

## C1.1: Form of Offer & Acceptance

### Offer

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

**Description of the works: The replacement of window blinds in 45 Bay Terrace and Queens Warehouse in the Port of Durban.**

The tenderer, identified in the Offer signature block, has

<i>either</i>	examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.
<i>or</i>	examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.

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

The offered total of the Prices exclusive of VAT is	<b>R</b>
Value Added Tax @ 15% is	<b>R</b>
The offered total of the Prices inclusive of VAT is	<b>R</b>
(in words)	

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *Contractor* in the *conditions of contract* identified in the Contract Data.

Signature(s)

Name(s)

Capacity

**For the tenderer:**

(Insert name and address of organisation)

Name &  
signature of  
witness

Date

Tenderer's CIDB registration number:



## Acceptance

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

The terms of the contract, are contained in:

Part C1	Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
Part C2	Pricing Data
Part C3	Scope of Work: Works Information
Part C4	Site Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

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

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any).

TRANSNET NATIONAL PORTS AUTHORITY  
TENDER NUMBER: TNPA/2023/02/0010/23584/RFQ  
DESCRIPTION OF THE WORKS: REPLACEMENT OF THE WINDOW BLINDS AT 45 BAY TERRACE AND QUEENS  
WAREHOUSE IN THE PORT OF DURBAN FOR A PERIOD OF TWO (2) MONTHS

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Unless the tenderer (now *Contractor*) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Signature(s)

Name(s)

Capacity

**for the  
Employer**

Transnet SOC Ltd

*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

## Schedule of Deviations

Note:

1. To be completed by the Employer prior to award of contract. This part of the Offer & Acceptance would not be required if the contract has been developed by negotiation between the Parties and is not the result of a process of competitive tendering.
2. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
3. A tenderer's covering letter must not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid be the subject of agreement reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here and the final draft of the contract documents shall be revised to incorporate the effect of it.

No.	Subject	Details
1		
2		
3		
4		

By the duly authorised representatives signing this Schedule of Deviations below, the Employer and the tenderer agree to and accept this Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the Offer agreed by the tenderer and the Employer during this process of Offer and Acceptance.

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

	For the tenderer:	For the Employer
Signature	_____	_____
Name	_____	_____
Capacity	_____	_____
On behalf of	<i>(Insert name and address of organisation)</i>	Transnet SOC Ltd
Name & signature of witness	_____	_____
Date	_____	_____

## C1.2 Contract Data

### Part one - Data provided by the *Employer*

Clause	Statement	Data
1	<b>General</b>	
	The <i>conditions of contract</i> are the core clauses and the clauses for main Option	
		<b>B: Priced contract with bill of quantities</b>
	dispute resolution Option	<b>W1: Dispute resolution procedure</b>
	and secondary Options	
		<b>X2 Changes in the law</b>
		<b>X18: Limitation of liability</b>
		<b>Z: <i>Additional conditions of contract</i></b>
	of the NEC3 Engineering and Construction Contract June 2005 (amended June 2006 and April 2013)	
10.1	The <i>Employer</i> is:	<b>Transnet SOC Ltd (Registration No. 1990/000900/30)</b>

	Address	Registered address: <b>Transnet Corporate Centre 138 Eloff Street Braamfontein Johannesburg 2000</b>
	Having elected its Contractual Address for the purposes of this contract as:	<b>Transnet SOC Ltd (Registration No. 1990/000900/30) trading through its operating division Transnet National Ports Authority Queens Warehouse, 237 Mahatma Gandhi Road Port of Durban 4001</b>
10.1	The <i>Project Manager</i> is: (Name)	<b>Msizi Mkhize</b>
	Address	<b>Queens Warehouse, 237 Mahatma Gandhi Road, Port of Durban, 4001  (031) 361 3095</b>
	e-mail	<b>Msizi.Mkhize@transnet.net</b>
10.1	The <i>Supervisor</i> is: (Name)	<b>Mnqobi Ngcobo</b>
	Address	<b>Queens Warehouse, 237 Mahatma Gandhi Road, Port of Durban, 4001</b>
	Tel No.	<b>(031) 361 3891</b>
	e-mail	<b><a href="mailto:Mnqobi.Ngcobo@transnet.net">Mnqobi.Ngcobo@transnet.net</a></b>
11.2(13)	The <i>works</i> are	<b>Replacement of window blinds in Bay Terrace.</b>
11.2(14)	The following matters will be included in the Risk Register	<b>1. Working in an operational area. 2. Working in high voltages area</b>
11.2(15)	The <i>boundaries of the site</i> are	<b>As stated in Part C4.1 Site Information</b>
11.2(16)	The Site Information is in	<b>Part C4</b>
11.2(19)	The Works Information is in	<b>Part C3</b>
12.2	The <i>law of the contract</i> is the law of	<b>the Republic of South Africa subject to the jurisdiction of the Courts of South Africa.</b>
13.1	The <i>language of this contract</i> is	<b>English</b>



TRANSNET NATIONAL PORTS AUTHORITY

TENDER NUMBER: TNPA/2023/02/0010/23584/RFQ

DESCRIPTION OF THE WORKS: REPLACEMENT OF THE WINDOW BLINDS AT 45 BAY TERRACE AND QUEENS WAREHOUSE IN THE PORT OF DURBAN FOR A PERIOD OF TWO (2) MONTHS

13.3	The <i>period for reply</i> is	<b>1 week</b>
<b>2</b>	<b>The Contractor's main responsibilities</b>	<b>No additional data is required for this section of the conditions of contract.</b>
<b>3</b>	<b>Time</b>	
11.2(3)	The <i>completion date</i> for the whole of the <i>works</i> is	<b>Two (2) months</b>
11.2(9)	The <i>key dates</i> and the <i>conditions</i> to be met are:	<b>Condition to be met</b> <b>key date</b> <b>1 Replacement of all the Variable necessary old blinds with new ones.</b>
30.1	The <i>access dates</i> are	<b>Part of the Site</b> <b>Date</b> <b>1 Once all SHEQ requirement Variable are approved</b>
31.1	The <i>Contractor</i> is to submit a first programme for acceptance within	<b>2 weeks of the Contract Date</b>
31.2	The <i>starting date</i> is	<b>01 August 2023</b>
32.2	The <i>Contractor</i> submits revised programmes at intervals no longer than	<b>2 (Two) weeks.</b>
35.1	The <i>Employer</i> is not willing to take over the <i>works</i> before the Completion Date.	
<b>4</b>	<b>Testing and Defects</b>	
42.2	The <i>defects date</i> is	<b>52 (fifty two) weeks after Completion of the whole of the works.</b>
43.2	The <i>defect correction period</i> is	<b>2 weeks</b>
<b>5</b>	<b>Payment</b>	
50.1	The <i>assessment interval</i> is	<b>25<sup>th</sup> (twenty fifth) day of each successive month.</b>
51.1	The <i>currency of this contract</i> is	<b>South African Rand.</b>



51.2	The period within which payments are made is	<b>Payment will be effected on or before the last day of the month following the month during which a valid Tax Invoice and Statement were received.</b>
51.4	The <i>interest rate</i> is	<b>the prime lending rate of Rand Merchant Bank (RMB)</b>
<b>6</b>	<b>Compensation events</b>	
60.1(13)	The <i>weather measurements</i> to be recorded for each calendar month are,	<b>the cumulative rainfall (mm)</b>  <b>the number of days with rainfall more than 10 mm</b>  <b>the number of days with minimum air temperature less than 0 degrees Celsius</b>  <b>the number of days with snow lying at 08:00 hours South African Time</b>  <b>and these measurements: mm</b>
	The place where weather is to be recorded (on the Site ) is:	<b>Port of Durban</b>
	The <i>weather data</i> are the records of past <i>weather measurements</i> for each calendar month which were recorded at:	<b>Durban Weather Station</b>
	and which are available from:	<b>South African Weather Service 012 367 6023 or <a href="mailto:info3@weathersa.co.za">info3@weathersa.co.za</a>.</b>
<b>7</b>	<b>Title</b>	<b>No additional data is required for this section of the <i>conditions of contract</i>.</b>
<b>8</b>	<b>Risks and insurance</b>	
80.1	These are additional <i>Employer's</i> risks	<b>None</b>
84.1	The <i>Employer</i> provides these insurances from the Insurance Table	
	1 Insurance against:	<b>Loss of or damage to the <i>works</i>, Plant and Materials is as stated in the Insurance policy for Contract Works/ Public Liability.</b>



Cover / indemnity:	<b>to the extent as stated in the insurance policy for Contract Works / Public Liability</b>
The deductibles are:	<b>as stated in the insurance policy for Contract Works / Public Liability</b>
2 Insurance against:	<b>Loss of or damage to property (except the <i>works</i>, Plant and Materials &amp; Equipment) and liability for bodily injury to or death of a person (not an employee of the <i>Contractor</i>) arising out of or in connection with the performance of the Contract as stated in the insurance policy for Contract Works / Public Liability</b>
Cover / indemnity	<b>Is to the extent as stated in the insurance policy for Contract Works / Public Liability</b>
The deductibles are	<b>as stated in the insurance policy for Contract Works / Public Liability</b>
3 Insurance against:	<b>Loss of or damage to Equipment (Temporary Works only) as stated in the insurance policy for contract Works and Public Liability</b>
Cover / indemnity	<b>Is to the extent as stated in the insurance policy for Contract Works / Public Liability</b>
The deductibles are:	<b>As stated in the insurance policy for Contract Works / Public Liability</b>
4 Insurance against:	<b>Contract Works SASRIA insurance subject to the terms, exceptions and conditions of the SASRIA coupon</b>
Cover / indemnity	<b>Cover / indemnity is to the extent provided by the SASRIA coupon</b>
The deductibles are	<b>The deductibles are, in respect of each and every theft claim, 0,1% of the contract value subject to a minimum of R2,500 and a maximum of R25,000.</b>

Note:

**The deductibles for the insurance as stated above are listed in the document titled "Certificate of Insurance: Transnet (SOC) Limited Principal Controlled Insurance."**

84.1

The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the *Contractor* arising out of and in the course of their employment in connection with this contract for any one event is

**The *Contractor* must comply at a minimum with the provisions of the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 as amended.**

