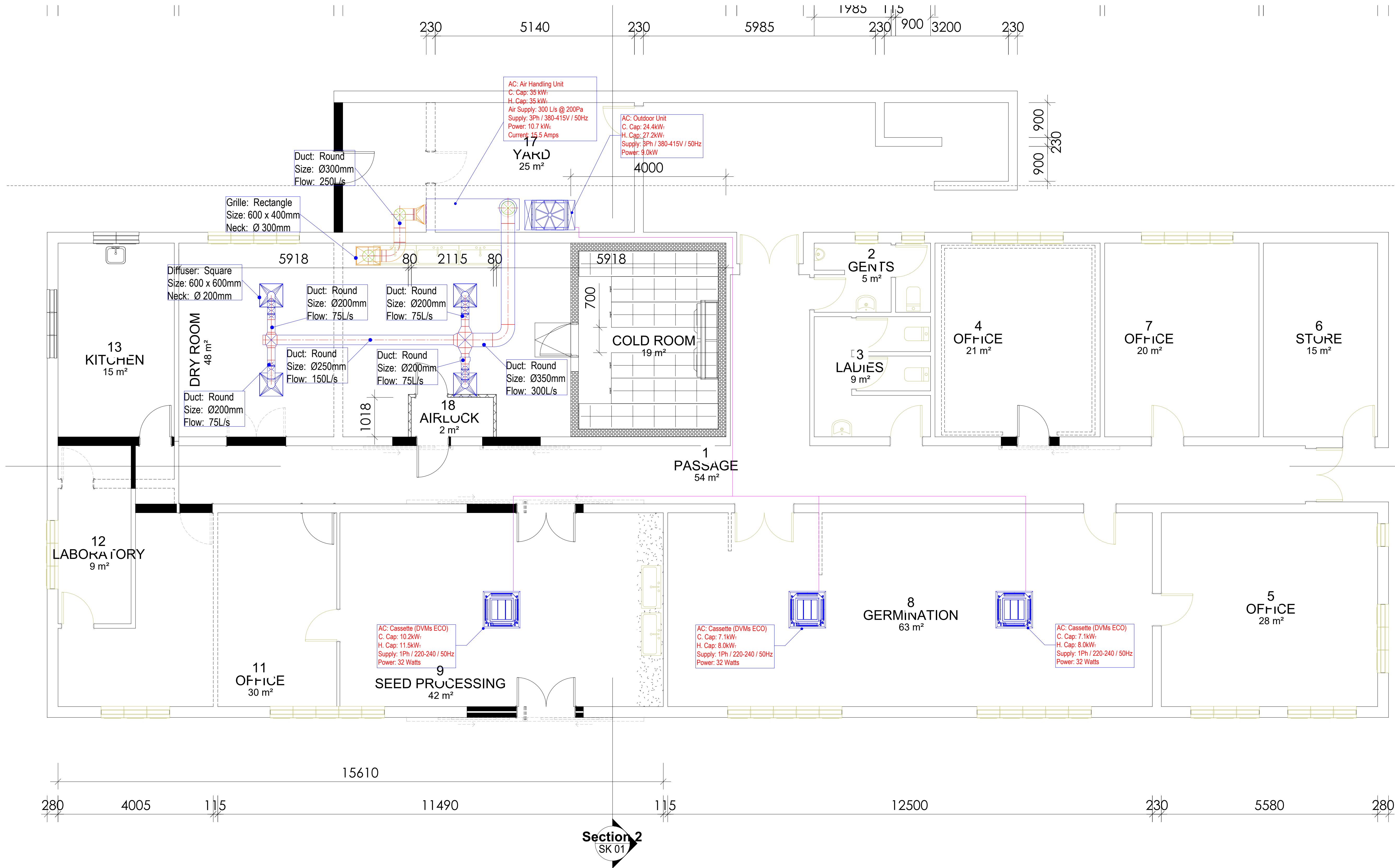
NZG
drawing:
DRAWINGS

design: AKING
drawn: AKING
checked: AKING
approved:
scale: As indicated
drawing number: E173 A - SK 01
revision:
NOT FOR CONSTRUCTION

MECHANICAL INSTALLATION DRAWINGS & SPECIFICATIONS



Ole Bogeng & Associates
Quantity Surveyors & Construction Cost Consultants



GENERAL NOTES

1. All dimensions are in millimeters unless otherwise stated.

2. Dimensions are to be READ and not scaled off from the drawing.

3. Contractor(s) are to confirm all dimensions on site prior to commencement of construction and any discrepancies are to be reported to the Mechanical Engineer

SPECIFIC INSTRUCTIONS

NOTES:

- DUCTING TO BE MANUFACTURED IN ACCORDANCE TO SMACNA STANDARDS
- ALL DUCT DIMENSIONS INCLUDING DIMENSIONS FOR INSULATED DUCTS REFERS TO THE SHEET METAL SIZE.
- ALL DUCT PASSING THROUGH CONCRETE OR BRICK WALLS SHALL BE ISOLATED FROM THE WALLS BY MEANS OF A HIGH DENSITY GLOSS FIBRE COLLAR OF AT LEAST 25mm IN THICKNESS.
- GALVANISED STEEL SHALL BE USED FOR ALL AIR-CONDITIONING AND VENTILATION DUCTING
- ALL DUCTING SHALL BE PROVIDED WITH MEZZ FLANGES.
- ALL SUPPLY AND RETURN AIR DUCTING EXPOSED TO OUTDOORS SHALL BE EXTERNALLY DOUBLY CLADDED AND INSULATED AGAINST DIRECT SOLAR HEAT GAINS.
- ALL OPEN END DUCTS TO BE CAPPED OFF WITH PLASTIC PRIOR TO DELIVERY TO SITE.
- DUCT HANGERS

LONGEST DUCT DIMENSION (mm)	ROUND HANGER (mm)	GALVANISED STEEL HANGERS (mm)	SHELF ANGLES	HANGER SPACING (m)
UP TO 1000	8	25x16	25x25x3	3.0
1000 TO 1500	10	25x16	25x25x3	3.0
1500 TO 2100	10	25x16	25x25x3	2.4
2100 TO 2400	10	25x16	25x25x4	2.4
2400 TO ABOVE	12	25x16	25x25x4	2.4

