

# SENTECH SOC LTD

## CIVIL, MECHANICAL AND ELECTRICAL ENGINEERING

CREE REFERENCE NO :- CREE/ELEC/NR/STP

INSTALLATION OF LOW VOLTAGE RETICULATION AT THE SENTECH HEAD OFFICE.

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# SENTECH SOC LTD

## CIVIL, MECHANICAL AND ELECTRICAL ENGINEERING

CMEE REFERENCE NO: - CMEE/ELEC/NR/STP

INSTALLATION OF LOW VOLTAGE RETICULATION AT THE SENTECH HEAD OFFICE.

### **DOCUMENT A : QUOTATION CONDITIONS**

#### **1. SUBMISSION PROCEDURE**

Quotations are to be made out on the quotation form attached hereto which must be completed and signed together with the other attached forms to be completed by the Quoter and the entire document, priced and completed in all respects, must be enclosed in a sealed envelope endorsed on the outside with the Quotation No.

#### **2. ACCEPTANCE AT SENTECH'S DISCRETION**

Sentech does not undertake to accept the lowest or any quotation nor to give any reason for the rejection of a quotation, nor shall it be responsible for or pay any expenses or losses which may be incurred by the Quoter in the preparation and delivery of this quotation.

#### **3. VALIDITY OF QUOTATIONS**

Quotations are to be valid for a period of sixty (60) days after the closing date for receipt of quotations.

#### **4. QUOTATION DISQUALIFICATION / CONTRACT CANCELLATION**

If the Quoter or any person acting on his behalf should approach a representative of Sentech or any other person with the intention of influencing the award of the Contract in the Quoter's favour, Sentech, having satisfied itself of the above, may reject the quotation or cancel a concluded Contract.

Sentech reserves the right at its discretion to disqualify the quotation of any Quoter who has not conformed with these Quotation Conditions.

#### **5. ALL-INCLUSIVE QUOTATION**

The Quoter shall allow in his Quotation Price for all site establishment, overhead costs, labour, materials, transport costs, constructional plant, VAT, and everything else required to execute the Contract Works in accordance with the quotation document i.e. the Quoter shall submit an all-inclusive quotation.

#### **6. METHOD OF QUOTING**

The Quoter shall base his quotation on the Scope of Works, Technical Specifications and/or Drawings supplied and on information gathered on site at the quoter's compulsory site inspection.



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## DOCUMENT B : GENERAL CONDITIONS OF CONTRACT

### 1.0 DEFINITION OF TERMS

- 1.1 "Contract" means the fully completed and signed Form of Agreement included in this document accepted by Sentech in writing. This quotation accepted by Sentech in writing constitutes a binding Contract between Sentech and the Quoter and shall be deemed for all purposes to be the Contract Agreement.
- 1.2 "Sentech" or "Employer" means Sentech.
- 1.3 "Quoter" means the person or persons, partnership, firm or company who/which submits a bone fide quotation for the works specified in the Contract.
- 1.4 "Contract Works" means all the work contracted to be done by the Contractor in terms of the Contract.
- 1.5 "Contractor" means the Quoter whose quotation for the Contract Works has been accepted by Sentech and includes the Contractor's legal representative, successors and assigns.
- 1.6 "Quotation Price" means the amount stated in the Form of Agreement for which the Quoter offers to complete and maintain the Contract Works.
- 1.7 "Letter of Acceptance" means the written advice from Sentech to the successful Quoter advising him that his quotation had been accepted and stating the Contract Price for which his quotation had been accepted.
- 1.8 "Site" means the road or ground or any other place on which or over which the Contract Works are to be executed and shall include any off-loading, storage and/or stacking sites.
- 1.9 "Specification" means the technical specification included in the Contract.
- 1.10 "Drawings" means and includes all working drawings and/or sketches relative to the Contract that may from time to time be issued by Sentech to the Contractor.
- 1.11 "Practical Completion" means the date stipulated in the Contract for completion of the Contract Works on which a list or remedial items will be compiled for completion by the Contractor within an agreed specified period.
- 1.12 "Final Completion" means the date on which the list of remedial items compiled at Practical Completion has been completed to the satisfaction of Sentech.

