



*EMPLOYERS REQUIREMENTS:*

**APPOINTMENT OF A TURNKEY  
CONTRACTOR FOR THE REPAIRS AND  
RENOVATIONS TO THE SANDTON  
LABOUR CENTRE BUILDING INCLUDING  
THE PROVISION AND INSTALLATION OF  
A GENERATOR AND WATER TANK.**

*Report N°*

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## **1.0 GENERAL REQUIREMENTS**

### **1.1 General Scope and Employer's Bid Document Drawings**

#### **1.1.1 General Scope of Work**

The general scope of the Contract comprises mainly of the following:

- a) The design, construction and completion of all building, refurbishment and demolition works;
- b) The design, supply, installation, testing and commissioning of the backup generator including all other mechanical and electrical plant and all other items necessary for a complete and functional installation as specified, including maintenance manuals and as built drawings;
- c) The testing and commissioning of the Works, including Test before completion, Tests on Completion and Tests after Completion;
- d) The training of the DPWI personnel for the operation and maintenance of the Works;

The Contractor shall ascertain all local conditions relevant to the works and associated systems. The Contractor shall do and provide whatever is necessary to fulfil his obligations under the Contract.

The Contractor shall be responsible for ensuring that his design complies with all relevant standards, codes of practice and by-laws including specifications included in the bidding document.

All plant, equipment and material items supplied and/or installed under the Contract shall be well coordinated and be compatible with each other and, where applicable, with existing plant, to form integrated systems. In designing the Works the Contractor shall adopt layouts which will produce efficiency in operation and at the same time make reasonable allowance for optimizing the use of the building for future needs.

Construction documents including drawings, designs and design calculations and the like shall be submitted by the Contractor as required by the Employer's Requirements. The Contractor shall test and commission all plant and equipment supplied and installed under the contract and demonstrate to the Employer that they perform to the specified standards and design requirements.

All staff, labour, materials, consumables, electrical power costs shall be provided by the Contractor during the period of testing and commissioning.

### **1.1.2 Deliverables based on the scope**

The following deliverables are expected from the contractor based on the scope of work as outlined in this document.

#### **Planning & Design (Phase 1)**

- a) Detailed Condition Assessment & Testing of infrastructure
- b) Develop preliminary designs (where applicable)
- c) Detailed Bill of Quantities (in line with Priced Activity Schedule)
- d) Project Implementation Plan (including Subcontractor packages)
- e) Detailed Programme
- f) Contract Documentation (i.e. guarantees, insurances & Indemnity)
- g) Obtain the relevant statutory approvals prior to commencing with the next phase (i.e. Construction Work Permit, Building Plan Approval etc.)

#### **Implementation / Construction (Phase 2)**

- a) Site establishment
- b) Decanting (where applicable)
- c) Detailed construction documentation i.e. construction drawings, demolition plans, specifications, room data sheets etc.,
- d) Conduct construction activities/ repairs and renovations
- e) Site supervision (Regular inspections and sign-off of completed works)
- f) Contract Administration (Conduct meetings, prepare and submit progress reports, SHE Audits, issue contract instructions)
- g) Progress payment certification.

#### **Close-Out (Phase 3)**

- a) Final Account (Signed)
- b) Certificates of Compliance (COC's)
- c) Testing & Commissioning
- d) Occupation Certificate
- e) As-Built Drawings

- f) User Manuals
- g) Close-out report.

The Turnkey Contractor to have in its team all the relevant professionals with appropriate registration with the different Built Environment Councils to be able to carry out all the required/necessary/desired Professional Services that are required to deliver successfully the Sandton Labour Centre Project where such services would be required at various stages of project implementation over the entire duration of the project. Where such work shall include but not limited to provide all professional services such as design, supervision of construction work, sign-off and certification of work done.

The building will be vacated to allow for the works to proceed with no further hindrance.

### **1.1.3 Employer's Bid Document /Reports**

The condition assessment reports provided with the bid documents are intended to show the general condition of the building at the time of assessment to illustrate the required refurbishments to the building. The Employer does not warrant that these capture a definite condition of the building and the Contractor is required to acquaint himself of the prevailing condition and Employers requirements in determining his bid for the works.

### **1.1.4 Programme of Works**

#### **1.1.4.1 Programme**

The programme of Work shall be divided into the following periods:

**Milestone 1 – Condition Assessment:** Detail assessment of the prevailing condition of the building and associated infrastructure, etc. Contractor to produce a detailed assessment report with Bills of Quantities in line with the priced Activity Schedule.

**Milestone 2 – Design & Specification:** Design of the works including submission of Construction Documents and construction drawings for review;

**Milestone 3 - Construction Period** – Decanting and removal of existing components including safe storage, construction works;

**Milestone 4 - Commissioning & Handover** - Putting Plant into operation, completion tests, proving the process and initial instruction and training.

