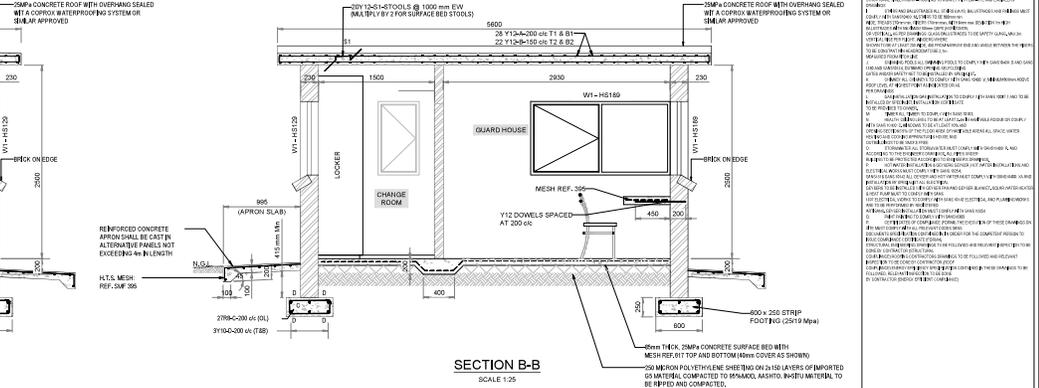
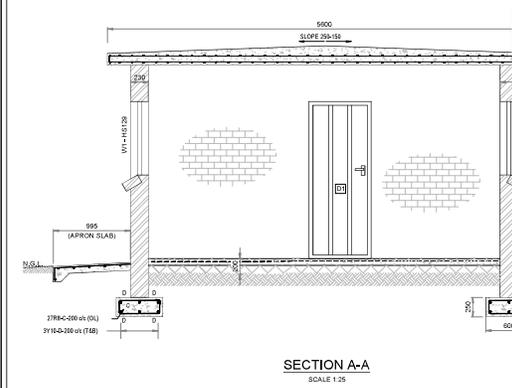


**LEGEND:**

- DISTRIBUTION BOARD
- LIGHT SWITCH CLUSTER
- CEILING LIGHT POINT
- WALL LIGHT POINT
- 15AMP DOUBLE PLUG

**NOTES:**

The drawings and all the information thereon remain the property of Johannesburg Water and shall not be used for any other purpose without the written consent of Johannesburg Water. The drawings shall be used for the construction of the works shown hereon and shall not be used for any other purpose. The drawings shall be used for the construction of the works shown hereon and shall not be used for any other purpose. The drawings shall be used for the construction of the works shown hereon and shall not be used for any other purpose.



CONSULTING ENGINEERS	DATE	BY
CAFFEY ENGINEERING SERVICE UNIT	2015	...
TURBINE HALL - 3RD FLOOR	2015	...
10 HEINRICH STREET	2015	...
JOHANNESBURG	2015	...
215	2015	...

JOHANNESBURG WATER SOC Ltd  
TURBINE HALL  
10 HEINRICH STREET  
NEWTOWN  
JOHANNESBURG  
215  
TEL +27 (0)11 688 1400  
FAX +27 (0)11 688-1528

ENGINEERING SERVICE UNIT - STANDARD DETAIL  
GUARD HOUSE DETAILS  
ELEVATION AND SCHEDULES DETAILS

SCALE	AMENDMENTS	DRAWING No:
1:25		STD - B
		1 of 2



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Revision	00	Author:	OHS: Projects
Effective Date	January 2017	Pages:	01

### 1. SCOPE OF WORK

#### ***Construction of a new guardhouse of 4X4 m2 using brick and mortar***

### 2. PURPOSE

The aim of the SHE specification is to ensure that any contractor which is appointed by Johannesburg Water to conduct any work complies with the SHE requirements of the SHE specification and any other legislative requirement applicable to the contract scope.

### 3. APPLICABILITY

This document is applicable to all contractors and suppliers conducting contractual activities for and on behalf of Johannesburg Water.

### 4. APPOINTMENTS

The contractor and its appointed sub-contractor must make the relevant legislative and non-statutory appointments, which must be maintained valid for the entire contract duration.

All appointees shall be suitably trained and found to be competent for the responsibilities there are assigned for.

Copies of all relevant appointments and the relevant competence certificates must be kept in the relevant SHE file.

### 5. INSURANCE

The contractor and all its appointed sub-contractor(s) shall be registered with an appropriate compensation commissioner and have a valid letter of good standing from commissioner. The contractor is responsible for ensuring the Letter of Good Standing is valid for the entire duration of the project/contract. A copy of the letter of Good Standing must be kept in the SHE file.