- ALL DIFFUSER SUPPLY FLEXIBLE TO COME c/w JUBILEE CLAMPS AND SEALED WITH DUCT TAPE ON FINAL INSTALLATION.
- ALL SUPPLY AIR DUCTING TO BE INSULATED EXTERNALLY WITH 25mm FOIL FACED FIBREGLASS TYPE FRK - ONLY AC DUCT
- ALL FLEXIBLES TO BE THERMALLY INSULATED - ONLY AC DUCT

LEGEND

T AMBIENT SENSOR MOUNTED DUCT

S WALL MOUNTED THERMOSTAT MOUNTED @ 1450mm A.F.F.L

* DOOR UNDERCUT - 40mm

P PRESSURE DISPLAY UNIT ABOVE DOOR

ELECTRICAL LEGEND

1P 1 PHASE ELECTRICAL EQUIPMENT

3P 3 PHASE ELECTRICAL EQUIPMENT

SA PLUG COMPLETE WITH SHAVED EARTH PINS

AC-DB

8000 UNISTRUT 2 OFF

client:

SANBI - KIRSTENBOSCH

SANBI
Biodiversity for Life

South African National Biodiversity Institute

consultant:

ENGINEERING CONSULTANTS
Optimized Engineering solutions

Unit 46
Derby Ranch
182 Derby Ranch
Northriding
2169

project description:

SANBI - SEED BANK

drawing:

**MECHANICAL
HVAC SYSTEMS**

design: T. C MANGO - 201521281

drawn: T. C MANGO - 201521281

checked: P. D MANJONJO

approved: P. D MANJONJO

scale: NOT TO SCALE

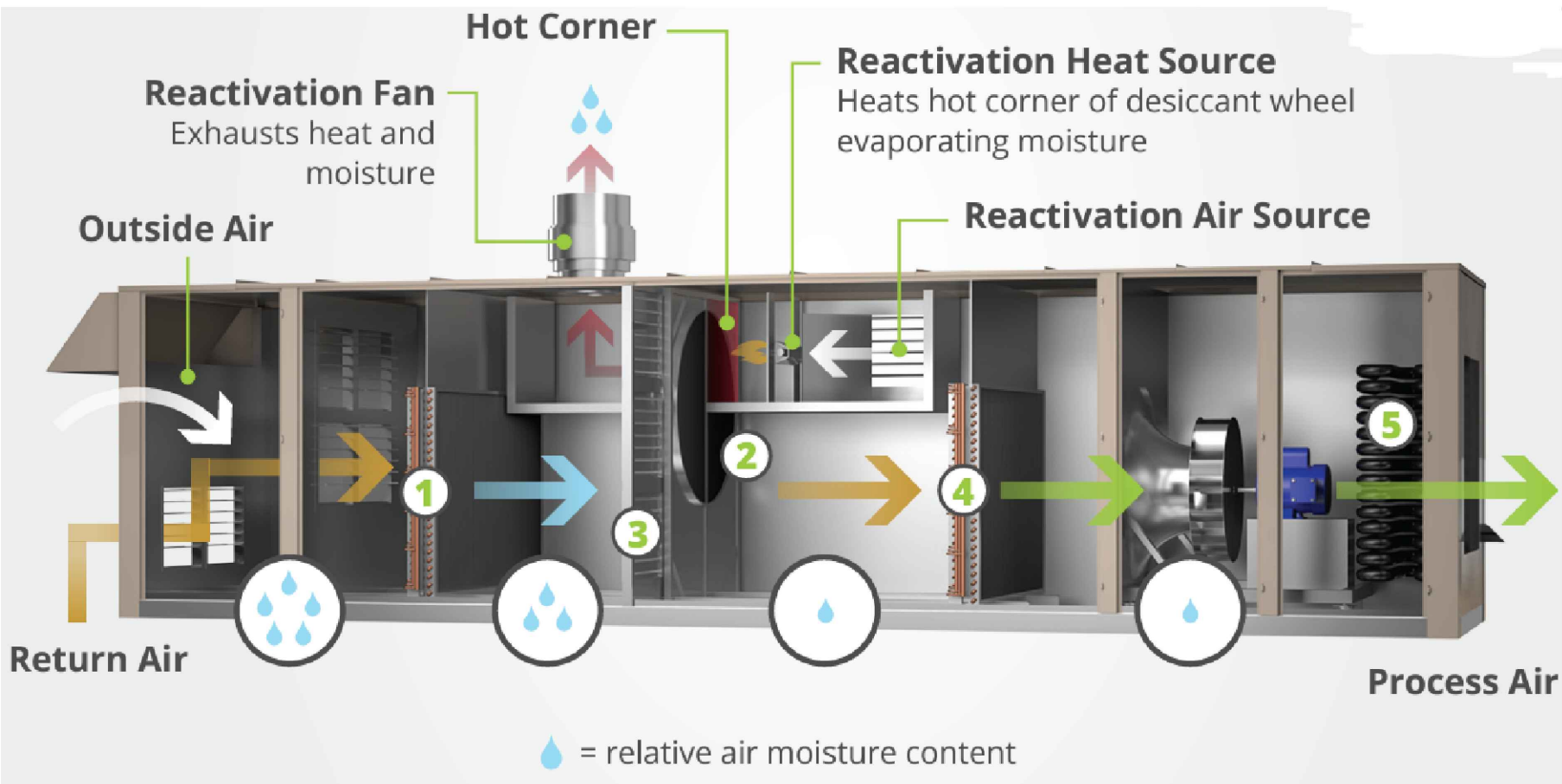
drawing number:
OP23/M07/HVAC01

revision:
01

AHU SPECIFICATIONS

TECHNICAL SPECIFICATIONS				
ROOFTOP TYPE AHU WITH DE-HUMIDIFICATION				
Nominal Airflow			Cabinate Construction	
Supply Air	L/s	300	Casing	50mm Panel
Presure	Pa	200	Insulation Value	R. 2.0
			Side Access Panels	Included
Electrical				
Voltage		400 / 3 Phase / 5 Hz	Filters	
Control Panel		Yes	First Stage	Washable Bag
			Size	mm 400 x 400
			Second Stage	HEPA
			Size	mm 400 x 400
DX Coil				
Cooling Capacity	kW	35		
Heating Capacity	kW	35		
Compressor Type		Scroll	Dehumidifier	
Refrigerant		R410a/R32	Type	Desiccant Wheel
Face Velocity	m/s	3	Quantity	kg/h 21

AHU COMPONENTS



GENERAL NOTES

All work to be in accordance with the SANS 10400 as amended

All dimensions and levels are to be checked on site by the contractor / subcontractor prior to construction.