### 2.0 PROGRAM

The Contractor is required to submit a Contract Works program to Sentech within two (2) days of receiving the Letter of Acceptance from Sentech, detailing the following information: -

- a) Commencement date of the Contract Works
- b) Practical Completion and Final Completion dates of the Contract Works

### 3.0 MONTHLY PAYMENTS

Sentech Finance Department will effect payment to the Contractor according to terms stipulated on the invoice submitted in the absence of which payment will be made within thirty days of receiving a tax invoice from the Contractor. CV



#### **4.0 RESPONSIBILITY FOR CONTRACT WORKS**

The Contractor shall be responsible for the proper protection of the Contract Works and shall make good all losses, damage or injuries thereto, howsoever caused, and shall re-instate the Contract Works in all respects at his own expense up to the time of Final Completion of the Contract Works.

#### **5.0 INJURY OR DAMAGE TO PERSONS OR PROPERTY**

5.1 The Contractor shall take all precautions necessary for the protection of life and property on or about or in connection with the Contract Works as well as anywhere upon Sentech's property until the Final Completion of the Contract Works and the Contractor shall hand over the Contract Works in a safe condition.

The Contractor shall be deemed to have indemnified Sentech as he hereby does indemnify it against injury or damage to any person or to any property of Sentech or of others occurring prior to the Final Completion of the Contract Works, or occurring owing to the Contract Works being handed over in an unsafe condition. The Contractor further indemnifies Sentech against all actions, suits, demands costs or expenses arising in connection with such injury or damage referred to above, either at common law or under the, or any amendment thereto.

5.2 The Contractor shall report any and every accident occurring on the site within twenty-four hours of its occurrence and shall furnish Sentech with a written report if required.

5.3 The Contractor shall at all times supervise and exercise control over all his employees and shall be held responsible for any damage caused by his employees to private or public property.

#### **6.0 NOTICES TO THE CONTRACTOR**

All instructions, directions and notices from Sentech to the Contractor and vice versa concerning the Contract, as the case may be, shall be conveyed in writing by fax or by hand to the Contractor.

#### **7.0 ORAL AGREEMENTS**

No oral instruction, objection, claim or notice by any party to others shall affect or modify any of the terms, conditions and obligations contained in the Contract document, and none of the specifications of the Contract document shall be held to be waived or modified by reason of any act whatsoever, other than by a definitely agreed waiver or modification thereof by Sentech in writing.

#### **8.0 CONTRACT WORKS AREA**

The Contractor shall confine his activities to the Contract Works site, his campsite and access route to these sites. Furthermore, the location of his campsite, including the housing of temporary structures and materials and equipment storage area, must be approved of by Sentech's area representative.

#### **9.0 UTILITIES TO BE PROVIDED BY THE CONTRACTOR / SENTECH**

It is the responsibility of the Contractor, for the duration of the Contract Works, to make provision for the following temporary utilities on site, to remove such facilities and to make good the site/s on which the temporary utilities were erected.

- a) Electricity draw-off points required for execution of the Contract Works, will be supplied by the Contractor.
- b) Portable water required for execution of the Contract will be supplied by the Contractor.
- c) All temporary latrines must be supplied by the Contractor.
- d) No accommodation nor site telephone nor any other form of communication is available on site. Contractor to provide for these facilities.

#### **10.0 PREVENTION OF FIRES**

10.1 No fires shall be made on Sentech property.



- 10.2 No welding operations shall be carried out inside Sentech transmitter buildings without the express permission of Sentech's local representative, in writing.
- 10.3 All gates on access roads to Sentech transmitter buildings shall be kept closed at all times. The contractor shall be held liable for damage, loss or injury to persons or property, resulting from non-compliance with this requirement.
- 11.0 All work executed on site in terms of this contract shall, over and above compliance with the OSH Act, comply with all relevant SABS Standards and be done in accordance with accepted good engineering practice.



