



a world class African city



City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall  
65 Ntemi 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)

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF JOHANNESBURG WATER**

**DESCRIPTION: REPLACEMENT OF ALUMINIUM DOORS WITH TRANSFORMER DOORS ON THE PLANT**

<b>RFQ NUMBER:RFQJW058KM26</b>	
<b>ADVERT DATE:15-05-2026</b>	
<b>CLOSING DATE:01-06-2026</b>	
<b>CLOSING TIME:16:00pm</b>	
<b>RFQ VALIDITY PERIOD: 60 Days</b>	
<b>TOTAL QUOTATION VALUE MUST BE INCLUSIVE OF ALL APPLICABLE TAXES. NB: FAILURE TO INCLUDE ALL APPLICABLE TAXES ON QUOTATION WILL LEAD TO DISQUALIFICATION.</b>	
<b>SUBMISSION OF QUOTATIONS: SUBMISSIONS MUST BE MADE ON THE E-TENDER PORTAL (<a href="https://www.etenders.gov.za">https://www.etenders.gov.za</a>)</b>	
<b>BRIEFING SESSION - VENUE:Cavindish Road, Nancefield Industrials near Eldorado Park DATE: 26-05-2026 TIME: 10:00am</b>	
<b>CONTACT PERSON SUPPLY CHAIN MANAGEMENT Name: Khutso Mookamedi Tel No: 011-688-1927 Email: khutso.mookamedi@jwater.co.za</b>	<b>CONTACT PERSON END USER DEPARTMENT Name: Sophonia Nthebe Tel No: 082-466-1619 Email: sophonia.nthebe@jwater.co.za</b>
<b>Name of Bidder: .....</b>	
<b>Total Amount excl. VAT: .....</b>	
<b>VAT Amount: .....</b>	
<b>Total Amount Incl. VAT: .....</b>	

**Directors:**

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director), Mr Kgaugeto Mahlaba (Chief Financial Officer and Executive Director), Mr Siphon Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele, Mr Molate Mashifane, Ms Pamela Mabece, Mr Collen Sambo, Mr Makoko Makgonye, Ms Thabiso Kutumela, Mr Kefiloe Mokoena, Ms Kethabile Mabe (Company Secretary),

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**THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 22, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT**

**QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM. 80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR SPECIFIC GOALS AS PER PPPFA 2022**

**ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD)**

- 1. QUOTATIONS MUST BE ON COMPANY LETTERHEADS**
- 2. QUOTATIONS RECEIVED AFTER CLOSING DATE AND TIME WILL NOT BE ACCEPTED.**
- 3. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED**
- 4. TOTAL QUOTATION VALUE TO INCLUDE ALL APPLICABLE TAXES.**
- 5. SUBMIT A COPY OF A VALID BBBEE CERTIFICATE OR SWORN AFFIDAVIT.**
- 6. ENSURE THAT ALL ATTACHED MBD'S ARE DULY COMPLETED AND SIGNED**
- 7. SUBMIT A COPY OF VALID LEASE AGREEMENT OR MUNICIPAL ACCOUNT STATEMENT NOT OLDER THAN 3 MONTHS AND NOT IN AREAS FOR MORE THAN 90 DAYS**
- 8. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY**

Directors:

Ms Kethabile Mabe (Company Secretary),

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### 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>

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## **Specification:**

- 1. Remove old aluminium doors.**
- 2. Supply and install steel ventilated lockable transformer doors.**
- 3. Replace circular shatter proof windows.**
- 4. As per the attached BoQ.**
- 5. Safety file.**

## **NB:**

- 1. CIDB Requirements**
- 2. The compulsory site briefing will be held at Olifantsvlei Wastewater Treatment Works.**
- 3. Address: Cavindish Road, Nancefield Industrials near Eldorado Park**

**Tenderers should have a contractor CIDB Grading of 1GB or higher.**



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## BOQ

### Olifantsvlei Works : Replacement of damaged aluminum doors

Item No.	Description	Unit	Quantities	Amount
<b>SECTION A. Liquid Phase</b>				
Distribution Sub Station (a)	Steel ventilated lockable transformer double door Size 1850mmx2470mm	each	1	
Distribution Sub Station (b)	Steel ventilated lockable transformer single door. Size 780mmx2130mm	each	1	
PST Sub Station (a)	Steel ventilated transformer lockable double doors Size 1850mmx2470mm	each	3	
PST Sub Station (b)	Steel ventilated transformer lockable double door. Size 1830mmx2370mm	each	1	
Elutriation Sub Station (a)	Steel ventilated transformer lockable door. Size 1845mmx2460mm	each	1	
Elutriation Sub Station (b)	Steel ventilated transformer double lockable doors. Size 1870mmx2470mm	each	1	
Balancing Tank MMC (a)	Steel ventilated transformer lockable doors. Size 1870mmx2470mm	each	4	
Balancing Tank MMC (b)	Steel ventilated transformer lockable single door. Size 900mmx215mm	each	1	
Balancing Tank MMC And F/Eff/P/Station (c)	Replace broken round shatter proof window pane Size 1015mm	each	4	