The *Contractor* provides these additional Insurances

- 1 Where the contract requires that the design of any part of the *works* shall be provided by the *Contractor* the *Contractor* shall satisfy the *Employer* that professional indemnity insurance cover in connection therewith has been affected**
- 2 Where the contract involves manufacture, and/or fabrication of Plant & Materials, components or other goods to be incorporated into the *works* at premises other than the site, the *Contractor* shall satisfy the *Employer* that such plant & materials, components or other goods for incorporation in the *works* are adequately insured during manufacture and/or fabrication and transportation to the site.**
- 3 Should the *Employer* have an insurable interest in such items during manufacture, and/or fabrication, such interest shall be noted by endorsement to the *Contractor's* policies of insurance as well as those of any sub-contractor**
- 4 Motor Vehicle Liability Insurance comprising (as a minimum) "Balance of Third Party" Risks including Passenger and Unauthorised Passenger Liability indemnity with a minimum indemnity limit of R 5 000 000.**



		<p><b>5 The insurance coverage referred to in 1, 2, 3 and 4 above shall be obtained from an insurer(s) in terms of an insurance policy approved by the <i>Employer</i>. The <i>Contractor</i> shall arrange with the insurer to submit to the <i>Project Manager</i> the original and the duplicate original of the policy or policies of insurance and the receipts for payment of current premiums, together with a certificate from the insurer or insurance broker concerned, confirming that the policy or policies provide the full coverage as required. The original policy will be returned to the <i>Contractor</i>.</b></p>
84.2	The minimum limit of indemnity for insurance in respect of loss of or damage to property (except the works, Plant, Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the <i>Contractor</i> ) caused by activity in connection with this contract for any one event is	<p><b>Whatever the <i>Contractor</i> requires in addition to the amount of insurance taken out by the <i>Employer</i> for the same risk.</b></p>
84.2	The insurance against loss of or damage to the works, Plant and Materials as stated in the insurance policy for contract works and public liability selected from:	<p><b>Principal Controlled Insurance policy for Contract.</b></p>
<b>9</b>	<b>Termination</b>	<p><b>There is no additional Contract Data required for this section of the <i>conditions of contract</i>.</b></p>
<b>10</b>	<b>Data for main Option clause</b>	
<b>B</b>	<b>Priced contract with Bill of Quantities</b>	<p><b>No additional data is required for this Option.</b></p>
60.6	The <i>method of measurement</i> is	<p><b>The Bill of Quantities have been measured in accordance with SANS 1200 unless indicated otherwise.</b></p>
<b>11</b>	<b>Data for Option W1</b>	



W1.1	The <i>Adjudicator</i> is	<b>Both parties will agree as and when a dispute arises. If the parties cannot reach an agreement on the <i>Adjudicator</i>, the Chairman of the Association of Arbitrators will appoint an <i>Adjudicator</i>.</b>
W1.2(3)	The <i>Adjudicator nominating body</i> is:	<b>The Chairman of the Association of Arbitrators (Southern Africa)</b>
	If no <i>Adjudicator nominating body</i> is entered, it is:	<b>the Association of Arbitrators (Southern Africa)</b>
W1.4(2)	The <i>tribunal</i> is:	<b>Arbitration</b>
W1.4(5)	The <i>arbitration procedure</i> is	<b>The Rules for the Conduct of Arbitrations of the Association of Arbitrators (Southern Africa)</b>
	The place where arbitration is to be held is	<b>Durban, KwaZulu Natal, South Africa</b>
	The person or organisation who will choose an arbitrator	
	- if the Parties cannot agree a choice or	<b>The Chairman of the Association of Arbitrators (Southern Africa)</b>
	- if the arbitration procedure does not state who selects an arbitrator, is	
<b>12</b>	<b>Data for secondary Option clauses</b>	
<b>X2</b>	<b>Changes in the law</b>	<b>No additional data is required for this Option</b>
<b>X18</b>	<b>Limitation of liability</b>	



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- |       |   |  |
|-------|---|--|
| X18.1 | The <i>Contractor's</i> liability to the <b>Nil</b><br><i>Employer</i> for indirect or<br>consequential loss is limited to:   |  |
| X18.2 | For any one event, the<br><i>Contractor's</i> liability to the<br><i>Employer</i> for loss of or damage<br>to the <i>Employer's</i> property is<br>limited to:                            | <b>The deductible of the relevant insurance policy</b>       |
| X18.3 | The <i>Contractor's</i> liability for<br>Defects due to his design which<br>are not listed on the Defects<br>Certificate is limited to:   | <b>The cost of correcting the Defect</b>                     |
| X18.4 | The <i>Contractor's</i> total liability to<br>the <i>Employer</i> for all matters<br>arising under or in connection<br>with this contract, other than<br>excluded matters, is limited to: | <b>The Total of the Prices</b>                               |
| X18.5 | The <i>end of liability date</i> is   | <b>1 year after Completion of the whole of the<br/>works</b> |
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**Z      *Additional conditions of contract are:***

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## **Z3 Additional clauses relating to Joint Venture**

### **Z3.1**

#### **Insert the additional core clause 27.5**

**27.5. In the instance that the *Contractor* is a joint venture, the *Contractor* shall provide the *Employer* with a certified copy of its signed joint venture agreement, and in the instance that the joint venture is an 'Incorporated Joint Venture,' the Memorandum of Incorporation, within 4 (four) weeks of the Contract Date.**

**The Joint Venture agreement shall contain but not be limited to the following:**

- **A brief description of the Contract and the Deliverables;**
- **The name, physical address, communications addresses and domicilium citandi et executandi of each of the constituents and of the Joint Venture;**
- **The constituent's interests;**
- **A schedule of the insurance policies, sureties, indemnities and guarantees which must be taken out by the Joint Venture and by the individual constituents;**
- **Details of an internal dispute resolution procedure;**
- **Written confirmation by all of the constituents:**
  - i. **of their joint and several liabilities to the *Employer* to Provide the Works;**
  - ii. **identification of the lead partner in the joint venture confirming the authority of the lead partner to bind the joint venture through the *Contractor's* representative;**
  - iii. **Identification of the roles and responsibilities of the constituents to provide the Works.**



		<ul style="list-style-type: none"> <li>• <b>Financial requirements for the Joint Venture:</b> <ul style="list-style-type: none"> <li>iv. the working capital requirements for the Joint Venture and the extent to which and manner whereby this will be provided and/or guaranteed by the constituents from time to time;</li> <li>v. the names of the auditors and others, if any, who will provide auditing and accounting services to the Joint Venture.</li> </ul> </li> </ul>
<b>Z3.2</b>		<p>Insert additional core clause 27.6</p> <p><b>27.6. The <i>Contractor</i> shall not alter its composition or legal status of the Joint Venture without the prior approval of the <i>Employer</i>.</b></p>
<b>Z4</b>	<b>Additional obligations in respect of Termination</b>	
<b>Z4.1</b>		<p>The following will be included under core clause 91.1:</p> <p>In the second main bullet, after the word 'partnership' add 'joint venture whether incorporate or otherwise (including any constituent of the joint venture)' and</p> <p>Under the second main bullet, insert the following additional bullets after the last sub-bullet:</p> <ul style="list-style-type: none"> <li>• commenced business rescue proceedings (R22)</li> <li>• repudiated this Contract (R23)</li> </ul>
<b>Z4.2</b>	<b>Termination Table</b>	<p>The following will be included under core clause 90.2 Termination Table as follows:</p> <p><b>Amend "A reason other than R1 – R21" to "A reason other than R1 – R23"</b></p>
<b>Z4.3</b>		<p><b>Amend "R1 – R15 or R18" to "R1 – R15, R18, R22 or R23."</b></p>



<b>Z5</b>	<b>Right Reserved by the <i>Employer</i> to Conduct Vetting through SSA</b>	
<b>Z5.1</b>		<p>The <i>Employer</i> reserves the right to conduct vetting through State Security Agency (SSA) for security clearances of any <i>Contractor</i> who has access to National Key Points for the following without limitations:</p> <ol style="list-style-type: none"> <li>1. Confidential – this clearance is based on any information which may be used by malicious, opposing or hostile elements to harm the objectives and functions of an organ of state.</li> <li>2. Secret – clearance is based on any information which may be used by malicious, opposing or hostile elements to disrupt the objectives and functions of an organ of state.</li> <li>3. Top Secret – this clearance is based on information which may be used by malicious, opposing or hostile elements to neutralise the objectives and functions of an organ of state.</li> </ol>
<b>Z6</b>	<b>Additional Clause Relating to Collusion in the Construction Industry</b>	
<b>Z6.1</b>		The contract award is made without prejudice to any rights the <i>Employer</i> may have to take appropriate action later with regard to any declared tender rigging including blacklisting.
<b>Z7</b>	<b>Protection of Personal Information Act</b>	
<b>Z7.1</b>		The <i>Employer</i> and the <i>Contractor</i> are required to process information obtained for the duration of the Agreement in a manner that is aligned to the Protection of Personal Information Act.



## C1.2 Contract Data

### Part two - Data provided by the *Contractor*

The tendering *Contractor* is advised to read both the NEC3 Engineering and Construction Contract - June 2005 (with amendments June 2006 and April 2013) and the relevant parts of its Guidance Notes (ECC3-GN) in order to understand the implications of this Data which the tenderer is required to complete. An example of the completed Data is provided on pages 156 to 158 of the ECC3 Guidance Notes.

Completion of the data in full, according to Options chosen, is essential to create a complete contract.