### 6. COSTING FOR SHE REQUIREMENTS

The contractor is responsible for ensuring that SHE costing is taken into consideration for the entire project/contract as this will ensure they comply with the SHE legislative requirements

### 7. INDUCTION

An initial induction shall be done with key personnel to familiarize them with the requirements on site and for compiling the SHE file.

Once labourers are appointed JW will conduct an induction on SHE requirements, and the contractor is also required to conduct their company specific induction



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**8. SUBMISSION OF SAFETY FILE**

- Once appointed the contractor can submit their safety file for approval.
- Approval will be granted when the critical items have been sufficiently addressed.

**9. RISK ASSESSMENT**

- Every Contractor who has been appointed contractually to conduct work for Johannesburg water shall do compile a baseline risk assessment prior to starting with work, subject to the approval of the Client.
- Thereafter the task based risk assessments will be done daily with every task being done.

**10. SAFE WORKING PROCEDURES / METHOD STATEMENTS**

The following method statements / safe working procedures must be compiled:

- Incident investigation, emergency plan, waste management plan, PPE procedure, hand tool procedure, hazardous chemical substance procedure.

**11. WORKING IN ELEVATED POSITIONS**

- JW shall not require or permit any person to work in an elevated position, and no person shall work in an elevated position, unless such work is performed safely from a ladder or scaffolding, or from a position where such person has been made as safe as if he were working from scaffolding.

**12. WORKING ON A LADDER**

- An employer shall ensure that every ladder is constructed of sound material and is suitable for the purpose for which it is used, and is fitted with non-skid devices at the bottom ends and hooks or similar devices at the upper ends or of the stiles which shall ensure the stability of the ladder during normal use; or is so lashed, held or secured whilst being used as to ensure the stability of the ladder under all conditions and at all times.

**13.ELECTRICAL CONTRACTOR & RESPONSIBILITIES**

- The principal contractor may not do electrical installation work as an electrical contractor unless that contractor has been registered as an electrical contractor in terms of the Regulation.
- The principal contractor who does electrical installation work as an electrical contractor shall register annually in the form of Annexure 3 with the chief inspector or a person appointed by the chief inspector. An application for registration shall be accompanied by a prescribed fee.



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#### **14. WELDING, FLAME, CUTTING, SOLDERING AND SIMILAR OPERATIONS**

- JW shall not require or permit welding or flame cutting operations to be undertaken, unless the contractor operating the equipment has been fully instructed in the safe operation and use of such equipment and in the hazards which may arise from its use and effective protection is provided and used for the eyes and respiratory system and, where necessary, for the face, hands, feet, legs, body and clothing of persons performing such operations, as well as against heat, incandescent or flying particles or dangerous radiation;
- The Contractor must ensure that the workplace is effectively partitioned off where practicable and where not practicable all other persons exposed to the hazards are warned and provided with suitable protective equipment

#### **15. MEDICAL SCREENING REQUIREMENTS**

- The contractor shall ensure that a medical surveillance programme is implemented for all employees.
- The medical examination shall be conducted in line with the employee job profile/job description.
- A valid medical fitness certificate must be submitted together with the SHE File for approval for all employees who will be doing work for Johannesburg Water.
- Any employee(s) who are declared conditionally fit must be provided with employment which does not aggravate their medical condition as to endanger themselves or other employees.
- The following tests shall be done:
  - Audiograms.
  - A cardio-respiratory examination
  - Lung function tests.
  - Eye/ sight tests.
  - A general physical examination.
  - A review of previous medical history.
  - Blood pressure tests
  - Glucose tests
  - Vaccinations (Hepatitis A & Typhoid)

#### **16. TOOLBOX TALKS**

- The contractor shall ensure they conduct toolbox talks with their employees on a weekly basis and records of these must be kept in the SHE file.
- The objective of toolbox talks should be to communicate relevant site information to assist in improvement of occupational health and safety performance.



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- Employees must acknowledge the receipt of toolbox talks and this record must also be kept in the SHE file.

#### **17. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- Contractor must issue their employees SABS approved PPE. A copy of the PPE issue register signed by the employee issued with the PPE must be kept in the SHE file.
- Contractor supervisor are required to conduct continuous inspections of the PPE issued to their employees to ensure that they are still in good condition to be used by the employee or they still comply with manufacture requirements.
- The contractor is responsible for ensuring that employees are trained on the safe use of the PPE issued to them, how to maintain it and the limitations of the PPE.
- NO SHORTS OR DRESSES WILL BE ALLOWED ON SITE

#### **18. WORKPLACE SIGNAGE**

- Appropriate symbolic signage must be displayed where it is required by legislation.
- Appropriate warning, mandatory and information signs must be placed where required.
- All signs must comply to SANS/SABS requirements.
- Contractors shall use mandatory and prescribed symbolic safety signs at their lay down and site areas.