All dimensions and levels are to be taken in reference to scaling off of drawings.

Any discrepancies are to be reported to the office of the Engineer immediately.

DATUM level to be established on site by contractor prior to construction.

SPECIFIC NOTES

Plant Designer to be registered as Category C (A1 ad A3) under SAQCC Gas and possess valid registration card

Plant Installer to be registered as Category B (B2) under SAQCC Gas and possess valid registration card

REFERENCE STANDARDS

SANS 10147 - Refrigerating systems including plants associated with air-conditioning systems

SANS 10173 - The installation, testing and balancing of air-conditioning ductwork

SANS 1238 - Air-conditioning ductwork

FREEZER ROOM SPECIFICATIONS	
Type	: Freezer Room
Use	: Long Term Storage of Seeds (All Plant Varieties)
Operating Temps	: -20°C (± 2 °C)
Installation	: Inside Designated Room
Side Panels	: 200mm (thick) CFC Free, Rigid Injected Polyurethane Foam @ 42 kg/m3 Complete with 403 Stainless Steel Cladding on the Internal Side of the Freezer Room
Roof Panel	: 200mm (thick) CFC Free, Rigid Injected Polyurethane Foam @ 42 kg/m3 Complete with 403 Stainless Steel Cladding on the Internal Side of the Freezer Room
Floor Panel	: 150mm (thick) CFC Free, Rigid Injected Polyurethane Foam @ 42 kg/m3 Complete with Chickened Aluminium Cladding on the Internal Side of the Freezer Room
Door	: To supply single right hinged lockable manual doors with -200mm (thick) CFC Free, Rigid Injected Polyurethane Foam @ 42 kg/m3 Complete with 403 Stainless Steel Cladding on the internal and external Side of the door -Rubber gasket to insure no thermal leakage and full insulation -Illuminated Internal Door Safety Escape Latch Handle in case of door closure which turns off internal light (Door should be openable from inside even if door latch is locked outside) -Bolted galvanized steel door hinges to support body of the door.
Lighting	: Two IP65 TS Vapour Heavy Duty Low Energy Double LED Light Tube fittings. Lighting to be fitted with motion sensor set to turn off 10 Minutes after door closure
Visual Alarm	: Multi-coloured LED Visual Alarm to be installed above door entry point and to operate when as follows -Green Light - Door Open -Orange Light - Motion Detected in Freezer Room After Door Closure -Red Light - Smoke Detected
Audible Alarm	: Multi-sound Audio Alarm to be installed above door entry point and to operate when as follows -Audible Alarm Note 1 – Door Open for more than 30 Min -Audible Alarm Note 2 - Motion Detected in Freezer Room After Door Closure -Audible Alarm Note 3 - Loss of Electrical Power to Freezer Room -Audible Alarm Note 4 – Change of Freezer Room Temperature above/below setpoint margins
Fire Detection	: Optical Smoke and Heat Detector to be installed and integrated with Zonal Building Fire Detection System – allow for galvanized steel conduit within roof panel.
Fire Suppression	: Gaseous Automatic Fire Suppression system to be installed by Specialist -Separate Smoke Detection for Gaseous Automatic Fire Suppression System to be installed in freezer room – allow for galvanized steel conduit within roof panel. -One inert Gaseous Fire Suppression Diffuser to be installed in Freezer Room. Product Bottles – allow for galvanized steel conduit within roof panel.
Control Panel	: To House Digital Freezer Room Controller, and provide visual panel for the following parameters - Operating Temperature and Relative humidity -To House alarm control system
Pressure Relief	: -system Circuit Breakers and Power control Systems
Condensate Management	: Two (2) of FERMOD pressure relief vent to ensure balancing of Freezer room internal and external pressure
Plant Specifications	: Install Copper Condensate Drain Pipe Wrapped in Heater Tape (preferably to use gravity to discharge condensate). Install Drain Pump only if required
Electrical Power	: Refer to Specifications sheet
Installation	: Power Supply designed to meet the system requirements. Power supply from DB, including emergency/backup power from main DB to terminate at Control Panel. Control Panel will distribute power to System Equipment, i.e., Condenser, evaporator, alarms, lighting etc... Contractor/Sub-Contractor to visit site for final measurements prior to installation -Contractor/Sub-Contractor to issue Work-Shop Drawing with all details -Panels will pre-manufactured offsite as per site dimensions and site requirements