Clause	Statement	Data
10.1	The <i>Contractor</i> is (Name):	
	Address	
	Tel No.	
	Fax No.	
11.2(8)	The <i>direct fee percentage</i> is	%
	The <i>subcontracted fee percentage</i> is	%
11.2(18)	The <i>working areas</i> are the Site and	
24.1	The <i>Contractor's</i> key persons are:	
	1 Name:	
	Job:	
	Responsibilities:	
	Qualifications:	
	Experience:	
	2 Name:	
	Job	
	Responsibilities:	
	Qualifications:	
	Experience:	



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		<b>CV's (and further key persons data including CVs) are appended to Tender Schedule entitled.....</b>
11.2(14)	The following matters will be included in the Risk Register	
31.1	The programme identified in the Contract Data is	
<b>B</b>	<b>Priced contract with bill of quantities</b>	
11.2(21)	The <i>bill of quantities</i> is in	
11.2(31)	The tendered total of the Prices is	(in figures)  (In words), excluding VAT



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## PART 2: PRICING DATA

Document reference	Title	No of pages
C2.1	Pricing instructions: Option B	2-4
C2.2	The <i>bill of quantities</i>	5



## C2.1 Pricing instructions: Option B

### 1. The *conditions of contract*

#### 1.1. How the contract prices work and assesses it for progress payments

Clause 11 in NEC3 Engineering and Construction Contract, April 2013 (ECC3) Option B states:

**Identified and defined terms** 11  
11.2

(21) The Bill of Quantities is the *bill of quantities* as changed in accordance with this contract to accommodate implemented compensation events and for accepted quotations for acceleration.

(22) Defined Cost is the cost of the components in the Shorter Schedule of Cost Components whether work is subcontracted or not excluding the cost of preparing quotations for compensation events.

(28) The Price for Work Done to Date is the total of

- the quantity of the work which the *Contractor* has completed for each item in the Bill of Quantities multiplied by the rate and
- a proportion of each lump sum which is the proportion of the work covered by the item which the *Contractor* has completed.

Completed work is work without Defects which would either delay or be covered by immediately following work.

(31) The Prices are the lump sums and the amounts obtained by multiplying the rates by the quantities for the items in the Bill of Quantities.

This confirms that Option B is a re-measurement contract and the bill comprises only items measured using quantities and rates or stated as lump sums. Value related items are not used. Time related items are items measured using rates where the rate is a unit of time.

#### 1.2. Function of the Bill of Quantities

Clause 55.1 in Option B states, "Information in the Bill of Quantities is not Works Information or Site Information". This confirms that instructions to do work or how it is to be done are not included in the Bill, but in the Works Information. This is further confirmed by Clause 20.1 which states, "The *Contractor* Provides the Works in accordance with the Works Information". Hence the *Contractor* does **not** provide the Works in accordance with the Bill of Quantities. The Bill of Quantities is only a pricing document.

#### 1.3. Guidance before pricing and measuring

Employers preparing tenders or contract documents, and tendering contractors are advised to consult the sections dealing with the bill of quantities in the NEC3 Engineering and Construction Contract (June 2005) Guidance Notes before preparing the *bill of quantities* or before entering rates and lump sums into the *bill*.

Historically bill of quantities based contracts in South Africa have been influenced by the different approaches of the civil engineering and building sectors of the industry through their respective discipline based standard forms of contract and methods of measurement. This is particularly apparent in the approach to the Preliminary and General bill. On the other hand, because ECC3 caters for a number of disciplines in the same contract, including electrical works, a different approach not currently found in local methods of measurement to the Preliminary & General bill items may have been used.

The NEC approach to the P & G bill assumes use will be made of method related charges for Equipment applied to Providing the Works based on durations shown in the Accepted Programme, fixed charges for the use of Equipment that is required throughout the construction phase, time related charges for people working in a supervisory capacity for the period required, and lump sum charges for other facilities or



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services not directly related to performing work items typically included in other parts of the bill.

## 2. Measurement and payment

### 2.1. Symbols

The units of measurement described in the Bill of Quantities are metric units abbreviated as follows:

Abbreviation	Unit
%	percent
h	hour
ha	hectare
kg	kilogram
kl	kilolitre
km	kilometre
km-pass	kilometre-pass
kPa	kilopascal
kW	kilowatt
l	litre
m	metre
mm	millimetre
m <sup>2</sup>	square metre
m <sup>2</sup> -pass	square metre pass
m <sup>3</sup>	cubic metre
m <sup>3</sup> -km	cubic metre-kilometre
MN	meganewton
MN.m	meganewton-metre
MPa	megapascal
No.	number
Prov sum <sup>1</sup>	provisional sum
PC-sum	prime cost sum
R/only	Rate only
sum	Lump sum
t	ton (1000kg)
W/day	Work day

<sup>1</sup> Provisional Sums should not be used unless absolutely unavoidable. Rather include specifications and associated bill items for the most likely scope of work, and then change later using the compensation event procedure if necessary. This is because tenderers cannot programme effectively for unknown scopes of work



## 2.2. General assumptions

- 2.2.1. Unless otherwise stated, items are measured net in accordance with the drawings, and no allowance has been made in the quantities for waste.
- 2.2.2. The Prices and rates stated for each item in the Bill of Quantities shall be treated as being fully inclusive of all work, risks, liabilities, obligations, overheads, profit and everything necessary as incurred or required by the *Contractor* in carrying out or providing that item.
- 2.2.3. Clause 63.13 in Option B provides that these rates and Prices may be used as a basis for assessment of compensation events instead of Defined Cost.
- 2.2.4. Where this contract requires detailed drawings, designs or other information to be provided, and no rates or prices are included in the *bill* specifically for such matters, then the *Contractor* is deemed to have allowed for all costs associated with such requirements within the tendered rates and Prices in the Bill of Quantities.
- 2.2.5. An item against which no Price is entered will be treated as covered by other Prices or rates in the *bill of quantities*. If a number of items are grouped together for pricing purposes, this will be treated as a single lump sum.
- 2.2.6. The quantities contained in the Bill of Quantities may not be final and do not necessarily represent the actual amount of work to be done. The quantities of work assessed and certified for payment by the *Project Manager* at each assessment date will be used for determining payments due and not the quantities given in the Bill of Quantities.
- 2.2.7. The short descriptions of the items of payment given in the *bill of quantities* are only for the purposes of identifying the items. More detail regarding the extent of the work entailed under each item is provided in the Works Information.

## 2.3. Departures from the *method of measurement*

## 2.4. Amplification of or assumptions about measurement items

For the avoidance of doubt the following is provided to assist in the interpretation of descriptions given in the *method of measurement*. In the event of any ambiguity or inconsistency between the statements in the *method of measurement* and this section, the interpretation given in this section shall be used.



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## C2.2 the *bill of quantities*

Item	Description	Unit	Quantity	Rate (R)	Amount (R)
1. PRELIMINARY & GENERAL, SAFETY AND LABOUR					
1.1	SHERQ Obligations	Sum	1		
1.2	Establishment of Equipment and Facilities on the Site, operation and Maintenance Facilities on site for duration of construction, except where otherwise stated	Sum	1		
1.3	Supervision for duration of Construction	Sum	1		
1.4	Safety equipment for working at height	Sum	1		
1.5	Waste collection and Disposal	Sum	1		
1.6	Site de-establishment	Sum	1		
	<b>Sub-Total (excluding VAT)</b>				
2. Building Interior					
2.1	Remove existing blinds including Disposal	m <sup>2</sup>	1200		
2.2	Install/Replace new blinds. 25mm x 0.21mm aluminium venetian blinds – silver metallic finish the new blinds on the walls. To be installed in strict accordance with the Manufactures Instructions.	m <sup>2</sup>	1200		
	<b>Subtotal (Excluding VAT)</b>				
	<b>VAT @ 15%</b>				
	<b>Total of the Prices (Including VAT)</b>				

## PART C3: SCOPE OF WORK

Document reference	Title	No of page
C3.1	This cover page	1
	<i>Employer's Works Information</i>	22
Total number of pages		23



## C3.1 EMPLOYER'S WORKS INFORMATION

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## SECTION 1

### 1 Description of the *works*

#### 1.1 Executive overview

The works that the Contractor is to perform involve the replacement of window blinds in Bay terrace. The primary purpose of this document is to outline the scope of services and deliverables that Transnet National Ports Authority (TNPA) will require of a Principal Contractor with necessary experience and expertise to conduct the Replacement of blinds in Bay Terrace and Queens warehouse buildings in the Port of Durban.

**The work that the contractor is to perform involve the following:**

##### 1.1.1 Installation of new window blinds.

- Remove all worn out old blinds and dispose them.
- Prepare walls for the installation of new blinds.
- Supply and Install 25mm x 0.21mm aluminium venetian blinds – silver metallic finish the new blinds on the walls
- Blinds to be installed in strict accordance with the manufacture's specification with all accessories.
- Dimensions for windows must be confirmed on site.

##### 1.1.2 Safe equipment for working at height

- A contractor to supply safe and suitable working at height equipment for every height work.
- A contractor must appoint a competent person in writing who must ensure all height equipment's operations are carried under his or her supervision and that all erectors, team leaders and inspectors are competent to carry out work.

##### 1.1.3 Waste collection and Disposal

- The collection and disposal of all the rubble/ waste on site should only be done by contractor or subcontractor with waste disposal licence issued by Transnet National Ports Authority, Port of Durban.

#### 1.2 Parts of the *works* which the **Contractor** is to follow

The *Contractor* will not do any design as the *Contractor* undertake *Works* as per employer's specifications. However, the *Contractor* will be obligated to supply all necessary Equipment and Personnel to properly perform the *Works* under the Contract including:

- Project management of the execution of the *Works* and supply of other Goods including planning, scheduling and reporting to the *Employer*
- The implementation of QCP's to demonstrate compliance with the requirements of the Contract.
- Ensuring that the completed *Works* shall comply with the Codes and Standards and any other applicable statutory requirements
- Selection of suitable materials (where not already specified herein)
- Procurement, transportation and transfer supervision of the *Goods*
- Scaffolding or any safe working at height equipment.
- Lifting equipment for erection
- Construction, erection, assembly, installation and supervision of the *Works*
- Specialist installation and installation supervision

- All specialized tools necessary for the installation of the fence and its operation and maintenance
- Site inspection and testing
- Removal and disposal, as approved by the *Employer*, of all scrap and rubble generated by the *Contractor* with the site to a demarcated area on the site
- All documentation for statutory and regulatory compliance, project controls, training and the operation and maintenance of the *Works*

### 1.3 *Employer's objectives*

The *Employer*, Transnet National Ports Authority, requires the *Works*, exterior roof waterproofing of the buildings, replacement of carpet floor tiles, interior painting and repair to other building defects at B2/195 in the Port of Durban. The *Employer* intends to appoint a *Contractor* to repair the buildings as per *Employer's* specifications.

