

PRINCIPAL BUILDING AGREEMENT Contract Data

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A1.0

PROJECT INFORMATION
Works [1.1]

Project name	TERM TENDER FOR REPAIRS AND MAINTENANCE OF THE FIRE SPRINKLER SYSTEMS AT VARIOUS BUILDINGS WITHIN THE CITY OF CAPE TOWN
Reference number	153Q/2025/25
Works description	<p>Works description Work Allocation Procedures are applicable to all Works Project ranges Works Projects: From R0 up to R500 000: 1GB or higher From R500 001 up to R1 000 000: 2GB or higher From R1 000 001 up to R3 000 000: 3GB or higher From R3 000 001 up to R6 000 000: 4GB or higher</p> <p>(Including VAT and contingencies but excluding Contract Price Adjustment, if applicable):</p> <p>UNPLANNED MAINTENANCE Unplanned maintenance constitutes as unforeseen incidents and where immediate reactive action is required when the incident occurs. Incidents under this category can be classified as:</p> <ul style="list-style-type: none"> • normal and emergency breakdown of infrastructure, systems and subsystems which were unforeseen or unknown to the user prior the breakdown; • damage to structure, infrastructure and or; • loss of supply, basic services as a result of unforeseen failure which required immediate remedial attention to restore services that supports operations. In the case of unplanned work, the line department will proceed with the normal works order process as described below <p>NORMAL BREAKDOWNS Such maintenance is generally unplanned and requires action towards restoring an asset to its respective operational condition as a result of unforeseen failure. In the case of unplanned work, the line department will proceed with the normal works order process as described below</p> <p>EMERGENCY BREAKDOWNS Such maintenance is generally unplanned and deemed as reactive maintenance that requires action towards restoring an asset to its respective operational condition as a result of unforeseen failure and/or natural disaster that seriously affects the functioning of the asset as well as health and safety of the user. This type of breakdown should be understood in conjunction with the FM SOP as well as the SCM definition of an emergency. Due to the serious implications that could arise from the nature of above mentioned, such emergency breakdowns must be attended to immediately. The employer will request the service provider to make safe the area whereafter the normal works process will follow.</p> <p>WORKS ORDER PROCESS Work will be allocated in accordance with the Work Allocation Procedure and the relevant scope of work. However, where the required work forms part of a larger scope of work that includes items covered by this framework agreement and additional items beyond its scope, the City of Cape Town reserves the right to utilize an existing all-inclusive General Building framework contract to execute the work.</p> <p>The procedures for the allocation of Works Projects, given below, are to be read in conjunction with clause Part T1.2 Tender Data and in the Contract Data. These procedures include the development of a Works Project contract document, applying the tendered rates in order to arrive at a financial offer, receiving the contractor's Works Project contract document, and allocating the Works Project to the contractor, on a "winner-takes-all" basis as follows: "whereby the work will always be offered and, if accepted, allocated to, the Contract C1.2 Part C1: Agreements and Contract Data Contract Data Reference No. 153Q/2025/26 highest ranked tenderer ("the winner") in the framework contracts for that area and Works Project value range, and only if he refuses (or if his offer is nonresponsive) will the work be offered to the next highest ranked tenderer".</p> <p>In terms of the foregoing, "the contractor" in the procedures below is the contractor under consideration (starting with "the winner") for allocation of the Works Project.</p> <p>The procedures are summarised under the stages below, wherein the Employer (acting through his agent) shall</p> <p>Stage 1: Employer prepares Works Project contract document and prices bills of quantities using the contractor's rates for the area</p> <ol style="list-style-type: none"> a) select a Work Area within the area for the execution of the Works Project; b) prepare a Works Project contract document, including Bills of Quantities and Scope Work therein; and c) compile priced bills of quantities for the contractor appointed to the area, using his framework contract rates; <p>Note: The employer will allocate works projects on an ad-hoc basis and based on operational requirements. Further to this, the employer will undertake a review of the contractors ability to execute multiple projects in progress (for all works projects ranges) based on compliance to turnaround times stipulated in these work allocation procedures as follows:</p> <ul style="list-style-type: none"> - Confirming receipt of the Works Project Document (WPD) by responding to the client within 2 working days from receipt thereof - Attending the site clarification meeting on the date stipulated in the Works Project Document - Providing the completed WPD on the date stipulated or within a maximum of 5 working days of attending the site clarification meeting or no less than 2 days (As determined by the Project Manager based on the urgency of the project) including all required supporting documentation such as quotations, programmes and samples <p>The contractor may not be considered for the allocation of a work project if the Contract Manager receives a report of poor performance or finds the contractor non-compliant to the works order process described, unless the Contract Manager deems otherwise. Only the alternative contractor will be invited to execute the work under consideration</p> <p>If the Project Manager requests additions to the Scope of Work after the site clarification meeting an additional 2 working days will be added to the response time required.</p> <p>Stage 2: Contractor collects copy of Works Project contract document and attends a Works Project meeting</p> <ol style="list-style-type: none"> d) make available to the contractor a copy of the Works Project contract document with the Bills of Quantities priced by the Employer; e) simultaneously, invite the contractor to attend a compulsory Works Project meeting; f) conduct the Works Project meeting, including discussing any issues the contractor may have (this may result in changes being made to the Works Project contract document and it being re-issued); and g) receive any Refusal Notice from the contractor timeously after the meeting; <p>Stage 3: Contractor submits completed Works Project contract document and Employer allocates Works Project</p>