#### **19. INCIDENT REPORTING AND INVESTIGATION**

- All incidents shall be reported to the Client before the end of the shift or within 24hrs of occurrence.
- Section 24 incidents shall be reported to DOL using the prescribed format.
- The contractor shall develop an incident management procedure and communicate with all employees.

#### **20. NOTIFICATION OF CONSTRUCTION WORK**

- The contractor shall notify the DOL in the prescribed format of the intended work prior to work.

#### **21. COMPLIANCE MONITORING**

- Weekly inspections and monthly audits will be conducted on site.



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## 22. PROJECT COMPLETION

- Upon completion of the project the SHE file shall be returned to the Client for retention and close out.



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**Project details**

**Project Scope : Construction of a new guardhouse of 4X4 m2 using brick and mortar**

**Depot / Site / Department: Northernworks**

**Estimated duration: TBC**

**Documents required**

<b>Letter of Good Standing</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>SHE plan</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Risk Assessment</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Safe working Procedures</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Notification of Construction work</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Inspection registers</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

**Items required before starting**

<b>Medicals</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Vaccinations</b>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
<b>PPE (boots, hard hats, overall)</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Induction</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>Approval from OHS</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

**APPOINTMENTS AND COMPETENCIES**

<b><u>Construction Supervisor</u></b>						
<b>Appointment</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b>CV (and/ certificates)</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<b><u>Safety Officer</u></b>						
<b>Appointment</b>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
<b>CV (and/ certificates)</b>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

**NB\* Other appointments will be based on the number of employees on site as required by law.**



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**RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES**

CONTRACTOR:	
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I, the undersigned, hereby acknowledge that I have obtained copies of the following listed documentation and confirm that I fully understand the contents thereof and the consequences of non-compliance. The Contractor furthermore reiterates its commitment to compliance of the requirements contained within the following provided documentation:

- Johannesburg Water SOC Ltd, Safety, Health & Environmental (SHE) Specification, Annexure 1: Baseline risk assessment conducted for or on behalf of Johannesburg Water SOC Ltd;

Signed at ..... on this ..... Day of ..... 20.....

CONTRACT MANAGER			
NAME	DESIGNATION	DATE	SIGNATURE
CONTRACT SUPERVISOR			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (1)			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (2)			
NAME	DESIGNATION	DATE	SIGNATURE



**OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT**

PROJECT NUMBER:	RFQ
PROJECT LOCATION:	Northern WWTW
PROJECT DESCR:	Construction of a new guardhouse of 4X4 m2 using brick and mortar

**POSSIBLE RISKS FOR THIS PROJECT**

Task	Hazard	Risk	Consequence	Rating	Controls
<b>1. Compliance with applicable legislation for safety, health and environment</b>	<ul style="list-style-type: none"> <li>✓ Contractor processes and/or procedures not developed according to legislation requirements.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Not complying with applicable legislation and client SHE specifications.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Litigation, multiple injuries and death.</li> <li>✓ Work stoppages</li> </ul>	<b>E</b>	<ul style="list-style-type: none"> <li>✓ Planning, design and implementation to comply with legislative requirements, especially for Health, Safety and Environment together with Quality.</li> <li>✓ Appointment of a qualified person to assist with the development of legislative guided processes and procedures.</li> </ul>
<b>2. Conducting SHE Induction training</b>	<ul style="list-style-type: none"> <li>✓ Employees, contractors, suppliers, and visitors not aware of applicable legislation for the project and policies.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Non-compliance to legislation.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Work stoppages</li> <li>✓ Multiple injuries</li> </ul>	<b>E</b>	<ul style="list-style-type: none"> <li>✓ Every new employee or visitor must be inducted before entering company premises or starting work.</li> <li>✓ All employees absent from work or on leave for a period of 14days must be inducted.</li> <li>✓ Inducted visitors must at all times be accompanied when walking around company premises.</li> </ul>
<b>3. Arranging Medical surveillance or examination</b>	<ul style="list-style-type: none"> <li>✓ Employees not medically fit for work appointed for.</li> <li>✓ No proof of medical fitness certificate.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Non-compliance to statutory requirements.</li> <li>✓ Exposure to unidentified contagious diseases carriers.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Work stoppages.</li> <li>✓ Incidents resulting to injuries</li> </ul>	<b>E</b>	<ul style="list-style-type: none"> <li>✓ Medical examination or assessments must be conducted prior to start of work and annually by an Occupational Medical Practitioner.</li> <li>✓ Every person must be declared medically fit for the type of work they are performing and copies of employees' medical certificates to be kept on site.</li> </ul>