**NB: The contractor shall allow in his prices for the following:**

Construction work will also take place within a confined area, i.e. operational office environment, no additional payment will be made for work done in confined areas. The prospective tenderers shall exercise due diligence during the execution of the project to minimize risk of damaging existing equipment/infrastructure and also ensure minimal disruption to office staff. The Contractor will be responsible for any costs associated with damages to existing infrastructure located on the buildings; the Contractor shall therefore make provision in his prices for the risk of damage to existing equipment/infrastructure.

### 1.4 Interpretation and terminology

The following abbreviations are used in this Works Information:

Abbreviation	Meaning given to the abbreviation
AIA	Authorised Inspection Authority
BBBEE	Broad Based Black Economic Empowerment
CEMP	Construction Environmental Management Plan
CD	Compact Disc
CDR	Contractor Documentation Register
CDS	Contractor Documentation Schedule
CRL	Contractor Review Label
CSHEO	Contractor's Safety, Health and Environmental Officer
CM	Construction Manager
DTI	Department of Trade and Industry
DWG	Drawings
EO	Environmental Officer
HAW	Hazard Assessment Workshop
HAZOP	Hazard and Operability Study
HSSP	Health and Safety Surveillance Plan
INC	Independent Nominated Consultant
IP	Industrial Participation
IR	Industrial Relations
IPP	Industrial Participation Policy
IPO	Industrial Participation Obligation
IPS	Industrial Participation Secretariat

IRCC	Industrial Relations Co-ordinating Committee
JSA	Job Safety Analysis
CIRP	Contractor's Industrial Relations Practitioner
Native	Original electronic file format of documentation
PES	Project Environmental Specifications
PHA	Preliminary Hazard Assessment
PIRM	Project Industrial Relations Manager
PIRPMP	Project Industrial Relations Policy and Management Plan
PLA	Project Labour Agreements
PSIRM	Project Site Industrial Relations Manager
PSPM	Project Safety Program Manager
PSSM	Project Site Safety Manager
ProgEM	Programme Environmental Manager
ProjEM	Project Environmental Manager
QA	Quality Assurance
R&D	Research and Development
SANS	South African National Standards
SASRIA	South African Special Risks Insurance Association
SES	Standard Environmental Specification
SHE	Safety, Health and Environment
SHEC	Safety, Health and Environment Co-ordinator
SIP	Site Induction Programme
SMP	Safety Management Plan
SSRC	Site Safety Review Committee

## 2 Engineering and the *Contractor's* design

### 2.1 *Employer's* design

- 2.1.1 No designs are to be supplied by the Employer, however the Employer will supply the Works Information and Specifications for *Works* required.

### 2.2 Review and Acceptance of *Contractor* Documentation

The *Contractor* submits documentation as the '*Works* Information' requires to the *Project Manager* for review and acceptance.

## 3 Construction

### 3.1 Temporary *works*, Site services & construction constraints

- 3.1.1 *The Contractor* complies with *Employer's* Site entry and security control, permits, and Site regulations
- 3.1.2 The *Contractor* is specifically excluded from entering the *Employer's* Operational Areas which are outside the Site and Working Areas. The *Contractor* plans and organises his work in such a manner so as to cause the least possible disruption to the *Employer's* operations.
- 3.1.3 The *Contractor* ensures the safe passage of *Contractor's* traffic to and around the Site and Working Areas at all times that includes providing flagmen, protective barriers, signage and so forth for protection, direction and control of traffic.



- 3.1.4. The *Contractor* keeps daily records of his Equipment used on Site and the Working Areas (distinguishing between owned and hired Equipment) with access to such daily records available for inspection by the *Project Manager* at all reasonable times.
- 3.1.5. The *Contractor* complies with the following access / egress permissions and restrictions for personnel and Equipment within the Site boundaries requirements of the *Employer*.  
The *Contractor* ensures that all his construction staff, labour, and Equipment remains within his allocated and fenced off construction area.  
Prior to bringing Equipment to site the *Contractor* will be required to notify the *Project Manager* as per the NEC 3 communication procedures and provide details of the Equipment to be brought to site and obtain approval from the *Project Manager*, the *Contractor* can only bring equipment once the *Project Manager* issues approval in writing.  
All *Contractor's* staff and labour complies with the *Employers* (TNPA) operational safety requirements and are equipped with all necessary PPE, high visibility apparel and floating apparel.
- 3.1.6. People restrictions on Site; hours of work, conduct and records:
- 3.1.7. The *Contractor's* personnel and Sub-*Contractor's* on site are restricted from accessing areas outside the approved Working Area.
- 3.1.8. The *Contractor* keeps daily records of his people engaged on the Site and Working Areas (including Sub-*Contractors*) with access to such daily records available for inspection by the *Project Manager* at all reasonable times.
- 3.1.9. The *Contractor* complies with the following hours of work for his people including Sub-*Contractors* employed on the Site:
- Monday to Friday: 07:00am to 15:30pm
- NB:** Should the *Contractor* wish to deviate from the above working hours, a formal request shall be submitted to the *Project Manager* for approval two weeks prior to the start date of the deviation.
- 3.1.10 The *Contractor* keeps daily records of his people engaged on the Site and Working Areas including Sub-*Contractors* with access to such daily records available for inspection by the *Project Manager* at all reasonable times.
- 3.1.11 Environmental controls, fauna & flora, dealing with objects of historical interest
- 3.1.12 The *Contractor* complies with the CEMP, SES and PES in the construction of the *works*, all as described under paragraph 2.4 of C3.1 *Employer's* Works Information.
- 3.1.13 Title to Materials from demolition and excavation
- The *Contractor* has no title to all materials arising from dismantling and demolition in the performance of the works with title to such materials remaining with the *Employer*. The *Project Manager* shall instruct the *Contractor* how to label, mark, set aside and/or dispose of such materials for the benefit of the *Employer* in accordance with ECC3 Clause 73.1.
  - With title to such Materials (as referenced above) remaining with the *Employer*. The *Project Manager* shall instruct the *Contractor* how to label, mark, set aside and/or dispose of such Materials for the benefit of the *Employer* in accordance with ECC Clause 73.1.
- 3.1.14 Cooperating with and obtaining acceptance of others
- 3.1.15 The *Contractor* performs the *works* and co-operates with:
- The *Works* will be performed in an operational environment which be the replacement of window blinds, 45 Bay Terrace will proceed with normal duties, during the renovations where the repairs will take place the employees or end user will be notify so that there will be no disruption. The *Contractor* shall have to liaise with the project manager in scheduling work and shall comply with all instructions.
  - The *Contractor* performs the *Works* and co-operates with The *Employer* (including the agents of the *Employer*) who operates on Site during the entire duration of the Contract period.

- The *Contractor* performs the *Works* and co-operates with others, of whom the *Contractor* is to be notified once appointed by the *Employer*, who operate on Site during the entire duration of the Contract period.
- The *Contractor* shall note that there may be other projects in progress within the Queens warehouse site which are expected at some point to run in parallel to this project, the *Contractor*, hence the *Contractor* shall co-operate with Others by allowing access through parts of the Working Areas when required during the entire duration of the Contract period.

#### 3.1.16 Publicity and progress photographs

- The *Contractor* does not advertise the contract or the project to any third party, nor communicate directly with the media (in any jurisdiction) whatsoever without the express written notification and consent of the *Project Manager*.
- The *Contractor* obtains the permission and approval of the *Project Manager* before erecting any notice boards or using the details of the contract in any advertising media.
- The *Contractor* provides a complete digital photographic record of the progress of the construction of the works to the *Project Manager*, monthly as part of the *Contractor's* monthly programme narrative report. The digital photographic equipment used shall be intrinsically safe, where applicable.
- The *Contractor provides* progress photographs at progress meetings in a CD format or USB.

#### 3.1.17 *Contractor's* Equipment

- The *Contractor* keeps daily records of his Equipment used on Site and the Working Areas (distinguishing between owned and hired Equipment) with access to such daily records available for inspection by the *Project Manager* at all reasonable times.
- All Equipment used by the *Contractor* on site shall be properly maintained and operated. All vehicles on public roads shall be roadworthy, with the necessary licences and safety requirements. A checklist/register shall be implemented which lists the operators qualifications and medical records.
- The *Contractor* complies with the following:
  - a) The *Contractor* shall supply all necessary materials, labour, tools, plant, PPE, demarcating signage as per the latest construction regulation and transport required for the proper completion of the works.
  - b) The *Contractor* shall submit a comprehensive list of Equipment, intended for use on this contract.
  - c) The use of all such Equipment shall be subject to approval by the *Project Manager*, though such approval shall not relieve the *Contractor* of any of their responsibilities under the contract.

#### 3.1.18 Equipment provided by the *Employer*

No Equipment will be provided by the *Employer*.

#### 3.1.19 Site services and facilities:

- No facilities will be provided by the *Employer*. The *Contractor* may, however, make arrangements with the relevant Transnet personnel to make use of ablution facilities that might be on or near the site.
- The *Contractor's* site establishment area(s) is to be within the *Contractor's* boundary of the area that will be confirmed with the successful *Contractor* after award and shall be clearly sign posted and be compliant with the relevant safety regulations and restrictions that might



be in place until the *Contractor* has de-established from site. The site establishment layout must be approved by the *Project Manager*.

- The *Contractor* shall ensure that the area used has a suitable continuous security fence and the necessary access gates. All preparation and fencing, etc. shall be done by the *Contractor* and shall be for his account, this includes clearing away and leaving clean and clear at completion.

### 3.1.20 The *Employer* provides the following facilities for the *Contractor*:

- For the duration of the Contract, the *Employer* will provide with an area, free of charge, for the *Contractor* to establish his offices, lay down areas, stores and other *Contractor's* Equipment.
- The *Contractor* ensures that this site establishment area is compliant with the relevant safety regulations and restrictions, is clearly sign posted, and has a suitable security fence, lighting and the necessary access control gates.
- The *Employer* provides connection points for services such as water, power etc. The *Contractor* is responsible for his own connection to the *Employer's* services AND for the reticulation of his services from the connection point. The cost of meters, connections, reticulation and all other usage costs associated with the provision of services are for the *Contractor's* account.