client:
SANBI - KIRSTENBOSCH



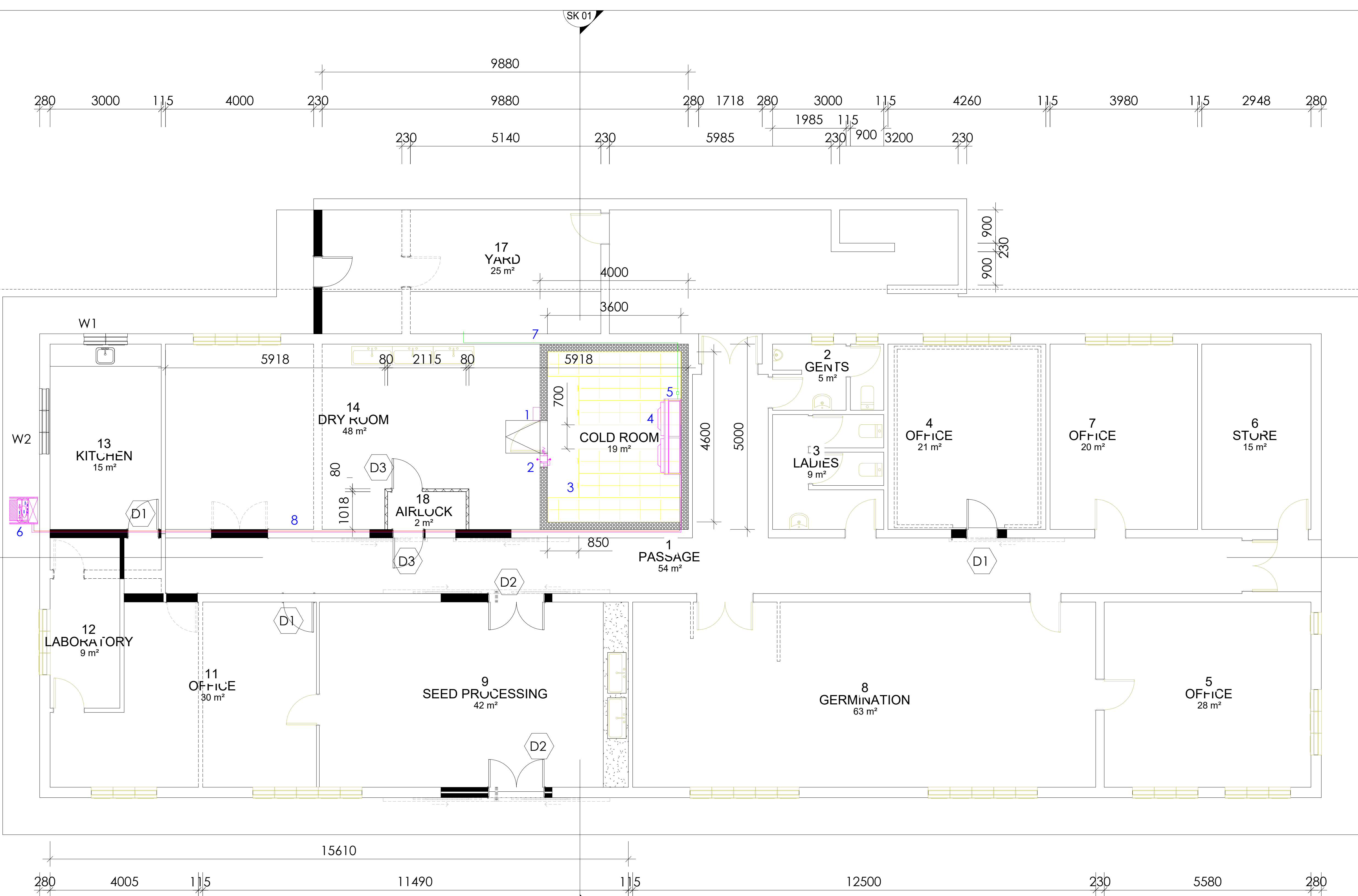
consultant:
OPTIMUM ENGINEERING CONSULTANTS
Unit 46
Derby Ranch
182 Derby Ranch
Northriding
2169

project description:
SANBI - SEED BANK

drawing:
MECHANICAL REFRIGERATION SYSTEMS

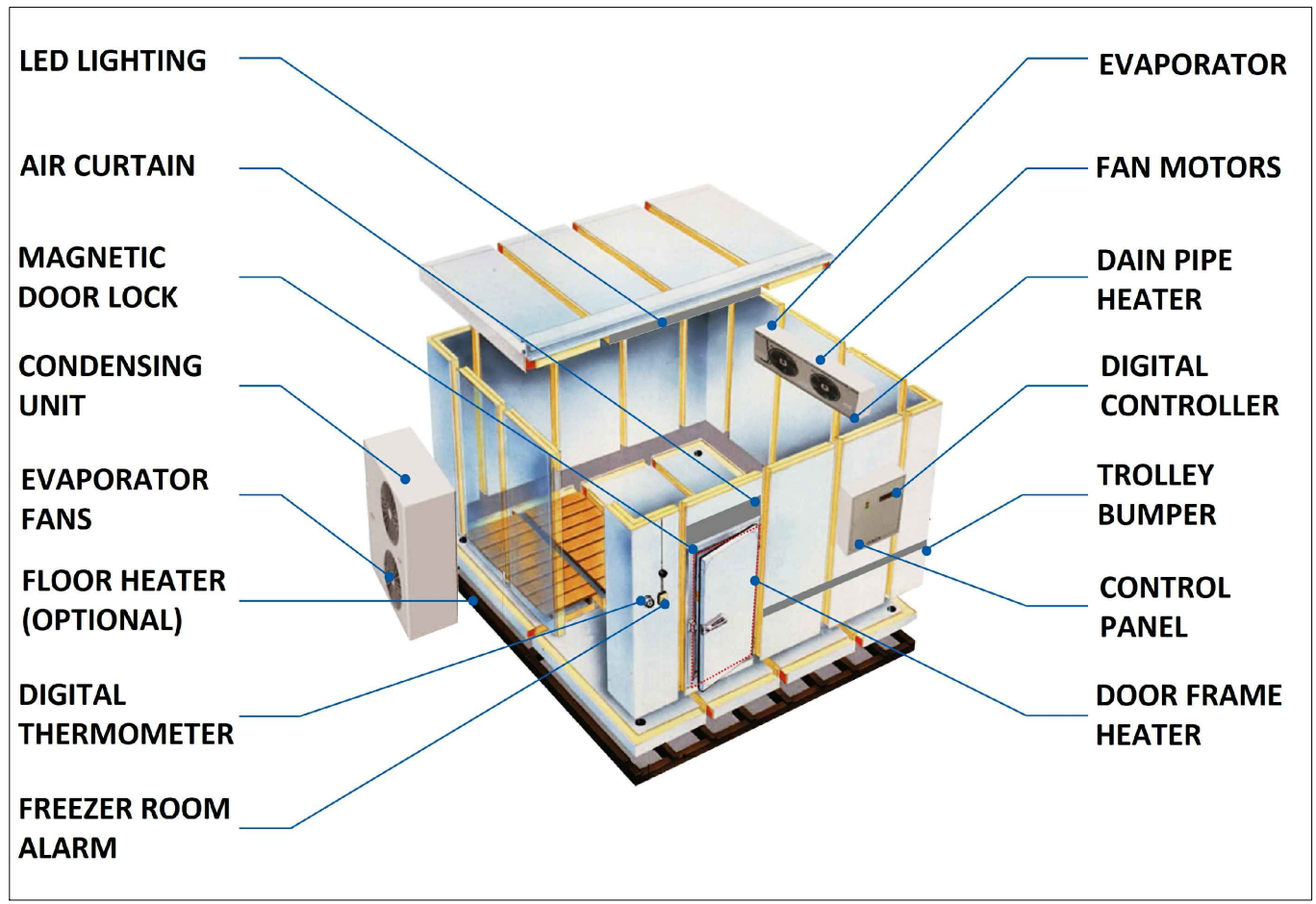
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drawn: T. C MANGO - 201521281
checked: P. D MANJONJO
approved: P. D MANJONJO
scale: **NOT TO SCALE**
drawing number: OP23/M07/R01
revision: 00