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<b>SECTION B: Solid Phase</b>				
Head of Works (a)	Steel ventilated transformer double doors. Size 1870mmx2470mm	each	4	
Head of Works (b)	Steel ventilated transformer lockable single door. Size 1840mmx2460mm	each	1	
	Steel ventilated lockable transformer double door. Size 1600mmx2450mm	each	1	
RSHF Liquor MCC (a)	Steel ventilated lockable transformer double door. Size 1760mmx2490mm	each	1	
RSHF Liquor MMC (b)	Steel ventilated lockable transformer double door. Size 1570mmx2465mm	each	1	
RSHF Treated liquor pump station (a)	Steel ventilated lockable transformer single door. Size 850mmx2140mm	each	1	
RSHF Treated liquor pump station (b)	Steel ventilated lockable transformer double door. Size 1540mmx2710mm	each	1	
RSHF Lime plant (a)	Steel ventilated lockable transformer double door. Size 1560mmx2470mm	each	1	
<b>RSHF Belt press filtration</b>	Steel ventilated lockable transformer single door. Size 895mmx2130mm	each	1	
RSHF Liquor screw pump station	Steel ventilated lockable transformer double doors. Size 1990mmx2450mm	each	1	
RSHF Chemical Dosing plant	Steel ventilated lockable transformer	each	1	

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	single door. Size 900mmx2470mm			

Initiator: Sophonia Nthebe

Approved by:

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## **MANDATORY REQUIREMENTS:**

- 1.1 Full Completion of the Bill of Quantities (BOQ)/ Specification (where applicable)**
- 1.2 Attendance of compulsory site briefing (where applicable)**
- 1.3 Attachment of datasheet, reference letter, proof of certification, proof of accreditation, functionality requirements (where applicable)**
- 1.4 No RFQ will be considered from persons in the service of the state**
- 1.5 No Bidder who is blacklisted by National Treasury or any National Authority due to non-performance will be considered**
- 1.6 All Quotes should be on PDF (MS WORD, MS EXCEL, PICTURES ARE NOT ALLOWED) and On Company Letterhead**
- 1.7 Submission of a Joint Venture Agreement, where applicable, which has been properly signed by all parties**

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## 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.

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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 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 with 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).

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**DATA SUBJECT CONSENT WITHDRAWAL FORM  
IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, NO. 4 OF  
2013 (POPIA)**

**CONSENT**

I .....a natural person “herein referred to as the “Data Subject” with identification number ..... hereby withdraw my consent to process my personal information by Johannesburg Water SOC Ltd (Responsible Party). Therefore, Johannesburg Water SOC Ltd. no longer has my consent to process my personal information for the intended purpose

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

which was previously granted using the DATA SUBJECT CONSENT FORM.

The withdrawal of consent does not affect the lawfulness of the processing activities up to the date on this form.

**Details of Data Subject**

Name and surname: .....

Identification number: .....

Date of Birth: .....

Residential address: .....

.....

.....

Contact number(s): .....

E-mail address: .....

Relationship to Responsible Party: .....

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Signature of Data Subject

\_\_\_\_\_  
Information Officer/Deputy  
Johannesburg Water SOC Ltd.



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## **ADMINISTRATIVE REQUIREMENTS**

**PLEASE SUPPLY THE FOLLOWING DOCUMENTS TO ENABLE US TO EVALUATE YOUR SUBMISSION:**

<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 /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>

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**MBD 3.1**

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

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

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

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

**OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.**

ITEM NO.	QUANTITY (QTY)	DESCRIPTION	UNIT PRICE (P)	TOTAL PRICE (QTY*P)
<b>SUB-TOTAL</b>				R
<b>VAT AT 15%</b>				R
<b>GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)</b>				R

I (full name) \_\_\_\_\_, in my capacity as \_\_\_\_\_, the duly authorized representative of \_\_\_\_\_ (company name) hereby declares that the offer is in

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accordance with the attached specification, notes to suppliers & accepts all conditions/ clauses contained in the said documents.

Signature of duly authorized representative

Date:

- Required by: .....

- At: .....