### 3.1.21 Facilities provided by the *Contractor*:

- The *Contractor* ensures that the site establishment area is compliant with the relevant safety regulations and restrictions, is clearly sign posted, and has a suitable security fence, lighting and the necessary access control gates.
- All costs for preparation of the site establishment area are for the *Contractor's* account.
- The *Contractor* submits details of the layout of his site establishment to the *Project Manager* for his acceptance.
- The *Contractor* provides, at his cost, for his staff and that of the *Employer*, a sufficient number of toilets and maintains them in a clean and sanitary working condition.
- The *Contractor* provides temporary lighting and fencing around every section occupied by him during the phased construction of the works.
- Such fencing demarcates and secures the construction area. The fencing is erected before any work starts and is removed only upon completion of the work in that area.
- The *Contractor* is responsible for all costs for such lighting and fencing, including access control into and out of these restricted areas.
- Wherever the *Contractor* provides facilities (either his own or for the *Project Manager* and/or *Supervisor*) and all items of Equipment, involving, inter alia, offices, accommodation, laboratories, materials storage, compound areas, etc., within the Working Areas, then the *Contractor* makes good and provides full reinstatement to the land (including all apparatus of the *Employer* and Others in, on or under the land) and surrounding areas to its original standard, upon dismantling of such facilities and items of Equipment.
- Upon completion, and within one month of the date of acceptance of the works, the *Contractor* completely removes from the Site and Working Areas all his Equipment, including the foundations of any structures, stores, office accommodation or any other asset belonging to him, and leaves the Site and Working Areas in a tidy condition to the satisfaction of the *Project Manager*.
- No excess or discarded materials or equipment may be buried or dumped within the port boundary.
- The *Employer* does not provide any security for the Site and Working Areas. The *Contractor* provides same and indemnifies and holds indemnified the *Project Manager* and *Employer* against any claims and actions that may arise out of Site and Working Area security.



- No housing is available for the *Contractor's* employees. The *Contractor* makes his own arrangements to house his employees and transports them to site in a closed vehicle specifically designed for passenger transport (bus or similar) accepted by the *Project Manager*.
- Wherever the *Employer* provides facilities for the *Contractor's* use and the *Contractor* adapts such facilities for use, then the *Contractor* makes good and provides full reinstatement to the land (including all apparatus of the Employer and Others in, on or under the land) and surrounding areas to its original standard upon dismantling of such facilities and hand-back to the *Employer*.
- Unless expressly stated as a responsibility of the *Employer*, all residual requirements for the provision of facilities and all items of Equipment necessary for the *Contractor* to Provide the *Works* remains the responsibility of the *Contractor*.

### 3.2 Completion, testing, commissioning and correction of Defects

#### 3.2.1 The work to be done by the Completion Date

On or before the Completion Date the Contractor shall have done everything required to Provide the Works including the work listed below which is to be done before the Completion Date and in any case before the dates stated. The Project Manager cannot certify Completion until all the work listed below has been done and is also free of Defects, which would have, in his opinion, prevented the Employer from using the works and others from doing their work.

Item of work	To be completed by
Certificates of Compliance, permission to install & concessions	Within 2 days prior to Completion.
Test and commissioning certificates and data sheets	Within 2 days prior to Completion.
Copy of the Technical Specification	At Handover

#### 3.2.2 The *Contractor* is permitted to carry out the following *works* after Completion: Snags if they are being identified at the handover.

#### 3.2.3 Use of the *works* before Completion has been certified

The *Employer* uses the following part / parts of the *works* before Completion is certified by the *Project Manager*.

#### 3.2.4 Materials facilities and samples for tests and inspections

- The *Contractor* to provide all materials, facilities and apparatus required for any test and /or inspections required by the *Works* Information.
- The *Contractor* to provide samples as required by the *Works* Information.
- The *Employer* provides nothing.

#### 3.2.5 Commissioning

Testing and commissioning will be as per the Technical Specifications.

#### 3.2.6 Take over procedures

#### 3.2.7 The *Contractor* provides the following assistance to the *Employer* as deemed necessary by the *Employer*, in terms of the contract.

- 3.2.8 The *Contractor* ensures that the documentation as described under paragraph 3.8 of the *Works Information* is presented to the *Project Manager* before Completion.
- 3.2.9 The *Contractor* ensures that the *Project Manager* has a full and accurate dossier of As-built documents that represent the status of the completed *works* (to include Plant within the *works*) to present to the *Employer*.
- 3.2.10 Access given by the *Employer* for correction of Defects
- Upon prior arrangement, The *Contractor* will be granted access to the Building B2/195 to correct any defects.
  - The *Contractor* will be required to undertake certain procedures before such access can be granted this will include but not limited to:
    - a) Safety requirements develop method statement and risk assessment.
    - b) Undergo TNPA inductions in order to obtain access permits.
    - c) Obtain access permits from TNPA permit office.
- 3.2.11 The *Contractor* complies with the following constraints and procedures of the *Employer* where the *Project Manager* arranges access for the *Contractor* after Completion:
- Limited working space for available for the *Contractor* to perform defects corrections.
  - *Contractor* shall be confined to the working times specified in paragraph 3.1.9.
- 3.2.12 Performance tests after Completion
- The *Contractor* performs the performance tests after Completion of the *works*.
- 3.2.13 Operational maintenance after Completion
- The *Contractor* performs no further operational maintenance in relation to the *works* after Completion.

## 4 Plant and Materials Standards and Workmanship

### 4.1 Investigation, Survey and Site Clearance

- 4.1.1. The *Contractor* will be responsible for the setting out of the works.
- 4.1.2. Prior to commencing the works the *Contractor* records any defects or inaccuracies related to the existing renovations and presents this record to the *Project Manager* for acceptance. Only items recorded in this manner will be accepted as having pre-existed the Works and the remedying of all other damage will be the *Contractors* responsibility and for his cost.

### 4.2 Electrical & mechanical engineering works

- 4.2.1 Where SANS 10142 and/or SANS 10198 specifications are used within the Works Information, then where the term "Equipment" (or the like) is used with the meaning of installation and items left behind in the *works*, then please read this term as "Plant" for ECC defined term compliance.

## 5 List of Drawings

### 5.1 Drawings issued by the *Employer*

- This is not applicable on this contract.

## SECTION 2

## 6 Management and start up

### 6.1 Management meetings

#### 6.1 Management meetings

6.1.1 It is the *Employer's* specific intention that the Parties and their agents use the techniques of partnering to manage the contract by holding meetings designed to proactively and jointly manage the administration of the contract with the objective of minimising the adverse effects of risks and surprises for both Parties.

6.1.2 Regular meetings of a general nature may be convened and chaired by the Project Manager as follows:

Title and purpose	Approximate time & interval	Location	Attendance by:
Kick-off meeting	Once off at beginning of contract	Ocean Terminal Building/Queens Warehouse	<i>Project Manager</i> (and appropriate key persons) and <i>Contractor</i>
Risk register and compensation events	Bi – Weekly	Ocean Terminal Building/Queens Warehouse	<i>Project Manager</i> (and appropriate key persons) and <i>Contractor</i>
Overall contract progress and feedback	Bi – Weekly	Ocean Terminal Building/Queens Warehouse	<i>Project Manager</i> (and appropriate key persons) and <i>Contractor</i>
Safety Meetings	Once a week	On Site	Construction Manager ( <i>and key persons</i> ), Safety Manager and <i>Contractor</i>

6.1.3 Meetings of a specialist nature may be convened as specified elsewhere in this Works Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the works. Records of these meetings are to be submitted to the *Project Manager* by the person convening the meeting within five days of the meeting.



- 6.1.4 All meetings are to be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register are not to be used for the purpose of confirming actions or instructions under the contract as these are to be done separately by the person identified in the conditions of contract to carry out such actions or instructions.
- 6.1.5 The *Contractor* attends management meetings at the *Project Manager's* request as set out in the table above. At these meetings the *Contractor* presents all relevant data including safety, health and environmental issues, progress reports, quality plans, Sub-Contractor management reports, as may be required.

## 6.2 Safety risk management

- 6.3.1. The *Contractor* complies with the following Safety Management Plan (SMP): All health and safety matters associated with the *works* will be dealt with in accordance with Occupational Health & Safety Act, 1993 (Act No. 85 of 1993) and the Transnet National Ports Authority Health and Safety Specifications contained in **Annexure A** to this *Works Information*.
- 6.3.2. The *Contractor* shall prepare, implement and administer the *Contractor's* Health and Safety Management Plan (CHSMP). The Health and Safety Management Plan must provide a systematic method of managing hazards and implementing control measures.
- 6.3.3. The *Contractor* must prepare and submit the Occupational Health & Safety file to the *Project Manager* for acceptance. The Safety file will then be submitted to the TNPA Legal & Compliance Department for approval before start of the works.

**SHE File is to be kept on site at all times. The file as to contain amongst others, if applicable:**

- Principal Contractors Organogram
- Letter Of Good Standing With Compensation Fund
- Notification Letter Of Construction Work ~ Department Of Labour (If Applicable)
- Appointments
- Induction: Employees And Visitors: Staff Medical Certificates
- Principal Contractor's SHEQ Policy
- Health & Safety Plan, Integrated Legal Register, Client Specification
- Fall Protection Plan (If Applicable)
- Risk Assessments: Method Statements: Safe Operating Procedures
- Incidents / Accidents Register And Investigation Reports
- Health And Safety Training Records - Induction Records And Tool Box Talks
- Emergency Contact Telephone Numbers
- Business Continuity Plan Including Emergency Plan
- Documented Proof Of Daily Toolbox Safety Talks/ DSTI
- Inspections Checklist
- All Registers
- Welfare Facilities
- Electrical Compliance
- Mandatary Agreement
- Communication Plan
- Training Records and Competency Certificates
- General(Section 37(2), Site Access Certificate)
- Environmental Management Plan

## COVID 19 REQUIREMENTS

- Covid 19 Risk assessment
- Covid 19 Risk assessment management plan
- Contractor Covid 19 induction training
- Covid 19 Communication plan (Attendance registers DOL Directive 479, Risk assessment, etc.)
- Appointment of Covid 19 Manager/Representative
- Covid 19 Operational Plan(include Return to work questionnaire, Covid 19 Reporting and investigation procedure, social distancing, Symptom screening procedure, sanitising and disinfecting procedures, Cloth masks and other PPE, Measures in respect of workplaces to which public have access, Ventilation, Hygiene and cleaning measures and Waste Management, and not limited to the above specifications).
- Covid 19 Registers and Checklists

## COVID-19 OCCUPATIONAL HEALTH AND SAFETY MEASURES IN WORKPLACE

The contractor is to implement occupational health and safety measures to (reduce and eliminate) the escalation of COVID-19 infections in workplaces as set out in the Schedule adopted by the Minister of Employment and Labour, in terms of Regulation 10(8) of the National Disaster Regulations (Act No. 57 of 2002) and comply to all COVID-19 related guidelines issued by the government in this regard.