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## **DOCUMENT C : FORMS TO BE COMPLETED BY QUOTER**

<b><u>INDEX TO DOCUMENT C:</u></b>	<b><u>PAGE</u></b>
FORM 1 : CERTIFICATE OF AUTHORITY FOR SIGNATORY/SIGNATORIES	7
FORM 2 : CERTIFICATE OF QUOTER'S SITE VISIT	8
FORM 3 : CERTIFICATE OF NON-COLLUSIVE TENDER	9
FORM 4 : OCCUPATIONAL HEALTH AND SAFETY CLAUSE	10
 <u>NOTE</u> :	
(1)	THESE FORMS MUST BE COMPLETED USING BLACK INK.
(2)	FAILURE BY THE QUOTER TO COMPLETE AND SIGN ALL FORM NUMBERS 1-4 INCLUSIVE MAY CAUSE HIS QUOTATION TO BE REJECTED.



**SENTECH SOC LTD**

CMEE REFERENCE NO **CMEE/ELEC/NR/STP**

INSTALLATION OF LOW VOLTAGE RETICULATION AT THE SENTECH HEAD OFFICE

**1.0 CERTIFICATE OF AUTHORITY FOR SIGNATORY/SIGNATORIES**

Signatories for companies must establish their authority by attaching a copy of the relevant resolution of the Board of Directors, duly signed and dated. An example is shown below:

“ By resolution of the Board of Directors at a meeting on .....2025.....

at .....

Mr. ....

whose signature appears below, has been duly authorized to sign all documents in connection with this quotation and Contract no. **CMEE/ELEC/NR/STP** on behalf of ( block capitals)

.....

SIGNED ON BEHALF OF COMPANY: .....

IN HIS CAPACITY AS: .....

DATE: .....

SIGNATURE OF SIGNATORY/SIGNATORIES: .....  
.....  
.....

WITNESSES:                   1. ....  
  
   2. ....



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## **2.0 : CERTIFICATE OF QUOTER'S SITE VISIT.**

2.1 This is to certify that I, .....

representative of ( Quoter ) .....

.....

of ( address ) .....

.....

.....

Telephone no: .....

visited and carefully examined the Site on ( date ).....

in the company of Sentech representative/s.....

.....

having previously studied the contract documents.

2.2 I further certify that I have made myself familiar with all local conditions likely to influence the work and the cost thereof, that I am satisfied with the description of the work and the explanations given by Sentech's representative and that I fully understand the work to be done, as specified and implied, in the execution of this contract.

SIGNED ON BEHALF OF QUOTER: .....

SIGNED ON BEHALF OF THE EMPLOYER: .....



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## 3.0 : CERTIFICATE OF NON-COLLUSIVE QUOTATION

=====

I/We certify that this is a bona fide quotation.

I/We also certify that I/we have not done and I/we undertake that I/we shall not do any of the following acts at any time before the quotation closing hour and date.

- a) Fixed or adjusted the quotation price by, or under, or in accordance with any agreement or arrangement with any other person;
- b) communicated to a person other than the person calling for these quotations, the quotation price or approximate quotation price, except where the confidential disclosure of the approximate quotation price was necessary to obtain insurance premium quotations required for the preparation of the quotation;
- c) caused or induces any other person to communicate to me/us the quotation price or approximate quotation price of any rival Quoter on this contract;
- d) entered into any agreement or arrangement with any other person to the effect that he will refrain from quoting for this contract, or as to the quotation price to be submitted or the condition on which a quotation is submitted nor caused or induced any other person to quotation into any such agreement or arrangement;
- e) offered or paid or given or agreed to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any quotation of proposed quotation for this contract, any act or thing of the sort described above.

In this certificate, the term "person" includes any persons, body of persons or association, whether corporate or not; and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not.

SIGNED ON BEHALF OF QUOTER .....