- Brand and Model .....

- Country of Origin .....

- Does the offer comply with the specification(s)? \*YES/NO

- If not to specification, indicate deviation(s) .....

- Period required for delivery ..... \*Delivery: Firm/Not firm

- Delivery basis .....

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

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

Directors:

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Registration Number: 2000/029271/30



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MBD 4

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state.
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.

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, shareholder?):
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.

1MSCM 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.

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- (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 provincial legislature.

2 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.....

.....

Directors:

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3.12 Are any of the company's directors, trustees, managers, principal 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: .....

.....

Directors:

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

Full Name	Identity Number	State Employee Number

.....

**Signature**

.....

**Date**

.....

**Capacity**

.....

**Name of Bidder**

Directors:

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## MBD 6.1

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

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

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

#### 1. GENERAL CONDITIONS

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

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

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#### 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

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(e) "The Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

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

#### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

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:
- 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

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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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Proof of documents as per spec
<b>Businesses located in a Region within COJ, COJ Municipality or Gauteng Province</b>	80		<ul style="list-style-type: none"> <li>Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI /CIPC BBBEE Certificate for Businesses located in a Region within COJ, COJ Municipality or Gauteng Province</li> </ul>

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- (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 box containing fields for SIGNATURE(S) OF TENDERER(S), SURNAME AND NAME, DATE, and ADDRESS.

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**MBD 8**

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

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

Directors:

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),  
Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Siphon Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,  
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4.1	<p>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?</p> <p>(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).</p> <p><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></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p><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></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

Directors:

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Table with 4 rows and 4 columns. Row 1: Question 4.4 about municipal rates and taxes, with Yes/No checkboxes. Row 2: Sub-question 4.4.1 for particulars. Row 3: Question 4.5 about contract termination, with Yes/No checkboxes. Row 4: Sub-question 4.7.1 for 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

Directors:
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Mr Kgaugelo Mahlaba (Chief Financial Officer and Executive Director), Mr Siphon Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,
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## MBD 9

### 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.

Directors:

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),  
Mr Kgaugeto Mahlaba (Chief Financial Officer and Executive Director), Mr Siphon Mthembu, Ms Zandile Meeleso, Mr Pholoso Matjele,  
Mr Molate Mashifane, Ms Pamela Mabece, Mr Collen Sambo, Mr Makoko Makgonye, Ms Thabiso Kutumela, Mr Kefiloe Mokoena

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



City of Johannesburg

Johannesburg Water SOC Ltd

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**MBD 9**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Municipality / Municipal Entity)

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

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

(Name of Bidder)

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

**Directors:**

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## MBD 9

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.

#### Directors:

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**MBD 9**

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

Directors:

Ms Dineo Majavu (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),  
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**HEALTH, SAFETY & ENVIRONMENTAL (SHE) SPECIFICATION: BASELINE RISK ASSESSMENT**

PROJECT NUMBER:	RFQJWxxxxNM22
PROJECT LOCATION:	Olifantsvlei Wastewater Treatment Works
PROJECT DESCR:	Replacement of damaged aluminium double doors and broken shatterproof windows

**POSSIBLE RISKS FOR THIS PROJECT**

Task	Hazard	Risk	Consequence	Rating	Controls
<ul style="list-style-type: none"> <li>✓ Submission of Safety file</li> </ul>	<ul style="list-style-type: none"> <li>✓ Unapproved safety file/ working without safety file</li> </ul>	<ul style="list-style-type: none"> <li>✓ Unsafe work conducted in the clients premises.</li> <li>✓ Non adherence to the clients safety requirements.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Fatalities, injuries, damage to property</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Compile safety file and submit it to the OHS department for approval.</li> <li>✓ Employees need to be inducted.</li> <li>✓ Employees work and safety file will be audited and monitored while they are on site</li> </ul>
<p>Site establishment:</p> <ul style="list-style-type: none"> <li>✓ Preparation of the ground surface</li> <li>✓ Placing of office equipment</li> </ul>	<ul style="list-style-type: none"> <li>✓ Sharp objects/ wires</li> <li>✓ Uneven surface</li> <li>✓ Faulty connection</li> <li>✓ Poor ergonomics</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injury to employees</li> <li>✓ Property damage</li> <li>✓ Trip and fall injuries</li> <li>✓ Damage to Contraction of communicable diseases</li> </ul>	<ul style="list-style-type: none"> <li>✓ Pinch point injuries, personal injuries</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Supervisors to plan during site set up and induct employees.</li> <li>✓ Detailed Risk Assessment must be drawn before any work commences on site.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Working at heights</li> </ul>	<ul style="list-style-type: none"> <li>✓ Working unsafe at heights</li> </ul>	<ul style="list-style-type: none"> <li>✓ Falling from heights</li> </ul>	<ul style="list-style-type: none"> <li>✓ Disabling injuries.</li> </ul>	<b>Extreme</b>	<ul style="list-style-type: none"> <li>✓ Train and appoint fall protection planners.</li> <li>✓ Develop fall protection plan</li> <li>✓ Inspect fall protection/ arrest equipment.</li> <li>✓ Appoint ladder inspector.</li> <li>✓ Inspect ladders.</li> </ul>