<b>4. Emergency planning</b>	<ul style="list-style-type: none"> <li>✓ No procedure for emergency response.</li> <li>✓ No trained persons on emergencies responses.</li> <li>✓ No emergency numbers available.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employees, contractors, suppliers and visitors will not know how to react to any emergency which could result in further injuries.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employees, contractors, suppliers and visitors will not know how to react to any emergency which could result in further injuries.</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Emergency preparedness and response procedure must be developed and communicated to all employees and visitors.</li> <li>✓ An emergency response team must be established and be introduced to anyone in the project.</li> </ul>
<b>5. Gate access to site premises - by people</b>	<ul style="list-style-type: none"> <li>✓ Walking on the vehicle's driveways</li> <li>✓ Lack of observation</li> <li>✓ Intoxicated pedestrian employee or visitor entering security gate</li> <li>✓ Employees, visitors or contractors entering with firearm</li> <li>✓ Unauthorized entry</li> </ul>	<ul style="list-style-type: none"> <li>✓ Personal injuries due to vehicles driving over people.</li> <li>✓ Personal fight due to arrogant intoxicated people.</li> <li>✓ Theft due to unauthorized entry.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Personal fight due to arrogant intoxicated people.</li> <li>✓ Work stoppages resulting in delay to production</li> <li>✓ Theft due to unauthorized entry.</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Only Authorised entry on JW premises</li> <li>✓ Zero alcohol tolerance</li> <li>✓ All Employees, contractors, suppliers and visitors to walk only on designated walkways in and around site/client premises.</li> </ul>
<b>6. Driving (to &amp; from site or office)</b>	<ul style="list-style-type: none"> <li>✓ Unlicensed vehicle.</li> <li>✓ Vehicle not roadworthy.</li> <li>✓ Vehicle not maintained.</li> <li>✓ Driver not licensed for operating the vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Vehicle colliding with other vehicles or driver losing control of vehicle</li> <li>✓ Breakdown due to unroadworthy vehicle</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries / death.</li> </ul>	<b>E</b>	<ul style="list-style-type: none"> <li>✓ Terminate - Stop any distractions such as cell phone usage while driving. Stop anyone that has consumed alcohol or taken non-prescription drugs from driving and working on site.</li> <li>✓ Transfer - Ensure that drivers have the required competence and the required skills for driving</li> </ul>

<b>7. Access to site / client premises – by motorists</b>	<ul style="list-style-type: none"> <li>✓ Speeding</li> <li>✓ Intoxicated drivers.</li> <li>✓ Unlicensed drivers</li> <li>✓ Inexperienced drivers</li> <li>✓ Vehicles not roadworthy</li> </ul>	<ul style="list-style-type: none"> <li>✓ Vehicle accidents.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Fatalities and Injuries</li> <li>✓ Death</li> </ul>	<b>E</b>	<ul style="list-style-type: none"> <li>✓ Security guards at the gate to explain the access control procedure to all motorists entering site /client premises.</li> <li>✓ All motorists to adhere to all access control procedures explained to them at the gate.</li> <li>✓ Only roadworthy and licensed vehicles are allowed to drive into site/client premises.</li> <li>✓ All motorists to be sober</li> <li>✓ All vehicles must be searched when entering and leaving the premises.</li> <li>✓ Indemnity declaration to be used for all items/equipment entering with the vehicle in the premises (laptops,)</li> </ul>
<b>8.Delivery and handling of Building materials (Bricks, Paint, roof sheeting, cisterns, valves, toilet units) (offloading)</b>	<ul style="list-style-type: none"> <li>✓ Manual handling of heavy or awkward loads.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Musculoskeletal injury, back strain</li> </ul>	<ul style="list-style-type: none"> <li>✓ Minor to moderate injury</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Use mechanical aids (trolleys, lifts)</li> <li>✓ Team lifting.</li> <li>✓ Proper manual handling training.</li> <li>✓ Wear gloves and safety boots</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Slips, trips, and falls during material movement</li> </ul>	<ul style="list-style-type: none"> <li>✓ Minor injury, sprain, fracture</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Keep walkways clear; ensure good housekeeping; maintain dry and even floors.</li> </ul>
<b>9. Excavating foundation</b>	<ul style="list-style-type: none"> <li>✓ Use of hand tools</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hit by the tools</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Eyes injuries</li> <li>✓ Body injuries</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Supervision</li> <li>✓ Inspection of tools</li> <li>✓ Suitable PPE and Training</li> <li>✓ Safe work procedures</li> </ul>
<b>10.Manual handling</b>	<ul style="list-style-type: none"> <li>✓ Lifting building material</li> </ul>	<ul style="list-style-type: none"> <li>✓ Back injury,</li> <li>✓ Crushed fingers</li> </ul>	<ul style="list-style-type: none"> <li>✓ Moderate to serious musculoskeletal injury</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Use proper lifting techniques.</li> <li>✓ Team lift if needed.</li> <li>✓ Use mechanical lifting aids where possible.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Pinch/crush points during positioning</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hand and finger injuries</li> </ul>	<ul style="list-style-type: none"> <li>✓ Bruising, cuts, fractures</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Use gloves.</li> <li>✓ Communicate clearly during lifting and placement.</li> <li>✓ Use proper alignment tools.</li> </ul>