# SENTECH SOC LTD

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CMEE REFERENCE NO :- **CMEE/ELEC/NR/STP**

### INSTALLATION OF LOW VOLTAGE RETICULATION AT THE SENTECH HEAD OFFICE

#### OCCUPATIONAL HEALTH AND SAFETY ACT CLAUSE

#### 1. PREAMBLE

A. **WHEREAS** Sentech required the execution of the following:

**For the INSTALLATION OF LOW VOLTAGE RETICULATION AT THE SENTECH HEAD OFFICE**  
 (“the work”)

B. **AND WHEREAS** the contractor undertakes to carry out the work;

C. **AND WHEREAS** Sentech and the contractor have agreed to regulate the arrangements and procedures relating to occupational health and safety in terms of Section 37(2) of the Occupational Health and Safety Act, 85 of 1993 (“the Act”), and the regulations thereto and wish to record their agreement in writing –

#### 2. HEALTH AND SAFETY

- 2.1 The contractor undertakes to ensure that he and/or his respective employees, will at all times comply with the requirements of the Act and the Regulations thereto.
- 2.2 The contractor undertakes to acquaint all his employees with all relevant provisions of the Act and the Regulations thereto.
- 2.3 The contractor accepts sole liability for such due compliance with the relevant duties, obligations and prohibitions imposed by the Act and Regulations and expressly absolves Sentech from itself being obliged to comply with any of the aforesaid duties, obligations and prohibitions relating to the work.
- 2.4 The contractor shall assume the responsibility in terms of Section 16(1) of the Act. If the contractor delegates any duty in terms of Section 16(2), a copy of such written delegation shall immediately be forwarded to Sentech.
- 2.5 The contractor shall appoint competent employees who shall be trained on any occupational health and safety aspect pertinent to them or to the work that is to be performed.
- 2.6 The contractor undertakes to ensure that safe work practices shall be enforced, and all employees of the contractor shall be made conversant with the content of these practices.
- 2.7 No unsafe equipment, machinery and/or articles shall be used on Sentech’s premises.

#### 3. GENERAL

The contractor shall comply with and carry out the following requirements:

- 3.1 Discipline regarding occupational health and safety shall be strictly enforced.
- 3.2 Personal protective equipment shall be issued as required and worn by employees at all material times.



- 3.3 The contractor shall advise Sentech of any hazardous or potentially hazardous situation that may arise from the work being performed by him.
- 3.4 The contractor agrees that any duly authorized officials of Sentech shall be entitled, although not obliged, to take such steps as may be necessary to ensure that the contractor has complied with his undertakings as set out more fully in clause 2 above, which steps may include, but will not be limited to, the right to inspect the site or premises occupied by the contractor, or to inspect any appropriate records held by the contractor.
- 3.5 The contractor shall be obliged to report forthwith to Sentech any investigation, complaint or criminal charge which may arise as a consequence of the provisions of the Act and the Regulations, pursuant to the work being performed, and shall, on written demand, provide full details in writing of such investigation, complaint or criminal charge.
- 3.6 Sentech hereby obtains an interest in the issue of any formal enquiry conducted in terms of Section 32 of the Act into any incident/accident involving the contractor and/or his employees.
- 3.7 All work performed on Sentech's premises must be performed under the supervision of the contractor's supervisory staff who are trained to understand hazards associated with the work being performed on the premises.

#### **4. WARRANTIES AND INDEMNITY**

- 4.1 The contractor warrants that all his employees are covered in terms of the provisions of the Compensation for Occupational Injuries and Diseases Act, No 130 of 1993, which cover shall remain in force whilst any such employees are in his employ or for the duration of this agreement, whichever period is the longest.
- 4.2 The contractor warrants that he is in possession of the following insurance cover, which shall remain in force whilst he and/or his employees are present on Sentech's premises, or which shall remain in force for the duration of his contractual relationship with Sentech, whichever period is the longest:
  - 4.2.1 Public liability insurance cover;
  - 4.2.2 Any other insurance cover that will adequately make provision for any possible losses and/or claims arising out of the contractor's and/or his employees acts and/or omissions.
- 4.3 The contractor shall indemnify Sentech and keep it indemnified whilst he and/or his employees are present on Sentech's premises, or for the duration of his contractual relationship with Sentech, whichever period is the longest, against all losses and claims for injuries or damage, howsoever caused, to any person or property whatsoever, which may arise out of or in connection with the work being performed on any of Sentech's premises.
- 4.4 The Contractor shall indemnify Sentech and hold it harmless whilst the Contractor/its employees are in possession of or utilizing a vehicle/vehicles belonging to Sentech. The contractor and/its employees liability under this indemnity will be of force and effect for the duration of the contractor's contractual relationship with Sentech. The contractor shall indemnify Sentech and hold it harmless against all losses, claims for injuries or damage, which the contractor or its employees may sustain as a result of or in connection with the use of or possession of Sentech's vehicle/vehicles.