					<ul style="list-style-type: none"> <li>✓ Develop rescue plan for working in elevated position and heights.</li> <li>✓ Openings on platforms must be closed or covered.</li> <li>✓ Ensure floors on elevated positions are stable.</li> </ul>
Replace twenty damaged aluminium double doors with twenty heavy duty industrial transformer lockable double doors.	✓ Door frames	<ul style="list-style-type: none"> <li>✓ Hands/ fingers caught between the door and door frame</li> <li>✓ Poor ergonomics</li> </ul>	<ul style="list-style-type: none"> <li>✓ Caught between injuries/ splint cuts</li> <li>✓ Back sprains and injuries</li> </ul>	<b>Medium</b>	<ul style="list-style-type: none"> <li>✓ Be alert and place a door stopper to prevent the door from closing on you accidentally,</li> <li>✓ Wear hand gloves</li> <li>✓ Encourage employees to assist each other when carrying heavy loads/tools and equipments.</li> </ul>
	✓ The use of portable hand tools	<ul style="list-style-type: none"> <li>✓ Exposure to electricity</li> <li>✓ Incorrect use of hand tools</li> <li>✓ The use of damaged hand tools</li> </ul>	<ul style="list-style-type: none"> <li>✓ Electrocutation</li> <li>✓ Fire</li> <li>✓ burns</li> </ul>	<b>Medium</b>	<ul style="list-style-type: none"> <li>✓ Appoint Portable hand tools inspector.</li> <li>✓ Inspect hand tools.</li> <li>✓ Provide employees with hand gloves.</li> <li>✓ Report damaged hand tools.</li> <li>✓ Inspect electric wires/ lid for damages.</li> <li>✓ Remove damaged hand tools from site.</li> </ul>
✓ The use of hand tools	<ul style="list-style-type: none"> <li>✓ Damaged tools</li> <li>✓ Incompetent employees</li> </ul>	<ul style="list-style-type: none"> <li>✓ Incorrect use of tools.</li> <li>✓ Using the wrong tool for the task</li> </ul>	✓ Injuries	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Appoint a competent Hand tool inspector.</li> <li>✓ Hand tools must be inspected before use.</li> <li>✓ Must be fit for purpose.</li> <li>✓ Must be stored in secured location without damaging equipment.</li> </ul>

					<ul style="list-style-type: none"> <li>✓ Must be removed from site if found damaged or defective.</li> <li>✓ Employees must be provided with the PPE as determined in the task risk assessment.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Replace four circular shatterproof windows</li> </ul>	<ul style="list-style-type: none"> <li>✓ Shattered windows</li> <li>✓ Passer-by's</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hands/ fingers caught between the door and door frame</li> <li>✓ Broken / shattered glasses</li> <li>✓ Movement of employees around the work area</li> </ul>	<ul style="list-style-type: none"> <li>✓ Caught between injuries/ splint</li> <li>✓ cuts</li> <li>✓ Injuries</li> </ul>		<ul style="list-style-type: none"> <li>✓ Be alert and place a door stopper to prevent the door from closing on you accidentally,</li> <li>✓ Wear hand gloves, eye protection, steel toe safety shoes and overalls</li> <li>✓ Barricade the work area and prevent employees from moving around the work area</li> </ul>
<ul style="list-style-type: none"> <li>✓ Poor housekeeping</li> </ul>	<ul style="list-style-type: none"> <li>✓ Poor housekeeping</li> </ul>	Slip and fall injuries		<b>Low</b>	<ul style="list-style-type: none"> <li>✓ Ensure that everything has its storage place and everything is in its place.</li> <li>✓ Housekeeping should be done daily or after every activity</li> </ul>

### 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



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### 1. SCOPE OF WORK

**Replacement of damaged aluminium double doors and broken shatterproof windows at Olifantsvlei Wastewater Treatment Work**

### 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.

Appoint:

1. Hand tool Inspector
2. Risk Assessor
3. Incident Investigator
4. First Aider
5. Portable electrical Inspector
6. Ladder Inspector
7. Fall protection Planner
8. Risk Assessor

### 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



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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.