- 6.3.4. Pre-employment medical examinations as well as exit medicals will be required and must further include for chest X-rays. These medical examinations must be carried out by a registered Occupational Health practitioner. All costs associated will be to the *Contractor's* account.
- 6.3.5. The *Contractor* ensures that its Sub-Contractors comply with the CHSMP and relevant statutory requirements of the Occupational Health & Safety Act, 1993 (Act No. 85 of 1993).
- 6.3.6. The roles and responsibilities of the various personnel acting on behalf of the *Project Manager* with respect to the SMP and health and safety issues are as stated in the paragraphs following:
- 6.3.7. The *Construction Manager* is responsible (in the context of the SMP only) for health and safety on the Site and Working Areas and reports to the *Project Manager*.
- 6.3.8. The *Construction Manager* specific tasks (in the context of the SMP) are:
  - a) Implement the *Employers* safety management system.
  - b) Monitor *Contractor's* compliance to the CHSMP.
  - c) Ensure risk is at an acceptable level.
  - d) Ensure the *Contractor's* workforce and Construction Management Team is competent.
- 6.3.9. The *Project Site Safety Manager* (PSSM) is responsible for ensuring that the *Contractor* complies with the SMP. The PSSM acts on behalf of the *Project Manager*.
- 6.3.10. The *Project Site Safety Manager* (PSSM) specific tasks are:
  - a) Ensure that the overall project safety requirements are complied with.
  - b) Provide guidance on safety related issues arising during the execution of the project.

## 6.3 Environmental constraints and management

- 6.3.1 The Contractor complies with the following ENV-STD-001 Rev01 (CEMP):

The Contractor performs the works and all construction activities within the Site and Working Areas having due regard to the environment and to environmental management practices as more particularly described within the SES and PES.

The SES describes the minimal acceptable standard for environmental management for a range of environmental aspects commonly encountered on construction projects and sets environmental objectives and targets, which the Contractor observes and complies.

The PES may require higher minimal standards than those described in the SES as may be required by the Project Manager or Others.

The overarching obligations of the Contractor under the CEMP before construction activities commence on the Site and/or Working Areas is to provide an environmental method statement for a particular construction operation at the Site and/or Working Area by the Contractor and where requested by the CM and to comply with the following:

Where relevant, method statements, as detailed in the SES and PES, shall be provided by the Contractor. These include, but are not limited to, the following where applicable:

Hazardous and non-hazardous solid waste management

Contaminated water management

Hydrocarbon spills

Dust control

Spoil dumping

Noise and vibration control

Environmental awareness training

Emergency procedures for environmental incidents

Contractor's SHE Officer

The Contractor shall ensure that his management, foremen and the general workforce, as well as all suppliers and visitors to Site have attended the Induction Programme prior to commencing any work on Site. If new personnel commence work on the Site during construction, the Contractor shall ensure that these personnel undergo the Induction Programme and are made aware of the environmental specifications on Site.

Where applicable, the Contractor ensures that he appoints a suitably qualified Subcontractor, to be approved by the Project Manager, to undertake the "Removal of rare, endemic or endangered species". This appointment must be completed at least three weeks before commencement of any other work on Site.

The Contractor must appoint a sufficient number of named assistants to the CSHEO to monitor environmental issues e.g. litter, spills, illegal activities, fence patrol, dust etc. These appointments, along with details of the individuals being appointed and job descriptions, must be sent to the Project Manager for his approval.

During the construction period, the Contractor complies with the following:

The method statements for Completion by the Contractor are contained within Annexure Where applicable, the Contractor shall provide job-specific training on an ad hoc basis when workers are engaged in activities, which require method statements.

The Contractor shall ensure that any Materials delivery drivers are informed of all procedures and restrictions (e.g. which access roads to use, no go areas, speed limits, noise, etc) required by the CEMP before they arrive at Site and off load any Materials.

The Contractor shall clear and clean the Site and Working Areas and ensure that everything not forming part of the works is removed from the Site and Working Areas and that all rehabilitation has taken place in accordance with the

#### 6.3.2 The Contractor complies with the following SES:

The Contractor shall identify the kinds of environmental impacts that will occur as a result of his activities and then prepare separate method statements describing how each of those impacts will be prevented or managed so that the standards set out in this document are achieved.



These method statements will be prepared in accordance with the requirements set out in the CEMP.

To ensure that environmental issues are taken into account in the establishment of the Site offices and all other facilities on Site.

## 6.4 Quality assurance requirements

- 6.4.1. The *Contractor* shall have, maintain and demonstrate its use to the *Project Manager* (and/or the *Supervisor*) to satisfy the requirements of the documented Quality Management System to be used in the performance of the *works*. The *Contractor's* Quality Management System shall conform to International Standard ISO 9001 (or an equivalent standard acceptable to the *Project Manager*).
- 6.4.2. The *Contractor* submits his Quality Management System documents to the *Project Manager* as part of his programme under ECC Clause 31.2 to include details of:
  - a) Quality Plan for the contract;
  - b) Quality Policy
  - c) Index of Procedures to be used; and
  - d) A schedule of internal and external audits during the contract
- 6.4.3. The *Contractor* develops and maintains a comprehensive register of documents that will be generated throughout the contract including all quality related documents as part of its Quality Plan.
- 6.4.4. The *Project Manager* indicates those documents required to be submitted for either information, review or acceptance and the *Contractor* indicates such requirements within his register of documents. The register shall indicate the dates of issue of the documents with the *Project Manager* responding to documents submitted by the *Contractor* for review or acceptance within the *period for reply* prior to such documents being used by the *Contractor*.
- 6.4.5. The Quality Plan means the *Contractor's* statement, which outlines strategy, methodology, resources allocation, Quality Assurance and Quality Control co-ordination activities to ensure that the *works* meet the standards stated in the *Works Information*.
- 6.4.6. The Project Quality Plan means the *Contractor's* statements, which outlines strategy, methodology, resources allocation, and Quality Assurance and Quality Control co-ordination activities to ensure that the *works* meet the standards stated in the *Works Information*.
- 6.4.7. The Procedures means the *Contractor's* systems for management of:
  - a) Documentation Control
  - b) Design Control
  - c) Procurement
- 6.4.8. The Inspection and testing means:
  - a) Quality Control Plans
  - b) Inspection Points
  - c) Schedule of Inspections
  - d) Field Inspection Checklists
  - e) Inspection notification
  - f) Inspection and testing
  - g) Inspection release
  - h) Special processes
  - i) Welding Procedures
  - j) Material traceability and certification

## 6.5 Programming constraints



- 6.5.1 The *Contractor* shows on each programme he submits to the *Project Manager*, the requirements of the CEMP, SES, PES and SMP state others as required as described under paragraph 6.4 of the *Works Information*, together with the associated environmental method statements.
- 6.5.2 The *Contractor* shows on each programme he submits to the *Project Manager*, the requirements of paragraph 6.3 of the *Works Information* relating to health and safety issues need to be highlighted on the programme; paragraph 2 design issues and paragraph 7 procurement issues, but the *Project Manager* might require various mandatory statements (e.g.) in relation to Equipment design and/or assembly / dismantling.
- 6.5.3 The *Contractor* complies with the *Employer's* programme requirements and NEC requirements when he submits his first programme.
- 6.5.4 The *Contractor* presents his first programme and all subsequently revised programmes (see ECC Clauses 31.2 and 32.1) in hard copy format and in soft copy format.
- 6.5.5 The *Contractor* uses Microsoft Project for his programme submissions or a similar programme software package equivalent subject to the prior written notification and acceptance by the *Project Manager*.
- 6.5.6 The *Contractor* shows on his Accepted Programme and all subsequently revised programmes schedules showing the critical path or paths and all necessary logic diagrams demonstrating sequence of operations.
- 6.5.7 The *Contractor's* programme shows duration of operations in working days. A normal working week for employees is 40 hours.
- 6.5.8 The *Contractor's* programme shows the following levels:
- Level 1 Master Schedule – defines the major operations and interfaces between engineering design, procurement, fabrication and assembly of Plant and Materials, transportation, construction, testing and pre-commissioning, commissioning and Completion.
  - Level 2 Project Schedule – summary schedules 'rolled up' from Level 3 Project Schedule described below
  - Level 3 Project Schedule – detailed schedules generated to demonstrate all operations identified on the programme from the starting date to Completion. Individual operations will be assigned a code. The *Project Manager* notifies any subsequent layouts and corresponding filters on revised programmes
  - Level 4 Project Schedule – detailed discipline speciality level developed and maintained by the *Contractor* relating to all operations identified on the programme representing the daily activities by each discipline
  - A narrative status report, which includes status and performance of operations on the Site and Working Areas; status and performance of operations outside the Working Areas; manpower histograms; S-curve of overall progress; critical action items (top 10) and deviations from the Accepted Programme and action plan to rectify.
- 6.5.9 The *Contractor* shows on each revised programme he submits to the *Project Manager* a resource histogram showing planned progress versus actual, deviations from the Accepted Programme and any remedial actions proposed by the *Contractor*.
- 6.5.10 The *Contractor* submits programme report information to the *Project Manager* at weekly intervals in addition to the intervals for submission of revised programmes stated under Contract Data Part One.
- 6.5.11 The *Contractor's* weekly programme narrative report includes:
- Level 4 Project Schedule – showing two separate bars for each task i.e. the primary bar must reflect the current forecast dates and the secondary bar the latest Accepted programme.
  - 3-week Look ahead Schedule - showing two separate bars for each task i.e. the primary bar must reflect the current forecast dates and the secondary bar the latest Accepted programme.
  - Manpower Histogram – reflecting actual, forecasted and planned activities
  - S-curves – reflecting the actual percentage complete versus the planned percentage for the overall contract utilising the earned values as calculated by the detailed progress report.
- 6.5.12 The *Employer* (including the agents of the *Employer*) operates on site during when the *Contractor* has completed certain elements of the *Works*.