#### **5. INTEGRATION WITH MAIN AGREEMENT**



This agreement forms an integral part of the main agreement entered into by the parties under Contract No. **CMEE/ELEC/NR/STP** and if not complied with by the contractor, may be construed as a material breach of the main agreement.

**THUS DONE AND SIGNED** at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
**for and on behalf of SENTECH SOC LTD**  
**(he being duly authorized thereto)**

**AS WITNESSES :**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

**THUS DONE AND SIGNED** at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
**for and on behalf of the contractor**  
**(he being duly authorized thereto)**

**AS WITNESSES :**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_



## SENTECH SOC LTD

CMEE REFERENCE NO : CMEE/ELEC/NR/STP

### INSTALLATION OF LOW VOLTAGE RETICULATION AT THE SENTECH HEAD OFFICE

#### DOCUMENT D : SCOPE OF WORKS

The scope of this project is for the appointment of a service provider to supply, install and commissioning of the electrical reticulation for newly refurbished offices at the Sentech Head Office, namely the New IT Offices and the Finance pause areas.

1. All work to comply with SANS 10142 (latest Revision).
2. Earthing to comply with Sentech earthing specification.
3. **No services to be cut without prior notification and permission.**
4. Contractor to disconnect and/or remove the existing electrical reticulation (If any and if applicable) between the Supply DB and the proposed areas of construction.

#### **Electrical Works**

5. Purchase, supply and install all circuit breakers as outlined in the BOQ and as per drawings provided (i.e. for socket outlets and lights) 00B/E/201
6. Purchase, supply and install all electrical supply cables as per drawings provided (i.e. for socket outlets and lights). 00B/E/201
7. Contractor to take note of the route of the cables to determine the length of all the cables i.e for the connection of Socket outlets and lights.
8. Electrical contractor is responsible to install power skirting, and conduits for all electrical equipment (Lights, Plugs.) as indicated on drawing no's 00B/E/104.
9. Electrical contractor to take note of the Power Skirting to be installed along the bottom of the room wall as the one power trunking will be used for power cables/conductors and the second signal trunking will be used for the telephone (VOIP) and data.
10. The Electrical contractor will also be responsible for the purchase supply and installation of the conduits for the light switches, light fittings, 16 A switch socket outlets, as indicated on Drg. No's 00B/E/108 and 00B/E109.
11. Electrical contractor to take note that all ceiling mounted light fittings must be fed from a 5A non-switchable socket outlet within 1,5m from the installed light fittings.
12. Purchase supply and install all light fittings as indicated on Drg. No's 00B/E/100.
13. Purchase supply and install all light switches, as indicated on Drg. No. 00B/E/100.
14. Wire all light circuits back to the Supply DB as indicated on Drg. No. 00B/E/100.
15. Purchase supply and install all power skirting and wall boxes, as indicated on all Drg. No. 00B/E/101.



16. Contractor to take note of socket outlets to comply to SANS and must be a combination socket outlet in accordance with SANS 164-1 and SANS 164-2.
17. Purchase supply and install all socket outlets as indicated on Drg. No's 00B/E/101.
18. Wire all socket outlet circuits back to the Supply DB as indicated on Drg. No's 00B/E/101.
19. Contractor to take note that the installation of data and telephone telephone cables will be done by others.
20. The contractor is to commission the newly installed reticulation and provide a valid Certificate of Compliance.

### **Earthing**

21. Contractor to ensure that the bare copper wire installed on socket outlets and any metal trunking and/or metal parts, must eventually be connected to the earth of the supply DB with the same potential.
22. If any additional work is needed the contractor must supply Sentech with an all-inclusive quotation for the additional material supplied and material supplied.
23. The submitted quotation must first be approved by project engineer before any work is done.