The above periods may overlap as necessary except for the following constraints:

Milestone 3 and subsequent milestones shall not commence until the Contractors detailed construction documentation and detailed drawings have been submitted for review and accepted by the Employer.

### **1.1.5 Design**

#### **1.1.5.1 Design Responsibility**

The Contractor shall design the Works in accordance with the Employer's Requirements, including the quality assurance systems specified in the Employers Bid documents. The design shall be based on the proposals submitted with the Contractor's Bid.

For building designs, the Contractor shall provide architectural sketches and drawings that present preliminary designs, including details on the proposed styles, finishes, and other specifications for the various facilities. These drawings and sketches will be reviewed by the Employers Representative. Detailed design work shall proceed only after the Employers Representative has provided written acceptance of the preliminary architectural designs. The Contractor must obtain approval for the building from the relevant local authority before commencing construction on-site.

Regardless of any acceptance by the Employers Representative of the Contractor's Design and Construction Documents, or any comments made (or not made) on matters submitted for review, the Contractor remains fully responsible for ensuring that the design, construction, performance, and operation of the Works comply with the Employer's Requirements.

The Employers Representative may, at any stage of the design, or construction of the Works (prior to the issuance of the Final Certificate), highlight any non-compliance with the Employer's Requirements.

Acceptance, comments, or lack of comments from the Employers Representative do not relieve the Contractor of any of their obligations and responsibilities under the Contract.

Only Construction Documents, including drawings that have been accepted by the Employers Representative, shall be used by the Contractor in carrying out the Works.

#### **1.1.5.2 Criteria for Design Personnel**

##### **a) Contractor's Representative**

The Contractor's Representative must possess the necessary qualifications and experience that are acceptable to the Employers Representative. They will be responsible for coordinating and overseeing all aspects of the project, from the initiation of investigations and design through to the final completion and commissioning of the Works. Their duties include ensuring that the Works are a well-Employers Representative and cohesive project, in full compliance with the Employer's Requirements.

##### **b) Design Personnel**

The Contractor shall have in its team qualified and experienced personnel, acceptable to the Employers Representative, to be responsible for each element of the works listed below. The nominated personnel shall include those specified in the Contractor's Bid for the relevant roles.

- Architectural design
- Structural design
- Mechanical Employers design
- Electrical Employers design
- Quantity Surveying

Once the personnel nominated have been approved by the Employers Representative, no changes to these personnel shall occur unless written approval is obtained from the Employers Representative for the new nominee, who must be at least equivalent to or more qualified than the previously approved nominee. The minimum key requirements are outlined in Section T1.3 – Evaluation and Qualification Criteria.

### **1.1.5.3 Design Programme**

Programme Periods for Review by Employers Representative

The programme shall allow at least 14 days for review of a submission by the Employers Representative and shall include reasonable provision for re-submission of items for review following comments by the Employers Representative.

The programme shall allow for at least 7 days for review by the Employers Representative of items re- submitted by the Contractor.

These periods may be extended depending on the quantities drawings/ documentation to be reviewed.

### **1.1.6 Review of Submissions**

Items submitted for review by the Contractor

The Contractor shall submit to the Employers Representative for review two complete draft sets of Operation and Maintenance Manuals and As-built record drawings. The Employers Representative will assess the suitability of the draft manuals and shall within 10 days of receipt of the manuals either Accept or Reject with comments for further revising by the Contractor.

### **1.1.7 Site Establishment**

#### **1.1.7.1 Water Supply**

The Contractor shall arrange for an adequate supply of potable water for their own use, including drinking, washing, sanitation, and general cleaning, in addition to the water required for the construction, testing, and commissioning of the Works.

#### **1.1.7.2 Electricity Supply**

The Contractor shall make the necessary arrangements to provide sufficient power to sustain the operations and all construction works as may be required to complete the works.



#### **1.1.7.3 Contractor's Accommodation**

The Contractor shall set up, construct, maintain, and later remove all temporary offices, ablution facilities, storage areas, workshops, and similar structures required for the efficient execution and supervision of the Works. The location and arrangement of the Contractor's accommodation must be approved by the Employers Representative. The Contractor is prohibited from establishing any camp or temporary living quarters for staff within or near the Works Site. Additionally, the Contractor shall remove any unauthorized squatters or unofficial camps from the site.

#### **1.1.7.4 Amenities to be Preserved**

The Contractor shall minimize any disruption to existing amenities and facilities, whether natural or man-made. Trees shall not be removed unless authorized by the Employers Representative, and site clearance shall be limited to what is strictly necessary for the Works and Temporary Works. The Contractor must ensure that no damage or pollution occurs to existing installations and take proactive measures to minimize any inconvenience to nearby residents, tenants, or buildings.