<b>11.Site works</b>	<ul style="list-style-type: none"> <li>✓ Not conducting DSTI</li> </ul>	<ul style="list-style-type: none"> <li>✓ Site hazards not identified</li> </ul>	<ul style="list-style-type: none"> <li>✓ Personal injury</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Task planning is done prior commencement of work</li> <li>✓ Conduct DSTI daily</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Poor lighting and visibility</li> </ul>	<ul style="list-style-type: none"> <li>✓ Strip and fall</li> </ul>	<ul style="list-style-type: none"> <li>✓ Personal Injuries</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Task planning is done prior commencement of work</li> <li>✓ Conduct DSTI daily</li> </ul>
<b>12. Use of hand tools</b>	<ul style="list-style-type: none"> <li>✓ Using hand tools</li> </ul>	<ul style="list-style-type: none"> <li>✓ Unsafe tools</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hand injuries</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Inspect tools prior use.</li> <li>✓ All defective tools must be removed from working area</li> </ul>
<b>13. Use of Portable electrical power tools use</b>	<ul style="list-style-type: none"> <li>✓ Extension cords joined and poorly insulated.</li> <li>✓ Stop-start mechanism faulty.</li> <li>✓ Guarding removed</li> <li>✓ Broken or damaged plugs or socket.</li> <li>✓ Electrical tool not inspected</li> <li>✓ Equipment not tagged</li> </ul>	<ul style="list-style-type: none"> <li>✓ Electric shock due to contact with live electricity on exposed electric cable</li> <li>✓ Hand and bodily injuries resulting from the use of portable electrical tool.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Bodily injuries</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ All portable electrical tools must be identified and a unique number allocated and entered on a register.</li> <li>✓ Portable electrical tools identified must be inspected before use.</li> <li>✓ Records of such inspections must be kept in the working file and master file after shift.</li> <li>✓ All damaged parts of the tools must be repaired or a replacement arranged promptly.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Electrical cables</li> </ul>	<ul style="list-style-type: none"> <li>✓ Electrocutation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Body injuries</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Lock out tag out</li> </ul>
<b>14.Ladder work and working platforms</b>	<ul style="list-style-type: none"> <li>✓ Fall from ladder</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ladders not secured and platforms not secured</li> </ul>	<ul style="list-style-type: none"> <li>✓ Body injuries</li> <li>✓ Death</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Ensure that ladders are secure always</li> <li>✓ Follow proper handling techniques</li> <li>✓ Obey sensible sharp ends</li> </ul>
<b>15.Site preparation and installation of plumbing services (cisterns, urinal valves, and fittings)</b>	<ul style="list-style-type: none"> <li>✓ Exposure to sharp edges or broken ceramics</li> </ul>	<ul style="list-style-type: none"> <li>✓ Cuts</li> <li>✓ Lacerations</li> </ul>	<ul style="list-style-type: none"> <li>✓ Minor injuries</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Use gloves, proper tools, and PPE</li> <li>✓ Handle components carefully.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Dust and debris generation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Respiratory irritation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Minor health impact</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Use dust masks, goggles; maintain adequate ventilation.</li> </ul>