DETAILED DESIGN
ORIGINAL PAGE PLOT SIZE A1

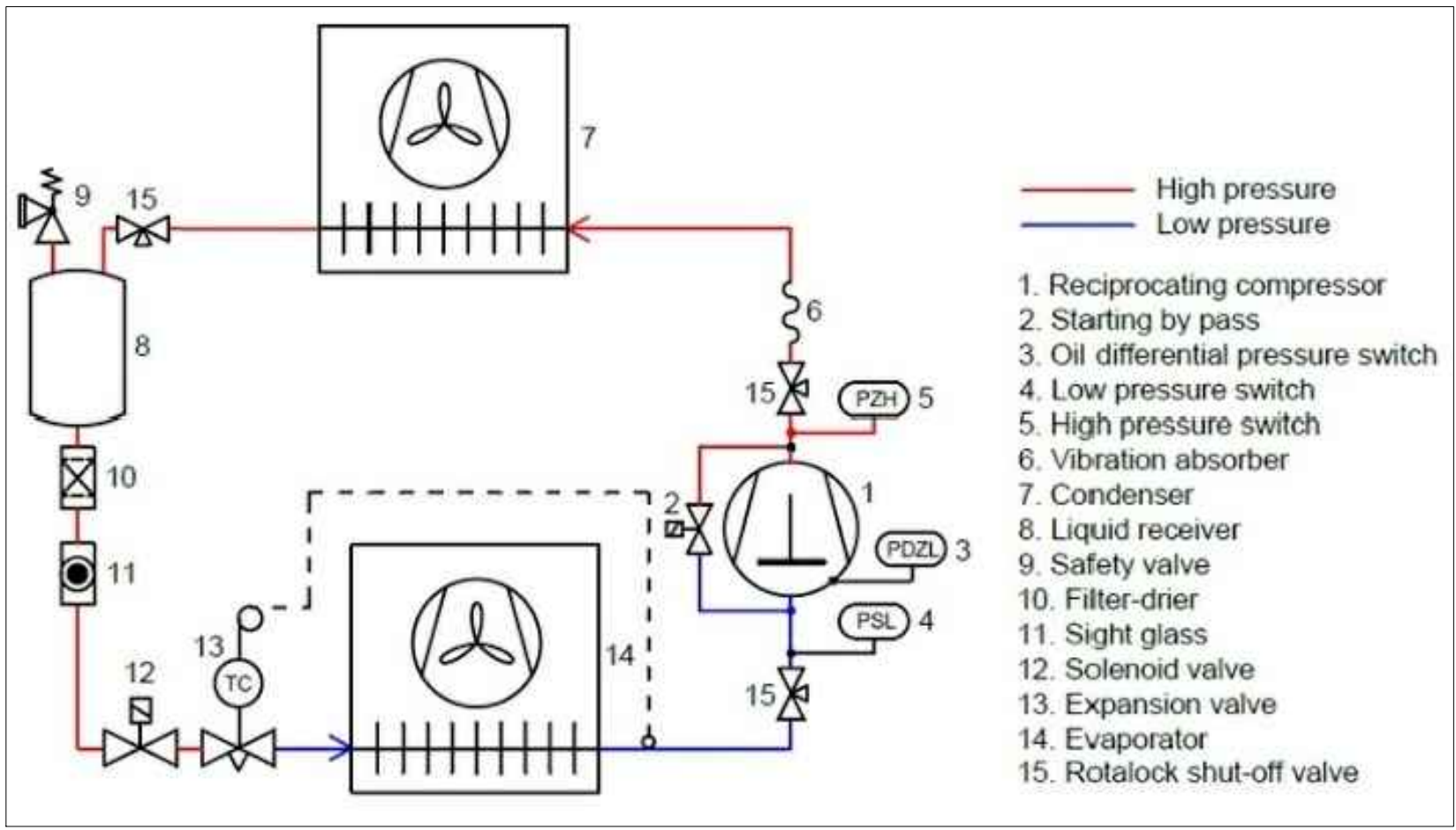


Section 2
SK 01

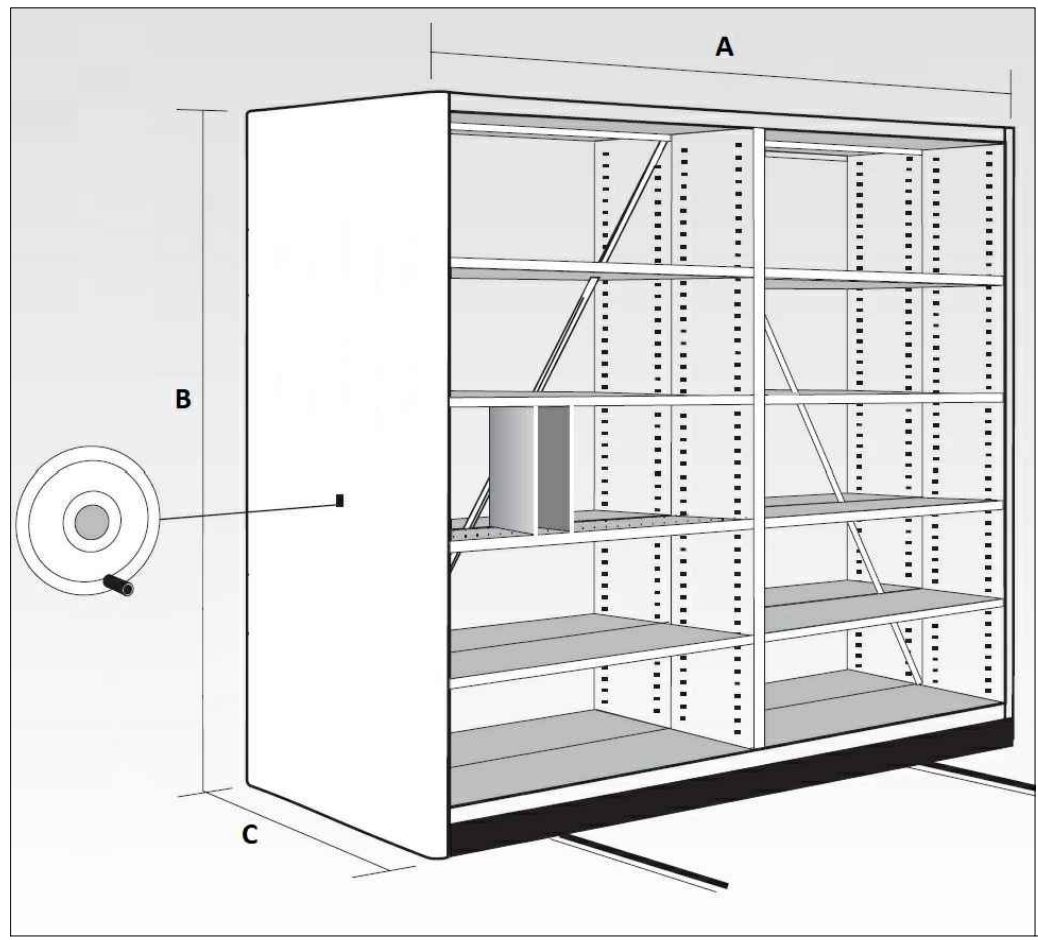
FREEZER ROOM COMPONENTS



PLANT COMPONENTS



H-D SHELVING SYSTEM



LOCATION OF COLD/FREEZER ROOM COMPONENTS	
Number	Description
1	Control Panel
2	Pressure Relief Valve
3	High-Density Mobile Shelving System (Manual)
4	Freezer Room Evaporator
5	Drain Pump with Water Heating
6	Freezer Room Condenser and Compressor
7	Condensate Drain Pump with Heater Tape
8	Refrigeration Drain Pipes

Technical sheet: BSH-NF-4136

Selection

Manufacturer's brand: INTARCON
 Equipment model: BSH-NF-4136
 Description:
 Split unit for negative temperature refrigeration in horizontal casing .



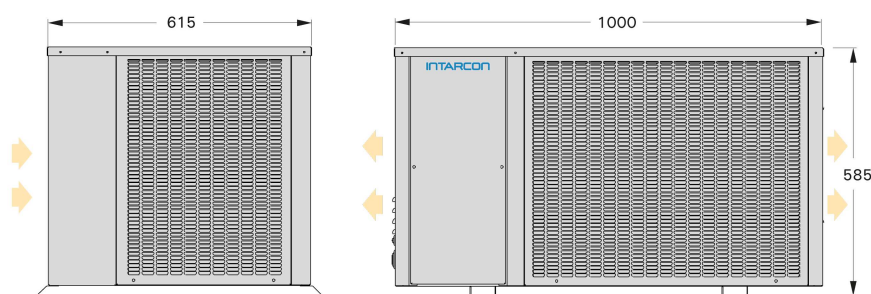
Rating conditions

Room temperature:	-20.0 °C	Room relative humidity:	5.0 %
Ambient temperature:	35.0 °C	Altitude:	0 m

Performance

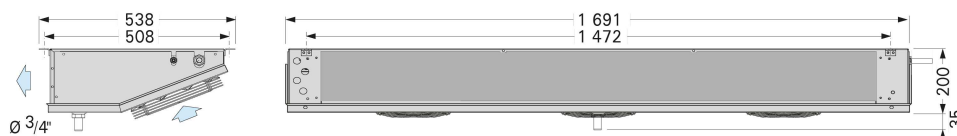
Cooling capacity:	3795 W	Power input:	4.27 kW