#### **1.1.7.5 Site Notice Board**

The Contractor shall not display, nor allow the display of, any advertisement board on the site without the written consent of the Employers Representative. Any advertisement must also be approved by the Employers Representative before being erected, and it must be removed if the Employers Representative requests it.

#### **1.1.8 Safety, Health and Environmental**

Contractor to adhere to provisions as set out in the SHE Specification attached to the bidding documents.

#### **1.1.9 Samples**

The Contractor shall provide the Employers Representative with samples of all materials and goods intended for use in the Works, as requested by the Employers Representative. The Contractor is responsible for conducting any necessary tests on these samples. No materials or goods for the

permanent Works shall be used unless the Employers Representative has given written approval for the submitted samples.

### **1.1.10 Progress Reports and Meetings**

The Contractor to submit on a monthly basis progress reports for the Works in a format to be approved by the Employers Representative.

## **2.1 SCOPE OF WORKS & PERFORMANCE REQUIREMENTS**

### **2.1.1 General All Areas**

The Sandton Labour Centre building is severely dilapidated due to inadequate maintenance. The project aims to refurbish the building to an acceptable standard in line with the norms and standards of the DPWI and building regulations and Occupational Health and Safety requirements. The DPWI specification for will apply.

The scope of works includes capital works, repairs and maintenance to buildings; wet/related services; mechanical installation; electrical installations and civil infrastructure and installation of emergency power generator and steel water tank, below are the components of the building to be attended to amongst others:

- Administration offices.
- Public Waiting Area
- Service Counters
- Server Room
- Kitchen
- Break – Away Room
- Staff Ablutions
- Public Ablutions
- Photocopy Room
- Storeroom
- External Works (civil Infrastructure) including Perimeter Wall.

- Roof Covering
- Electrical and Mechanical Installations
- Guard House
- Parking.

## **2.1.2 Internal Works**

### **2.1.2.1 Office Space**

Most of the internal walls are built from dry walls, to be reconfigured as per departments norms and standards. Some of the findings during the assessments are listed below.

- a) New approved roof,
- b) Rectify chipped and broken porcelain tiles.
- c) Rectify dirty paint finish on the walls.
- d) Attend to damaged doors with inadequate ironmongery.
- e) Attend to damaged doors and steel door frames.
- f) Repair wobbling internal dry walls.

### **2.1.2.2 Staff Ablutions**

- a) The staff abluion comprises of male and female ablutions only and there are no provisions for paraplegic. The ablutions are both in a fair condition however, the sanitary fittings are worn out and require to be replaced.
- b) A provision of a unisex paraplegic abluion for staff is required.

### **2.1.2.3 The Kitchen**

- a) Provide an adequate kitchen design, cupboards and fittings.

### **2.1.2.4 Public Service Area**

- a) Reconfiguration of the public waiting area to accommodate the DOEL latest space requirements including the service counters.
- b) Provision for access for people living with disabilities throughout the facility.

#### **2.1.2.5 Server Room**

- a) Ensure statutory compliance of the server room including the provision of a raised floor.
- b) Servicing and repairs to the fire suppression system.

#### **2.1.2.6 Documents Storage Room**

- a) Provision of a fire suppression system.
- b) Ensure the room complies with standards and regulations for document storage.

### **2.1.3 External Works**

#### **2.1.3.1 Public Ablutions**

- a) Replacement of broken doors
- b) Paraplegic ablutions to be rectified to comply with applicable standards and regulations.
- c) Rectify damaged tiles.
- d) Rectify sanitary fittings.
- e) Make good plumbing installation.

#### **2.1.3.2 Walls**

- a) Face brick to be cleaned.
- b) Repair as required.

#### **2.1.3.3 Windows**

- a) Rectify steel window frames.
- b) Replace broken windowpanes.
- c) All steel window frames that are retained to be painted.

#### **2.1.3.4 Stormwater**

- a) Provision of apron slabs around the building.
- b) Repairs to blocked storm water lines and manholes.
- c) Water channels to be cleaned of debris and preventative measures to be implemented.

#### **2.1.3.5 Sewer**

- a) Repairs to sewer line to eliminate blockages and ensure compliance with regulations.

#### **2.1.3.6 Water Supply**

- a) There are leaks on the supply line that needs repairs as they cause ponding and localised flooding around the building.
- b) Provision of a backup water tank including connection to the system.

#### **2.1.3.7 Rainwater Goods**

- a) Attend to dilapidated gutters and down pipes.