<b>16. Painting and coating</b>	<ul style="list-style-type: none"> <li>✓ Hazardous Chemical substances (HCS)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Not using HCS in accordance with MSDS</li> </ul>	<ul style="list-style-type: none"> <li>✓ Inhalation</li> <li>✓ Skin absorption</li> <li>✓ Skin irritation</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Material Safety Data Sheet must be used before use of paint.</li> <li>✓ Provision of required PPE</li> <li>✓ Supervision</li> <li>✓ Use of competent personnel</li> <li>✓ Discuss safe work procedure</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Exposure to paint</li> </ul>	<ul style="list-style-type: none"> <li>✓ Skin contact</li> <li>✓ Inhalation of paint</li> <li>✓ Eye contact</li> <li>✓ Ingestion of paint</li>   <li>✓ Smoking near paint</li> </ul>	<ul style="list-style-type: none"> <li>✓ Skin irritation</li> <li>✓ Eye irritation</li> <li>✓ Lung infections</li> <li>✓ Vomiting</li> <li>✓ Diarrhea</li>   <li>✓ Fire resulting to property damage</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Wear full PPE, Eye protection, BA sets, overall</li> <li>✓ Employees must wash hands before they eat</li> <li>✓ MSDS</li> <li>✓ No employees should be permitted to smoke near the paint/ the interior of the building should be kept well ventilated</li> <li>✓ Everyone should be inducted on the emergency response should there be fire</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Exposure to sharp edges or broken ceramics</li> </ul>	<ul style="list-style-type: none"> <li>✓ Cuts</li> <li>✓ Lacerations</li> </ul>	<ul style="list-style-type: none"> <li>✓ Minor injuries</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Use gloves, proper tools, and PPE</li> <li>✓ Handle components carefully.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Dust and debris generation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Respiratory irritation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Minor health impact</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Use dust masks, goggles; maintain adequate ventilation.</li> </ul>
<b>17. Concrete works</b>	<ul style="list-style-type: none"> <li>✓ Use of cement</li> <li>✓ Mixing of cement mortar</li> <li>✓ Ergonomic factor</li> <li>✓ Reinforcement</li> </ul>	<ul style="list-style-type: none"> <li>✓ Inhalation of cement dust</li> <li>✓ Splashing of mortar or dirty water into the eyes</li> <li>✓ Employees bending for long hours when placing brick</li> <li>✓ Employees being cut by wire/ or spikes</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ill health</li> <li>✓ Eyes injuries</li> <li>✓ Back strain</li> <li>✓ Fall from height</li> <li>✓ Body injuries</li> <li>✓ Injuries</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Suitable PPE and Training</li> <li>✓ Safe work procedures</li> <li>✓ MSDS</li> <li>✓ Supervision</li> </ul>

<b>18. Installation of tiles door and Windows</b>	<ul style="list-style-type: none"> <li>✓ Heavy material</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wrong lifting techniques</li> </ul>	<ul style="list-style-type: none"> <li>✓ Back injuries</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Training in manual lifting</li> <li>✓ Employees not to carry weights above 15kg alone</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Sharp protruding edges</li> <li>✓ Unstable load</li> <li>✓ Exposed hands</li> <li>✓ Hot work</li> </ul>	<ul style="list-style-type: none"> <li>✓ Skin contact</li> <li>✓ Falling on employees</li> <li>✓ Getting pinched</li> <li>✓ Burn eyes or other parts of the exposed body</li> <li>✓ Explosion</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Eye/ body injuries</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Training in proper lifting techniques</li> <li>✓ Provide employees with gloves</li> <li>✓ Ensure that the load is well supported</li> <li>✓ Provide employees with hand gloves</li> <li>✓ Only competent persons may do hot work</li> <li>✓ Provide screens where hot work is performed</li> </ul>
<b>19. Building of new wall-mounted concealed cisterns</b>	<ul style="list-style-type: none"> <li>✓ Working at height (if cisterns are elevated or require ladder access)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Falls from height</li> </ul>	<ul style="list-style-type: none"> <li>✓ Serious injury</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Use stable ladders or platforms</li> <li>✓ Maintain three points of contact</li> <li>✓ Ensure supervision and ladder inspection</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Drilling or chasing into walls</li> </ul>	<ul style="list-style-type: none"> <li>✓ Noise</li> <li>✓ Vibration</li> <li>✓ Dust inhalation</li> </ul>	<ul style="list-style-type: none"> <li>✓ silica exposure</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Use dust extraction tools</li> <li>✓ Hearing protection, goggles, gloves</li> <li>✓ Comply with vibration exposure limits.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Striking hidden services (electrical, plumbing)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Electric shock</li> <li>✓ flooding,</li> <li>✓ Gas leak</li> </ul>	<ul style="list-style-type: none"> <li>✓ Major injuries</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Conduct wall scan before drilling</li> <li>✓ Obtain service drawings.</li> <li>✓ Follow drill procedure.</li> </ul>
<b>20. Installation of urinal flushing valves</b>	<ul style="list-style-type: none"> <li>✓ Pressurized water release</li> </ul>	<ul style="list-style-type: none"> <li>✓ Eye injury</li> <li>✓ Flooding</li> </ul>	<ul style="list-style-type: none"> <li>✓ Moderate injuries</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Isolate and depressurize system before connection</li> <li>✓ Wear safety goggles.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Poor ergonomic positioning (awkward posture)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Muscle strain, fatigue</li> </ul>	<ul style="list-style-type: none"> <li>✓ Minor injuries</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Use adjustable working platforms</li> <li>✓ Take regular breaks</li> </ul>
<b>21. Installation of toilet</b>	<ul style="list-style-type: none"> <li>✓ Incorrect positioning leading to non-compliance with accessibility standards.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Rework, non-functional installation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Minor to Moderate</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>✓ Verify measurements with approved drawings</li> <li>✓ Quality check before completion</li> </ul>