Nominal current:	7.7 A	Maximal current:	17.4 A
Evaporator airflow:	1725 m³/h	Condenser airflow:	3500 m³/h
Refrigerant:	R404A	Refrigerant load:	3.8 kg
Input voltage:	400V.3.5C	Total performance COP:	0.89 W/W

Condenser dimensions



Length:	1000 mm	Width:	615 mm
Height:	585 mm	Weight:	108 kg
Sound pressure level at 10m:	42 dB(A)		

Evaporator dimensions



Length:	1650 mm	Width:	510 mm
Height:	200 mm	Weight:	45 kg
Cooling connections:	3/8"-7/8"		

Ecodesign parameters

Room temperature:	-20 °C	Room relative humidity:	5.0 %
Annual energy consumption (Q):	26290 kWh	Seasonal energy performance ratio (SEPR):	1.25

Parameters at full load and ambient temperature 32°C	Rated cooling capacity (P_A):	4.41 kW		
	Rated COP (COP_A):	0.95	Rated power input (D_A):	4.65 kW

Technical sheet: BSH-NF-4136

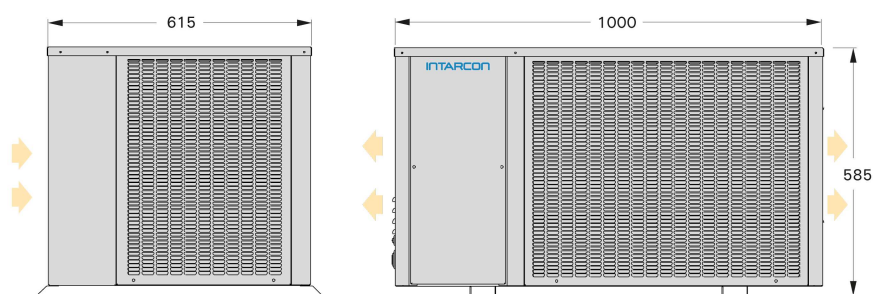
Selection

Manufacturer's brand: INTARCON
 Equipment model: BSH-NF-4136
 Description:
 Split unit for negative temperature refrigeration in horizontal casing .