6.5.13 Others operate on Site during the execution of the project.

## 6.6 Contractor's management, supervision and key people

6.6.1 The *Contractor* employs a CSHEO as a key person under ECC Clause 24.1

6.6.2 The CSHEO reports to the SHEC on the Site. The CSHEO ensures that the *works* (to include any part thereof) are subject to a prior environmental method statement(s) approved by the *Project Manager* and ensures that the CEMP is implemented by the *Contractor* in a timely and proper manner. The SCHEO provides the *Project Manager* with all environmental method statements.

6.6.3 The CSHEO tasks are:

- a) Daily, weekly and monthly inspections of the Site and Working Areas. The *Contractor* is referred to Annexure Monitor compliance with the CEMP (to include the SES and PES) and the environmental method statements submitted to the *Project Manager*
- b) Reporting of any environmental incident to the *Project Manager*
- c) Attendance at all SHE meetings, toolbox talks and induction programmes
- d) Litter control and ensuring the *Contractor* clears litter from the Site and Working Areas; and
- e) Ensuring that environmental signage and barriers are correctly placed. The CSHEO submits daily, weekly and monthly checklists to the SHEC.

6.6.4 The *Contractor* employs a CIRP as a key person under ECC Clause 24.1.

6.6.5 The CIRP is based on the Site and ensures that all reports and IR requests are submitted accurately and in a timely manner to the *Project Manager*.

6.6.6 The CIRP tasks are:

- a) Dedicated to human resources, industrial relations and any other *Contractor* employee related function;
- b) Resolve all human resources and industrial relations matters arising from the *Contractor*'s employees;
- c) Represent the *Contractor* at all industrial relations meetings; and
- d) Represent the *Contractor* on the IRCC

6.6.7 The *Contractor* provides an Organogram of all his key people (both as required by the *Employer* and as independently stated by the *Contractor* under Contract Data Part Two) and how such key people communicate with the *Project Manager* and the Supervisor and their delegates all as stated at C3.1 *Employer's Works Information*.

## 6.7 Insurance provided by the Employer

6.7.1 Insurance provided by the *Employer* is contained in the Contract Data – Part 1.

## 6.8 Contract change management

6.8.1 No additional requirements apply to ECC Clause 60 series.

## 6.9 Provision of bonds and guarantees

6.9.1 The form in which a bond or guarantee required by the conditions of contract (if any) is to be provided by the *Contractor* is given in Part 1 Agreements and Contract Data, document C1.3, Sureties.

6.9.2 The *Contractor* provides a bond or guarantee as required by the conditions of contract concurrently with the execution by the Parties of the form of agreement for the ECC contract.

## 6.10 Records of Defined Cost, payments & assessments of compensation events kept by Contractor

6.10.1 The *Contractor* keeps the following records available for the *Project Manager* to inspect:

- a) Records of design employee's location of work (if appropriate);

- b) Records of Equipment used and people employed outside the Working Areas (if applicable)

## 6.11 The *Contractor's* Invoices

- 6.11.1 When the *Project Manager* certifies payment (see ECC Clause 51.1) following an assessment date, the *Contractor* complies with the *Employer's* procedure for invoice submission.
- 6.11.2 The invoice must correspond to the *Project Manager's* assessment of the amount due to the *Contractor* as stated in the payment certificate.
- 6.11.3 The invoice states the following:  
Invoice addressed to Transnet SOC Ltd;  
Transnet SOC Limited's VAT No: 4720103177;  
Invoice number;  
The *Contractor's* VAT Number; and  
The Contract number.  
The invoice contains the supporting detail.
- 6.11.4 The invoice is presented by hand delivery.  
Invoices submitted presented to:  
Transnet National Ports Authority  
11 Methven Road  
Maydon Wharf  
Durban  
For the attention of the Project Manager.

## 6.12 People

- 6.12.1 Minimum requirements of people employed on the Site  
South African Work Permits
- 6.12.2 The *Contractor* complies with the following PIRPMP
- a. CONTRACTOR LIABILITY
- The *Contractor* warrants that it will be liable to Transnet for any loss or damage caused by strikes, riots, lockouts or any labour disputes by and/or confined to the *Contractor's* employees, which loss will include any indirect or consequential damages.
  - The *Contractor* warrants that no negotiations or feedback meetings by the *Contractor's* employees shall take place on Transnet premises, whether owned or rented by Transnet.
  - The *Contractor* shall give notice to Transnet of any industrial action by the *Contractor's* employees immediately upon becoming aware of any actual or contemplated action that is or may be carried out on Transnet's premises, whether owned or rented, and shall notify Transnet of all matters associated with such action that may potentially affect Transnet.
  - The *Contractor* is responsible for educating its employees on relevant provisions of the Labour Relations Act which deal with industrial action processes, and the risks of non-compliance.
  - The *Contractor* is required to develop a Contingency Strike Handling Plan, which plan the *Contractor* is obliged to update on a three-monthly basis. The *Contractor* must

provide Transnet with this plan and all updates to the Plan. The *Contractor* is responsible to communicate with its employees on site details of the plan.

#### 6.14.2.2 INDUSTRIAL ACTION BY CONTRACTOR EMPLOYEES

- In the event of any industrial action by the Contractor's employees, the Contractor is required to provide competent contingency resources permitted in law to carry out any of the duties that are or could potentially be interrupted by industrial action in delivering the Service.
- The Contractor warrants that it will compensate Transnet for any costs Transnet incurs in providing additional security to deal with any industrial action by the Contractor's employees.
- In the event of any industrial action by the Contractor's employees, the Contractor is obliged:
  - a To prepare and deliver to Transnet, within two (2) hours of the commencement of industrial action an Industrial Action Report. If the industrial action persists the Contractor is required to deliver the report at 8h30 each day.
  - b The Industrial Action Report must provide at least the following information:
    - Industrial incident report,
    - Attendance register,
    - Productivity / progress to schedule reports,
    - Operational contingency plan,
    - Site security report,
    - Industrial action intelligence gathered.
  - c The final Industrial Action Report is to be delivered 24 hours after finalisation of the industrial action.
  - d The management of the Contractor is required to hold a daily industrial action teleconference with personnel identified by Transnet to discuss the industrial action, settlement of the industrial action, security issues and the impact on delivery under the contract.
- The resolution of any disputes or industrial action by the Contractor's employees is the sole responsibility of the Contractor.
- Access to Transnet premises by the Contractor and its employees is only provided for purposes of the Contractor delivering its services to Transnet. Should the Contractor and its employees not, for any reason, be capable of delivering its services Transnet is entitled to restrict or deny access onto its premises and unless otherwise authorized; such person will be deemed to be trespassing.

### 6.13 Plant and Materials

#### 6.13.1 Quality

- 6.13.2 The *Contractor* provides Plant and Materials for inclusion in the *works* in accordance with SANS 1200A sub-paragraph 2.1, unless otherwise stated elsewhere in the *Works* Information provided by the *Employer*. All Plant and Materials are new, unless the use of old or refurbished goods and/or Materials are expressly permitted as stated elsewhere in this *Works* Information or as may be subsequently instructed by the *Project Manager*.
- 6.13.3 Where Plant and Materials for inclusion in the *works* originate from outside the Republic of South Africa, all such Plant and Materials are new and of merchantable quality, to a recognised national standard, with all proprietary products installed to manufacturers' instructions.



6.13.4 The *Contractor* replaces any Plant and Materials subject to breakages (whether in the Working Areas or not) or any Plant and Materials not conforming to standards or specifications stated and notifies the *Project Manager* and the *Supervisor* on each occasion where replacement is required.

6.13.5 Plant & Materials provided “free issue” by the *Employer*

The *Employer* will not provide any Plant and Materials for the *Contractor* to use in the *works*

6.13.6 The Plant and Materials provided by the *Employer* are solely at the risk of the *Contractor* for inclusion in the *works*. The *Contractor* takes responsibility for ensuring the Plant and Materials do not contain a Defect(s) and are in compliance with the standards stated elsewhere in the *Works Information*.

6.13.7 The *Contractor* provides all other Plant and Materials necessary for the *works* not specifically stated to be provided “free issue” by the *Employer*.

6.13.8 *Contractor’s* procurement of Plant and Materials

6.13.9 Spares and consumables

The *Contractor* provides the all necessary spares and consumables to the *Employer*.

## 6.14 *Contractor’s* Equipment (including temporary *works*).

6.14.1 The *Contractor* provides all equipment required for the execution of the *works*.

6.14.2 The Equipment category is subject for acceptance tests and inspections by the *Project Manager* prior to using the Equipment on the Site and/or Working Areas.

## 7 Procurement

### 7.1 Code of Conduct

Transnet aims to achieve the best value for money when buying or selling goods and obtaining services. This however must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any supplier dealing with Transnet must understand and support. These are:

- a) The Transnet Procurement Procedures Manual (PPM);
- b) Section 217 of the Constitution - the five pillars of Public PSCM (Procurement and Supply Chain Management): fair, equitable, transparent, competitive and cost effective;
- c) The Public Finance Management Act (PFMA);
- d) The Broad Based Black Economic Empowerment Act (B-BBEE); and
- e) The Anti-Corruption Act.

This code of conduct has been included in this contract to formally apprise Transnet Suppliers of Transnet’s expectations regarding behaviour and conduct of its Suppliers.

### **Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices**

Transnet is in the process of transforming itself into a self-sustaining State Owned Enterprise, actively competing in the logistics industry. Our aim is to become a world class, profitable, logistics organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours that will enable this transformation.