	✓ Handling heavy ceramic components	✓ Back strain, dropping injury	✓ Minor to moderate injury	M	✓ Team lifting; use handling aids; wear safety footwear and gloves
<b>22. Installation of roof sheeting / roof tiles</b>	✓ Use of ladder/ working from an elevate position	✓ Falling from heights	✓ Serious injuries	H	✓ Hook up at heights ✓ Place construction signs ✓ Barricade the area ✓ Supervisor should always be at work ✓ Comply to the safe use of ladders
<b>23. Grinding and drilling</b>	✓ Use of grinder and drill	✓ Vibration	✓ Carpal Tunnel syndrome	M	✓ Rotate drilling/ grinding tasks to minimize worker exposure to equipment vibration ✓ Use the right size of a drill ✓ Assess manual guide carefully to ensure portable electrical devices.
<b>24. Connection to water supply and testing (commissioning)</b>	✓ Water leaks under pressure	✓ Slips, property damage	✓ Minor to moderate injury	M	✓ Conduct pressure testing gradually ✓ Monitor joints and seals ✓ Isolate immediately if leak detected.
	✓ Unexpected system failure during test	✓ Flooding, equipment damage	✓ Minor to moderate injury	M	✓ Supervised testing ✓ Use temporary containment ✓ Verify installation integrity before pressurization
<b>25. Housekeeping and cleanup</b>	✓ Waste materials and debris	✓ Trip hazards, minor cuts	✓ Minor injury	L	✓ Implement good housekeeping ✓ Remove waste promptly ✓ Dispose according to environmental policy/plan.
	✓ Chemical exposure from cleaning agents or sealants	✓ Skin irritation, respiratory discomfort	✓ Minor injury	L	✓ Use mild cleaning agents ✓ wear gloves and masks ✓ Ensure ventilation. ✓ MSDS Training
<b>26. Stacking and storage</b>	✓ Heavy material ✓ Sharp protruding edges ✓ Unstable load ✓ Exposed hands	✓ Wrong lifting technique ✓ Skin contact ✓ Falling on employees ✓ Getting pinched	✓ Back injuries ✓ Falling objects ✓ Injuries	M	✓ Training in proper lifting techniques ✓ Provide employees with gloves ✓ Ensure that the load is well supported ✓ Provide lifting machinery where load is too heavy.

**RISK ASSESSMENT MATRIX**

Likelihood	Consequences				
	Insignificant (minor problem easily handled by normal day to day processes)	Minor (Some disruption possible e.g., damage equal to R150k)	Moderate (significant time / resources required. E.g., damage equal to R500k)	Major (Operations severely damaged. E.g., damages equal to R1m)	Catastrophic (business survival is at risk. Damage equal to R5m – 10m)
Almost certain (90% chance)	High	High	Extreme	Extreme	Extreme
Likely (between 50-90%)	Moderate	High	High	Extreme	Extreme
Moderate (between 10-50%)	Low	Moderate	High	Extreme	Extreme
Unlikely (between 3-10%)	Low	Low	Moderate	High	Extreme
Rare (<3%)	Low	Low	Moderate	High	High

LEGENDS							
LOW	L	MODERATE	M	HIGH	H	EXTREME	E

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

- Submit on E tender portal, following the below:
  1. (<https://www.etenders.gov.za/>)
  2. Search/Click Browse Opportunities by organ of state (Johannesburg Water)/search by RFQ reference number .
  3. Click the **+ sign** to expand the tender/ RFQ information.
  4. start the e submission process.
  5. Supplier login
  6. Use your CSD Credentials to Login. Contact CSD on ([csd@treasury.gov.za](mailto:csd@treasury.gov.za)) in case you forgot your login credentials. “My profile should show if you have logged in successfully”.
  7. select supplier.
  8. check the submission checklist and attached the compulsory documents.
  9. confirm and proceed .

### **If the application is not going through on the E-tender portal Contact:**

eTenders Contact Centre

+27(0)12 406 9222 / 012 406-9229 / 012 312-5000

[etenders@treasury.gov.za](mailto:etenders@treasury.gov.za)

<https://etenders.treasury.gov.za>

# POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

In terms of the Protection of Personal Information Act, 213 (Act 4 of 2013), also called the POPI Act or POPIA, Johannesburg Water SOC Limited, undertakes all reasonable measures to protect personal information and to keep it private and confidential.

## 1. Privacy Notice applies to:

Suppliers, vendors, contractors, service providers, etc whether appointed or prospective.