#### **2.1.3.8 Roof**

- a) Replace leaking and damaged roof

#### **2.1.3.9 Parking Bays**

- a) Repairs to the existing parking areas including the structure,
- b) Paving blocks as opposed asphalt are recommended.

#### **2.1.3.10 Perimeter Fence**

- a) Repairs to the perimeter wall/ fence.
- b) Repairs to the palisade fencing.
- c) Repairs to the gates at the entrances.

#### **2.1.3.11 Electrical works**

- a) Provision of a back-up generator
- b) Repairs to the main and sub distribution boards
- c) Repairs to existing light fittings.
- d) Repairs to small power switched socket outlets (SSO's) and provide additional SSO's where necessary.
- e) The earthing and lightning protection system (E&LPS) installation for the building
- f) Repairs to the security light fittings
- g) Repairs of the existing information and communication technology (ICT) system

- h) The entire electrical installation shall be tested and commissioned and where required be made good to obtain an electrical Certificate of Compliance (CoC) in terms of SANS 10142-2 and SANS 10400 requirements.

#### **2.1.3.12 Mechanical works**

- a) Repairs to internal domestic water reticulation system
- b) Provide the back-up water supply linked to the system
- c) The replacement of faulty kitchen equipment
- d) Provide air-conditioning and ventilation systems in offices and for the public space, utilisation of sweep fans for ventilation and air-conditioning (split system) unit to control room temperature.
- e) Provide fire signage in the entire facility.

### **1.2.1 Specifications**

#### **1.2.1.1 Technical Specifications**

The infrastructure as highlighted earlier shall conform to the following design guidelines, ensuring the development meets the highest standards of functionality, safety, and sustainability.

- a) SANS 2001 Construction Works (Construction Standard Specifications)
- b) CDC Planning Specification for Contractors
- c) PW371 Department of Public Works Specification: Specification of Materials and Methods to be used
- d) PW350 Department of Public Works Specification: Facilities for Disabled Persons
- e) PW347 Department of Public Works Specification: Civil Engineering Manual
- f) SANS 0400 National Building Regulations
- g) SANS (various) South African Bureau of Standards: National Standards
- h) All other applicable Public Works Specification.

### 1.2.1.2 Performance Standards

The contractor is hereby expected to conform with the following standards but not limited to;

- a) **SANS Standards:** The South African Bureau of Standards (SABS) which publishes the South African National Standards (SANS) which cover various aspects of construction, from material specifications to safety practices.
- b) **Construction Regulations:** The Occupational Health and Safety Act (OHSA) and its associated regulations set performance standards for health and safety on construction sites. It mandates risk assessments and safety measures to protect workers and the public.
- c) **Quality Assurance:** Implement ISO 9001 standards for quality management systems, ensuring consistent quality in construction processes and outputs.
- d) **Environmental Management:** Compliance with the National Environmental Management Act (NEMA) and other environmental regulations is crucial. This includes assessing the environmental impact of construction projects and implementing sustainable practices.
- e) **Project Management Standards:** The Project Management Institute (PMI) and Association for Project Management (APM) standards are often referenced for effective project management, including scope, time, cost, quality, and stakeholder management.
- f) **Client Requirements:** Performance standards may vary depending on the client's specific requirements, which can include timelines, budget, safety, and quality expectations.
- g) **Training and Competency:** All professional work to be undertaken by a professionally registered individual in each discipline in respect to this project.

In addition to the above standards the contractor is to also meet the standards listed below for performance.

- a) **Design Standards:** Compliance with local regulations and building codes (e.g., zoning laws, fire safety). Architectural and engineering quality to meet client specifications and aesthetic preferences. Sustainable design principles, including energy efficiency and environmental impact.
- b) **Quality Standards:** Specifications that construction materials and workmanship must meet. This includes compliance with local building codes and SANS standards (South African National Standards).



- c) **Time Standards:** Timelines set for different phases of construction, including project start and completion dates. This involves adherence to scheduling tools like Gantt charts and critical path methods.
- d) **Cost Standards:** Budgetary constraints that dictate spending on labor, materials, and other project expenses. Cost control measures and estimates are critical to avoid overruns.
- e) **Safety Standards:** Regulations that ensure the safety of workers and the public, including adherence to the Occupational Health and Safety Act and specific construction regulations.
- f) **Environmental Standards:** Guidelines for sustainable construction practices, including waste management, resource conservation, and minimizing environmental impact. Compliance with NEMA is essential.
- g) **Client Satisfaction Standards:** Metrics to assess how well the project meets the client's expectations regarding aesthetics, functionality, and overall project outcomes.
- h) **Productivity Standards:** Benchmarks for productivity levels, often evaluated by comparing outputs against inputs, measuring labor efficiency, and tracking project milestones.