1. *Transnet will not participate in corrupt practices and therefore expects its suppliers to act in a similar manner.*

- a) Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with and payments to our suppliers.
- b) Employees must not accept or request money or anything of value, directly or indirectly, to:
  - Illegally influence their judgement or conduct or to ensure the desired outcome of a sourcing activity;
  - Win or retain business or to influence any act or decision of any decision stakeholders involved in sourcing decisions; or

- Gain an improper advantage.
- c) There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our Suppliers to use our “Tip-offs Anonymous” Hot line to report these acts. (0800 003 056).
- 2. *Transnet is firmly committed to the ideas of free and competitive enterprise.*
  - Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust.
  - Transnet does not engage with non-value adding agents or representatives solely for the purpose of increasing B-BBEE spend (fronting)
- 3. *Transnet’s relationship with suppliers requires us to clearly define requirements, exchange information and share mutual benefits.*
- a) Generally, Suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities. These include, but are not limited to:
  - Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
  - Collusion;
  - Failure to disclose accurate information required during the sourcing activity (ownership, financial situation, B-BBEE status, etc.);
  - Corrupt activities listed above; and
  - Harassment, intimidation or other aggressive actions towards Transnet employees.
- b) Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence is conducted and the supplier is expected to participate in an honest and straight forward manner.
- c) Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

### Conflicts of Interest

1. *A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet.*
  - a) Doing business with family members
  - b) Having a financial interest in another company in our industry

## 7.2 Subcontracting

7.2.1 The *Contractor* uses one of the following specialists and suppliers as his Sub-Contractors:

There are no Transnet preferred Sub-Contractors (to include suppliers) at present. However, on a project specific basis, please consider Plant installed on (e.g.) adjacent contracts, existing plant at the Site etc. and consider statements for preferred Sub-Contractors for overall compatibility with Transnet owned plant for maintenance purposes or otherwise.

7.2.2 The *Contractor* shall not employ or bring a Sub-Contractor onto the Site and/or Working Areas without the prior approval of the *Project Manager*. Further, he shall appoint his Sub-Contractor(s) under the NEC3 Engineering Contract Sub-Contract unless approved otherwise by the *Project Manager*.

7.2.3 Where the *Contractor* employs a Sub-Contractor who constructs or installs part of the *works* or who supplies Plant and Materials for incorporation into the *works* which involves a Sub-Contractor operating on the Site and/or Working Areas, then the responsibilities as determined in the construction regulation 5 shall apply.

- 7.2.4 The *Contractor* ensures that a Sub-Contractor complies fully with the *Contractor's* Quality Management System (as described in the Works Information). Quality system requirements shall be applied on all subcontracts to the point where the acceptability of supplies can be demonstrated solely by the conduct of inspection and/or examination of goods upon receipt at the designated point of delivery



## PART C4: SITE INFORMATION

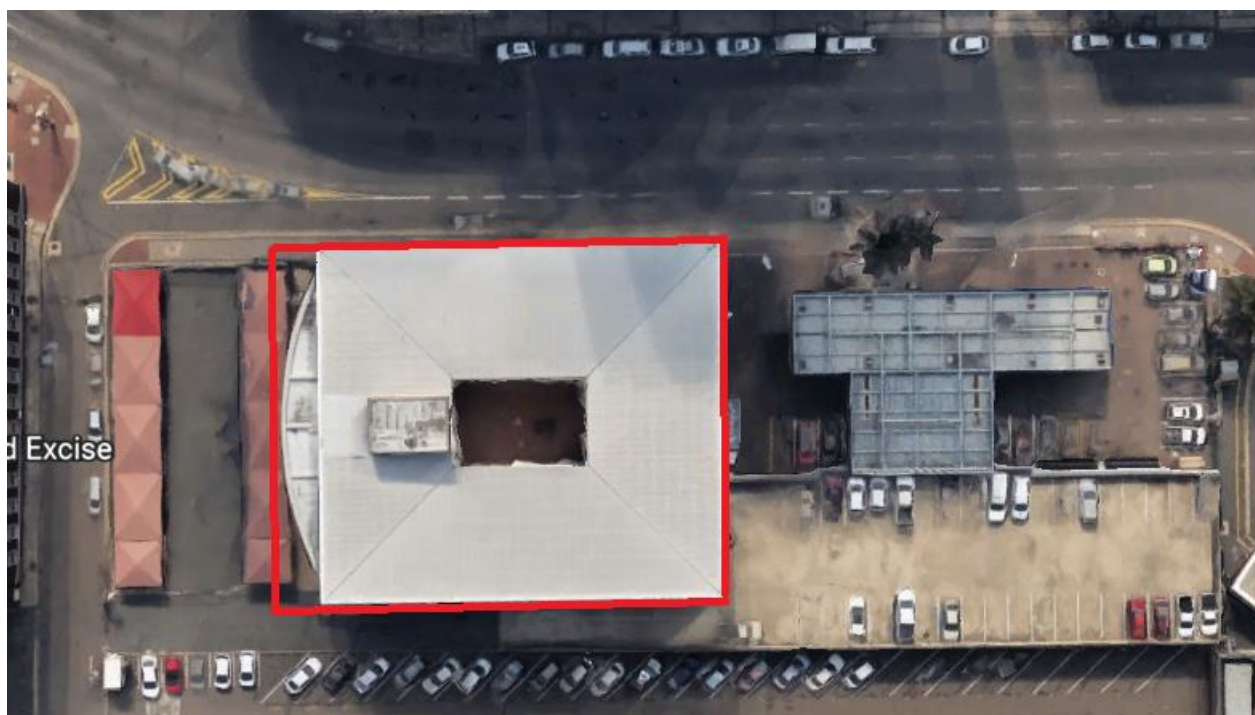
Document reference	Title	No of pages
	This cover page	1
	Site Information	2-3
	Total number of pages	3



## 1. Description of the Site and its surroundings

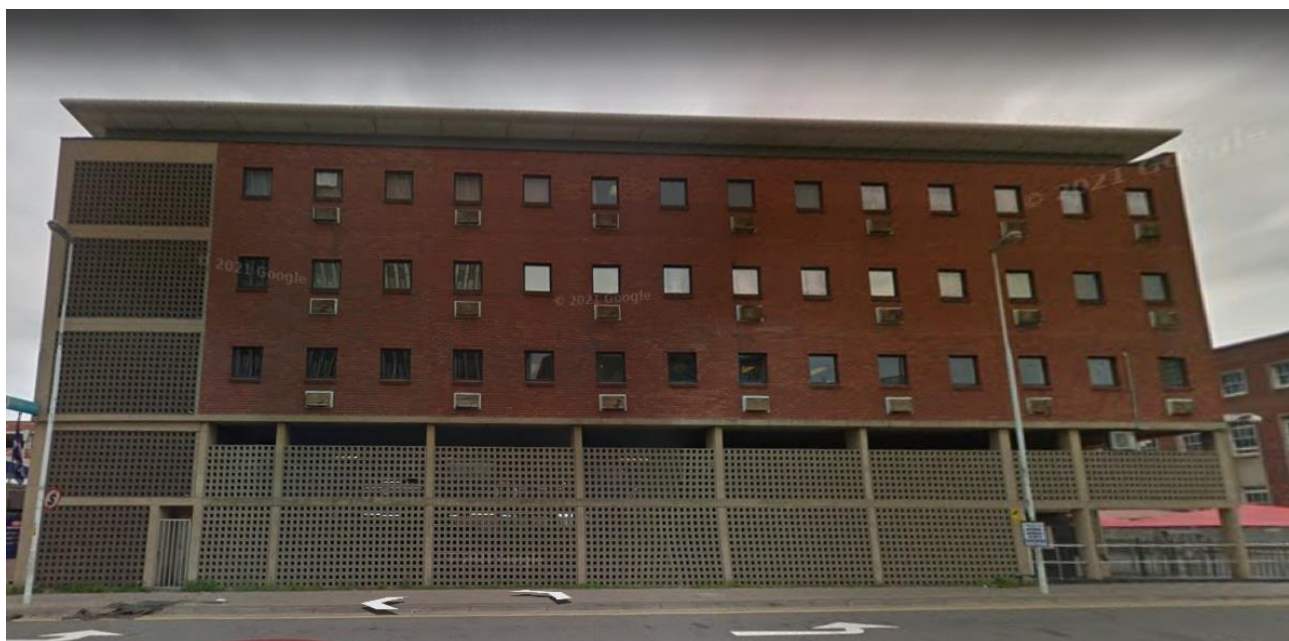
### 1.1. General description

The building is leased by Transnet Port Authority to use as an admin building meaning its is an office-based space. The Bay Terrace building is situated in 45 Bay Terrace Road in the Port of Durban (Figure 1&2).



**Figure 1: Plan View of 45 Bay Terrace**

The layout of the port, indicating the precincts and berth layout, is presented in Figure 1-2. Within the precinct there are roads which are leading to different terminals and buildings. Site owned and operated by TNPA are fenced with various type of fence including concrete palisade, steel palisade, wire mesh etc.



**Figure 2 : Side View of 45 Bay Terrace**

Prospective contractors shall attend the site inspection and acquaint themselves with the nature of the *Works*, the condition under which the work is to be performed, and the means of access to site, any limitations, or other authorities and in general with all matters that may influence or affect the contractor.

The construction site-camp that will be available to the Contractor will be advised at each site each specific site of the *Works*.

## **1.2. Existing buildings, structures, and plant & machinery on the Site**

### **1.2.1. Operations On Site**

The building is an office space and the Contractor will be working inside and enclosed space and the *Contractor* should be mindful of this fact and should account in his method statement and working scheduling that there will be human movement in and around the working space.

The Contractor shall allow for working under these conditions. Access to areas adjacent to the construction site shall be always maintained. Access to site will be via the existing service road within and around the Port.



TRANSNET NATIONAL PORTS AUTHORITY

TENDER NUMBER: TNPA/2023/02/0010/23584/RFQ

DESCRIPTION OF THE WORKS: REPLACEMENT OF THE WINDOW BLINDS AT 45 BAY TERRACE AND QUEENS WAREHOUSE IN THE PORT OF DURBAN FOR A PERIOD OF TWO (2) MONTHS

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### **1.3. Other reports and publicly available information**

The Port is exposed to extreme weather conditions such as high wind gusts and high humidity in the summer resulting in the concrete reaching surface temperatures in excess of 50 degrees Celsius.