Rating conditions	Room temperature:	-20.0 °C	Room relative humidity:	5.0 %
	Ambient temperature:	35.0 °C	Altitude:	707 m
Performance	Cooling capacity:	3792 W	Power input:	4.27 kW
	Nominal current:	7.7 A	Maximal current:	17.4 A
	Evaporator airflow:	1725 m³/h	Condenser airflow:	3500 m³/h
	Refrigerant:	R404A	Refrigerant load:	3.8 kg
	Input voltage:	400V.3.5C	Total performance COP:	0.89 W/W

Condenser dimensions



Length:	1000 mm	Width:	615 mm
Height:	585 mm	Weight:	108 kg
Sound pressure level at 10m:	42 dB(A)		

Evaporator dimensions



Length:	1650 mm	Width:	510 mm
Height:	200 mm	Weight:	45 kg
Cooling connections:	3/8"-7/8"		

Ecodesign parameters

Room temperature:	-20 °C	Room relative humidity:	5.0 %
Annual energy consumption (Q):	26290 kWh	Seasonal energy performance ratio (SEPR):	1.25

Parameters at full load and ambient temperature 32°C	Rated cooling capacity (P_A):	4.41 kW		
	Rated COP (COP_A):	0.95	Rated power input (D_A):	4.65 kW

HEALTH & SAFETY SPECIFICATION



Ole Bogeng & Associates
Quantity Surveyors & Construction Cost Consultants

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HEALTH & SAFETY SPECIFICATIONS FOR MINOR CONTRUCTION WORK ACTIVITES AT SANBI PREMISES.

1. PURPOSE

The objective of the Health and Safety Specifications is to provide guidelines to the principal contractor for complying with the requirements of the Occupational Health and Safety Act (OHSA), Act 85 of 1993 and its regulations.

The Health and Safety Specifications do not replace the OHSA and relevant regulations, but is a supplementary document to the requirements of the relevant legislation and the conditions of the contract agreement between SANBI and the Principal Contractor.

It does not imply that sections of legislation not referred to in full in this document are of less importance and/or not relevant. The Contractor remains responsible to comply with the Act, its regulations and the contracting company's own health and safety plan.

In terms of Section 37 of the Occupational Health and Safety Act (1993), SANBI is required to control persons/organisations conducting activities for or on their behalf (Mandatories). The Construction Regulations promulgated under the Occupational Health and Safety Act (Act no. 85 of 1993), is requiring SANBI to compile an occupational health and safety specification for any intended project classified as construction work and to provide the specification to prospective tenderers/mandatories. The dual objective of this specification is to ensure that the mandatories and service providers entering into a contractual agreement/relationship with SANBI achieves and maintains an acceptable level of occupational health, safety and environmental performance whilst conducting activities while performing the contract work.

2. Scope of Occupational Health, Safety and Environmental (SHE) Specification

The scope of this Occupational Health, Safety and Environmental (SHE) Specification is to address the reasonable and foreseeable aspects of occupational health, safety and environmental management, which will be affected by the contract work and it covers any of the following activities:

- Alterations and renovations to existing buildings
- Demolition work (portion of buildings)
- Altering and opening of existing walls
- Dismantling, storage and disposal of material
- Removal of a canopy fixed to façade
- Breaking up of mass concrete/brick paved areas and/or brick work
- Removal of all sanitary fittings
- Preparatory work to existing surfaces
- Work conducted inside existing buildings
- Earth works/open face excavations/trenches/backfilling

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Concrete work, formwork and/or reinforcing
Concrete in foundations – superstructure
Rough formwork
Steel reinforcement
Masonry work/water proofing of roof coverings
Carpentry and joining
Ceilings installation, partitioning/access flooring
Iron monger work
Installation of bathroom fittings
Structural steelwork/metal work
General plastering work
Tiling work
Paint work on new work (external plastered walls)
External works – preparation of soil for paving
Removal of existing work
Building up of openings
Re-fixing of existing palisade fencing
Earth works and filling (import material)
Soil poisoning (Submit Medical Safety Data Sheets (MSDS))
Concrete formwork and reinforcement
Formwork to soffits of solid slab, sides of bases
Reinforced concrete casts – strip footings and bases
Masonry work for new work
General brick work (one and two brick walls)
Building of superstructure
Installation of concrete lintels
Waterproofing (damp proofing of walls/floors/roofs)
Installation of roof coverings (galvanized steel)
Installation of roof insulation
Carpentry and joining work (new work scope)
Installation of ceilings/partitions and access flooring
Installation of electrical light fittings
Installation of suspended ceilings
Ironmongery work
Installation of bathroom fittings
Metal work including door frame installations, gates and screens
External/internal plastering work (New work scope)
Tiling, including wall tiling/floor tiling
Plumbing and drainage work (New work scope)
Disinfection of water pipe work (requires MSDS of disinfectant)

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Soil drainage (Sewer, pipe and drain fittings)
Water supply provision
Installation of fire appliances
Boundary and yard walls/palisade fencing
Aprons, compaction of surfaces
Construction of generator plinth
Signage installation
Installation of electrical fencing
Construction and installation of steel canopies with roof coverings
Internal electrical installations
Site electrical reticulation
Electronic installations to existing buildings