### **General**

1. Contractor to allow R 50 000,00 for contingency if additional work is required.
2. The contingency amount will be carefully controlled by the project engineer. Any additional work will be issued in writing and no verbal instructions will be accepted.
3. Contractor to compile a safety file for the work to be done at SENTECH HEAD OFFICE.
4. Before commencement of work the safety file must be signed and approved by Sentech safety officer.
5. Herewith the contact details of Mr. Josias Radebe 011 471-4653 or [radebej@sentech.co.za](mailto:radebej@sentech.co.za)
6. All holes through walls where cable trays and cables pass through to be closed off with fire stoping material.
7. All cable tray, droppers, risers, cantilevers, etc. to be powder coated Electric orange unless otherwise stated.
8. Contractor to include own accommodation in quotation as no sleeping on site is permitted.
9. Contractor to supply own chemical toilet as the septic tank is very small and will not be able to accommodate the additional staff.
10. Contractor must work in close corporation with transmitter installation team and local Sentech staff to minimize down time on transmissions.
11. All work areas to be cleaned up and left in a tidy condition. All waste materials to be suitably disposed of, and not left strewn about site.
12. Project Engineer to be given suitable advance notice to attend to commissioning prior to contractor leaving site. All snag list work to be carried out before Contractor vacates site.
13. Contractor to issue Certificate of Compliance to Project Engineer on completion of works.
14. Contractor to issue a schedule of works in order to give required notice and obtain permission to cut transmission services as and when required. No services to be cut without prior notification and permission.

### **Schedule of Drawings issued**



00B/E/100	Lighting Layout IT Offices.
00B/E/101	16 A Switch Socket Outlet IT Offices.
00B /E/103	Power & Equipment Layout IT Offices
00B /E/104	Cable Tray and Trunking Layout IT Office.
00B /E/109	Telephone & Data Points Layout IT Offices.
00B /E/110	Lighting Layout Finance Pause Area.
00B /E/111	16 A Switch Socket Outlet Layout Finance Pause Area.
00B /E/113	Power & Equipment Layout Finance Pause Area.
00B /E/114	Cable Tray and Trunking Layout Finance Pause Area.
00B /E/119	Telephone & Data Points Layout Finance Pause Area.
00B /E/201	Supply DB Single Line Diagram.

## SENTECH SOC LTD

CIVIL, MECHANICAL AND ELECTRICAL ENGINEERING

**CMEE REFERENCE NO :- CMEE/ELEC/NR/STP**

### INSTALLATION OF LOW VOLTAGE RETICULATION AT THE SENTECH HEAD OFFICE

#### DOCUMENT E

#### FORM OF AGREEMENT

SENTECH SOC LTD  
Sender Technology Park  
Radiokop  
Honeydew

Sirs,

1. Having examined all the Documents as listed in the Contents to this CMEE REFERENCE on Page 2 of this document as well as any addenda subsequently issued, I/we the undersigned submit herewith our Contract Price, based on the scheduled rates submitted, for the execution of the Contract Works in accordance with the provisions of this CMEE REFERENCE for the sum of:

.....

(R.....). **Priced bill of quantities to be attached.**

2. I/We acknowledge that all the certificates and forms included in this document for completion by the Quoter have been fully completed by me/us and form part of my/our quotation.
3. If my/our Quotation Price is accepted by Sentech, this Form of Agreement, together with the Letter of Acceptance from Sentech shall constitute a binding Contract between us and shall be deemed for all purposes to be the Contract Agreement.
4. I/We understand that you are not bound to accept the lowest or any quotation you may receive.
5. I/We choose domicilium et executandi at

.....  
.....

in the Republic of South Africa.

Yours faithfully

SIGNED ON BEHALF OF QUOTER:.....



NAME OF SIGNATORY (IN CAPITALS): .....

DATED THIS ..... DAY OF ..... 2025.....

ON BEHALF OF: .....

ADDRESS : .....

TEL. NO. : .....



WITNESS 1 :

SIGNATURE : .....

NAME (IN CAPITALS) : .....

WITNESS 2:

SIGNATURE : .....

NAME (IN CAPITALS) : .....