## 2. Definitions of personal information

According to the Act “personal information” means information relating to an identifiable living, natural person, and where it is applicable, an identifiable, existing juristic person. All addresses including residential, postal and email addresses.

## 3. About the Public Entity

Johannesburg Water (SOC) Limited, registration number 2000/029271/30

### 3.1 The information we collect

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

### 3.2 How Johannesburg Water use your information

We will use your personal information only for the purposes for which it was collected and agreed with you. For example: to gather contact information, to confirm and verify your identity, for the evaluation and adjudication of bids and quotations for tenders, request for quotations, and other personal information for the procurement of goods and services by the Entity.

### 3.3 Disclosure of information

We may disclose your personal information to our Shareholder, the City of Johannesburg, and other Government agencies such as National Treasury, and the Auditor-General of South Africa. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law;
- Where we believe it is necessary to protect our rights.

### 3.4 Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an ongoing basis, continue to review our security

# POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

controls and related processes to ensure that your personal information remains secure.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure. We will ensure that anyone whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

## **3.5 Your rights: Access to Information**

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at [informationofficer@jwater.co.za](mailto:informationofficer@jwater.co.za), and specify what information you require.

## **3.6 Correction of your personal information**

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your identification document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate and up to date.

## **3.7 How to contact us**

If you have any queries about this document; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers listed on our website or send an email to [informationofficer@jwater.co.za](mailto:informationofficer@jwater.co.za).



a world class African city



City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall  
65 Ntengi Piliso Street  
Newtown  
Johannesburg

Johannesburg Water  
PO Box 61542  
Marshalltown  
2107

Tel +27(0) 11 688 1400  
Fax +27(0) 11 688 1528

[www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)

<b>PLEASE SUPPLY THE FOLLOWING DOCUMENTS TO ENABLE US TO EVALUATE YOUR SUBMISSION :</b>			
<b>Returnable Documents</b>	<b>Description</b>	<b>Yes/No</b>	
1	Original Valid Tax Clearance Certificate /valid SARS PIN		<b>COMPULSORY</b>
2	A, certified /original/valid, BBEE certificate /sworn affidavit (Please note that the Sworn Affidavit must be compliant as per B-BBEE Practice Guide 01 of 2018 , NON COMPLIANT AFFIDAVIT WILL BE SCORED ZERO)		<b>COMPULSORY</b>
3	Municipal rates and taxes (Must not be older than 90 days in arrears in line with regulation 38.		<b>COMPULSORY</b>
4	Signed Declaration of Interest form (MBD 4)		<b>COMPULSORY</b>
5	Declaration of Bidders past supply chain management practices (MBD 8)		<b>COMPULSORY</b>
6	Certificate of Independent Proposal Determination (MBD 9)		<b>COMPULSORY</b>
7	Proof of CSD registration /MAAA Supplier Number		<b>COMPULSORY</b>
8	Preference points claim form in terms of the preferential procurement regulations 2022 (MBD 6.1)		<b>COMPULSORY</b>
9	Company registration documents with ID copies of directors / shareholders.		<b>COMPULSORY</b>

**Directors:**

Ms Gugulethu Phakathi (Chairperson), Mr Ntshavheni Mukweho (Managing Director and Executive Director),  
Mr Johan Koekemoer (Financial Director and Executive Director), Mr Phetole Modika, Mr Siphamandla Mnyani, Mr Siyabonga Mthembu,  
Mrs Zandile Meeleso, Mr Pholoso Matjele, Mr Kgaile Mogoye, Mr Sandiso Mgengwana, Mr Molate Mashifane, Ms Pamela Mabece,  
Mr Lunga Bernard

Ms Kethabile Mabe (Company Secretary),  
Johannesburg Water SOC Ltd  
Registration Number: 2000/029271/30

MBD 4

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? ..... **YES / NO**

3.9.1 If yes, furnish particulars.....  
.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**

3.10.1 If yes, furnish particulars.  
.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars  
.....  
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.  
.....  
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.  
.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:  
.....  
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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

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

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

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

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

- a) The applicable preference point system for this tender is the 80/20 preference point system.

- 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
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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

**2. DEFINITIONS**

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

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

#### 3.1. POINTS AWARDED FOR PRICE

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

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

##### 3.1.1. POINTS AWARDED FOR PRICE

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \circ$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)	Proof of documents per specific goals
Businesses located in a Region within COJ, COJ Municipality or Gauteng Province	<b>20</b>		Proof of municipal account / valid lease agreement, letter from the Ward Council confirming the business address.

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. 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]

4.5. 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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

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

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

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

4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS  
DECLARATION FORM TRUE AND CORRECT.**

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
  
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
  
- 4 This MBD 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 (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

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