## 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.
- Method statement for the entire works
- Electrical lockout/ isolation procedure

## 11. HAND TOOLS

Hand tools include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.



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Some examples include the following:

- If a chisel is used as a screwdriver, the tip of the chisel may break and fly off, hitting the user or other employees.
- If a wooden handle on a tool, such as a hammer or an axe, is loose, splintered, or cracked, the head of the tool may fly off and strike the user or other employees.
- If the jaws of a wrench are sprung, the wrench might slip.
- If impact tools such as chisels, wedges, or drift pins have mushroomed heads, the heads might shatter on impact, sending sharp fragments flying toward the user or other employees. The employer is responsible for the safe condition of tools and equipment used by employees. Employers shall not issue or permit the use of unsafe hand tools. Employees should be trained in the proper use and handling of tools and equipment.

Employees, when using saw blades, knives, or other tools, should direct the tools away from aisle areas and away from other employees working in proximity. Knives and scissors must be sharp; dull tools can cause more hazards than sharp ones. Cracked saw blades must be removed from service.

Wrenches must not be used when jaws are sprung to the point that slippage occurs. Impact tools such as drift pins, wedges, and chisels must be kept free of mushroomed heads. The wooden handles of tools must not be splintered.

Iron or steel hand tools may produce sparks that can be an ignition source around flammable substance. Where this hazard exists, spark-resistant tools made of non-ferrous materials should be used where flammable gases, highly volatile liquids, and other explosive substances are stored or used.

## 12. PORTABLE ELECTRICAL TOOLS

Power tools must be fitted with guards and safety switches; they are extremely hazardous when used improperly. The types of power tools are determined by their power source: electric, pneumatic, liquid fuel, hydraulic, and power-actuated.

To prevent hazards associated with the use of power tools, workers should observe the following general precautions:

- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.



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- Disconnect tools when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters.
- Keep all people not involved with the work at a safe distance from the work area.
- Secure work with clamps or a vise, freeing both hands to operate the tool.
- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
- Maintain tools with care; keep them sharp and clean for best performance.
- Follow instructions in the user’s manual for lubricating and changing accessories.
- Be sure to keep good footing and maintain good balance when operating power tools.
- Wear proper apparel for the task. Loose clothing, ties, or jewelry can become caught in moving parts.
- Remove all damaged portable electric tools from use and tag them: “Do Not Use.”

### **13. HANDLING AND STORAGE OF SHATTERPROOF WINDOW**

- Handling glass correctly is fundamental to safety. Teamwork helps prevent accidents, and two or more people should work together to carefully lift and position larger or heavier glass sheets to distribute the weight and maintain stability.
- Carry glass vertically whenever possible to minimize the risk of breakage. And for large or heavy glass sheets, use suction cups or appropriate lifting devices such as vacuum-lifting frames to create a seal, making it easier to lift and move glass panes.
- Glass should always be handled carefully to avoid introducing new defects. Store it in a clean, safe and upright position to prevent damage.
- Finally, when glass is handled manually, always wear appropriate cut-resistant gloves with a good grip to provide better control and reduce the risk of injury.

### **14. WORKING AT HEIGHTS**

- A competent person must compile a fall protection plan for all tasks which will be done at elevated position.
- The requirements as per the Construction regulations for working at heights shall be complied with by the contractor at all times.
- The fall protection plan shall be specific to the work that will be conducted at elevated position and proper provision must be made for rescue of employees at heights.
- Fall protection plan must include fall risk assessment detailing proper controls to be implemented.
- All employees who their duties entail working at heights must be declared medically fit by an Occupational Health Practitioner for working at heights.



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- Employees who will be working at heights must be trained by a competent service provider for working at heights and must be trained on use of fall prevention/arrest devices to be used at heights.
- Employees working at height must be trained on the latest approved fall protection plan before work commences at height.

### **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.
- 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.



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- Contractor Supervisors 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.

### **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: Replacement of damaged aluminium double doors and broken shatterproof Window.					
Depot / Site / Department: Olifantsvlei WWTW.					
Estimated duration: TBC					
Documents required					
Letter of Good Standing	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
SHE plan	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Risk Assessment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Safe working Procedures	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Notification of Construction work	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Inspection registers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Items required before starting					
Medicals	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Vaccinations	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
PPE (boots, hard hats, overall)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Induction	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Approval from OHS	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
APPOINTMENTS AND COMPETENCIES					
<u>Construction Supervisor</u>					
Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
<u>Safety Officer</u>					
Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input 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