3. Health and safety risks(as baseline assessment)

The following are potential risks associated with the above work activities:

- Falling from height
- Exposure to electricity (Overhead and underground cables)
- Proximity to flammable or combustible materials causing injury
- Climbing steps and working on platforms
- Risk of vehicles overturning
- Risk of eye injury from flying particles and dust
- Cancer risk from exposure to asbestos
- Slips, trips and falls due to untidy work area
- Manual handling activity injuries
- Risk of using various types of machinery and tools
- Contact with moulds, fungi and bacteria
- Contracting dermatitis
- Exposure to cuts and abrasions
- Being struck by machinery
- Loss of fingers/limbs
- Risk of pain or injury from performing repetitive tasks
- Exposure to noise
- Being struck by falling objects
- Risk of eye injury from solvent splashes or vapour
- Contracting vibration white finger
- Exposure to hand and foot injury
- Sun exposure

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4. SITE SPECIFIC HEALTH AND SAFETY REQUIREMENTS BASED ON PROJECT SCOPE

1. The principal contractor and all appointed sub-contractors shall be registered with the Department of Labour Compensation Commissioner or an appropriate similar private insurer and have available a valid Letter of Good Standing at all times from such.
2. Ensure a SHE file is submitted before work commences to SANBI's Occupational Health and Safety department of the Corporate Services Division for evaluation.
3. Ensure all employees undergo medical examination and are declared fit for the job they are employed for by a registered medical practitioner.
4. Ensure all employees under their control undergo company specific induction and SANBI site specific induction.
5. Ensure before work commences that employees are trained in the health and safety risks associated with the work they are conducting.
6. Ensure employees are trained in company procedures, policies, method statements and informed of SHE requirements as per the specification.
7. Ensure legislative requirements are complied with for the duration of the contract and ensure that its employees comply.
8. Ensure that the 37 (2) Agreement has been signed before any work commences and that a copy is kept on the SHE file.
9. Ensure that a 37(2) Agreement(s) is signed between the company and any other sub-contractor which may be appointed.
10. Ensure that sub-contractors have valid Letter of Good Standing from the Department of Labour Compensation Commissioner or a registered private compensation insurer.
11. Prevent any employee or visitor who is under the influence of any alcohol or drugs (in a state of intoxication) on site.
12. Ensure the safety of employees who are taking legal medication.
13. Hand over a consolidated SHE file at the end of the contract to SANBI.
14. Stop employees who are conducting unsafe acts and/or creating an unsafe environment from doing so.
15. Report and all reportable incidents to SANBI and ensure that they are investigated.
16. Ensure work is supervised by competent personnel and that work is done by competent employees.
17. Ensure pre-task risk assessments are done by a competent person and that employees are informed of the risks and the risk control measures in place.
18. Conduct tool box talks to communicate SHE issues in connection with the work being done and any other aspects thereof.
19. Ensure that the appointed personnel as per the SHE file are executing their duties as per the legal appointment made.
20. Ensure a first aid kit is made available in case of any emergency and that a trained certified first aider is available per shift.
21. Ensure that good housekeeping is maintained and that materials are store/stacked properly in designated areas.
22. Make provision for sufficient waste receptacles and ensure that the correct disposal of the different waste materials takes place.

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23. Stop any work from being executed that are not in accordance with the rules for the site or which poses a threat to the health and safety of the people.
24. Service provider will be required to provide a signed (by Managing Director/Chief Executive Officer) copy of the Company's health and safety policy to the SHE file.
25. The principal contractor is responsible for the investigation of all accidents and/or incidents where employees and non-employees were injured to the extent that they had to receive medical treatment other than first aid.
26. No fires or open flames are allowed on site unless directly used for construction purposes, e.g. acetylene blowtorch for welding. All available precautions will be taken to prevent the spread of a fire.
27. The Principal Contractor will establish a Personal Protective Equipment Policy and a Personal Protective Equipment study will be conducted to determine the types of Personal Protective Equipment (PPE) to be supplied related to the hazards and risks emanating from the tasks to be performed by its employees and those of sub-contractors.
28. All employees must be provided with PPEs relevant to the hazard associated with the task at hand.
29. All employees shall, as a minimum, be required to wear the following personal protective equipment for the duration of the contract on any of SANBI projects:
 - Protective overalls;
 - Protective hand and footwear;
 - Protective headwear; and
 - Eye, face and ear protection.
30. A pre-emptive risk assessment will be required for any work to be carried out above **two meter** from the ground or any floor level. This work will be classified as "work in elevated positions".
31. 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 working at ground level.
32. Prohibition signage must be displayed where work is performed.

5. WASTE MANAGEMENT

The following requirements shall be incorporated into the waste management plan to be submitted

Solid Waste:

- Littering on site and the surrounding areas is prohibited.
- Clearly marked litterbins must be provided on site. The Contractor must monitor the presence of litter on the work sites as well as the construction campsite.
- All bins must be cleaned of litter regularly.
- All waste removed from site must be disposed at a municipal/permitted waste disposal site.
- Excess concrete, building rubble or other material must be disposed of in areas designated specifically for this purpose and not indiscriminately over the construction site.
- The entire work area and all construction sites must be swept of all pieces of wire, metal, wood or other material foreign to the natural environment.

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- Contaminated soil must be treated and disposed of at a permitted waste disposal site or be removed and the area rehabilitated immediately.
- Waste must be recycled wherever and whenever possible.

Hazardous Waste:

- No hazardous materials must be disposed of in the veld or anyplace other than a registered landfill for hazardous material. Hazardous waste must be stored in containers with tight lids that must be sealed and must be disposed of at an appropriately permitted hazardous waste disposal site. Such containers must not be used for purposes other than those originally designed for. The service provider must maintain a hazardous material register.

7. General competence requirement

The service provider shall ensure that its personnel and sub-contractors' personnel are trained and competent to carry out work safely and without risk to health (Training to be completed before work commences). The service provider shall ensure that follow-up and refresher training is conducted as the work progresses and whenever the scope or nature of the work changes

Prepared by: OHS Department
15 September 2018