



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

LIM/473/HIGHMASTLIGHTS/22/23/011

MAKHUDUTHAMAGA LOCAL MUNICIPALITY REQUESTS PROPOSALS FOR APPOINTMENT OF ELECTRICAL ENGINEERING CONTRACTORS FOR THE DESIGN PHASE TO COMMISSIONING PHASE (TURN-KEY CONTRACT) FOR THE SUPPLY AND INSTALLATION OF THREE (3) HIGH MAST LIGHTS WITHIN MAKHUDUTHAMAGA MUNICIPALITY

CIDB Class Grading 3EP or Higher

ISSUED BY:	PREPARED BY:
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NAME OF THE BIDDER	:
BID AMOUNT	:
TEL NUMBER	:
FAX NUMBER	:
EMAIL ADDRESS	:



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

T1.1 BID NOTICE AND INVITATION TO BID

Bidders are hereby invited to bid for the following projects:

No.	Project Number	Project Description	Closing Date	CIDB Grading
1	LIM/473/HIGHMAST-LIGHTS/ 22/23/011	Supply and installation of 3x high mast lights within Makhuduthamaga Municipality	04/08/2022 at 12:00	3 EP or higher

No briefing session will be held, bidders must communicate with the infrastructure /scm for clarity.

The employer is Makhuduthamaga Local Municipality represented by the Municipal Manager.

Bid documents will be obtainable from Makhuduthamaga Local Municipal offices from **27 July 2022 (Mon-Fri from 08:00-14:30)** from the cashiers; at a non-refundable deposit of **R560.00** payable in cash or bank guaranteed cheque. Bid documents can also be downloaded from online service (www.etender.co.za) at **no cost**.

Completed and signed tender documents must be sealed in an envelope and marked with the relevant project number and project description and be deposited in the tender box at Makhuduthamaga Local Municipality Offices in Jane Furse before the closing date and time.

The municipality shall adjudicate and award tenders in accordance with the Preferential Procurement Policy Framework Act, 5/2000 and revised procurement regulation April 2017 on 100 points for functionality and 80/20 points system where 80 points are for the price and 20 points are for B-BBEE (according to the said legislation). Details of Functionality are in the bid document. Bids will remain valid for 90(ninety) days.

The lowest and any tender will not necessarily be accepted and the Municipality reserves the right not to consider any tender not fully completed. Bidders are required to initial each page of the tender document and sign where necessary.

For enquiries contact:

Supply Chain Unit : Mr Mothapo M - 013 265 8607

Infrastructure Unit : Mr Senong PA - 013 265 8737

**MOGANEDI MR
ACTING MUNICIPAL MANAGER,
PRIVATE BAG X 434
JANEFURSE 1085**

A. INTRODUCTION

1. Invitation to submit Bids:

Makhuduthamaga Local Municipality invites service providers to submit Tenders for: **Supply, delivery and installation of high mast lights within Makhuduthamaga**, as described in the Terms of Reference (TOR) document.

BID DOCUMENTS CONTAINING THE CONDITIONS OF BIDS AND REQUIREMENTS CAN BE DOWNLOADED ON E-TENDERS PUBLICATION PORTAL AT www.etenders.gov.za at no cost.

Proposals received will be the basis for the contract negotiations and ultimately appointment of the suitable service provider. It is therefore important that service providers familiarise themselves with the municipality's processes and MLM supply chain management policy and to take them into account in preparing their tender.

2. Service Providers must note that the costs of preparing the tender and of negotiating the contract are not reimbursable and Makhuduthamaga Local Municipality is not bound to accept any of the tender submitted.
3. At any time before submission of the bid, Makhuduthamaga Local Municipality may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify these Specifications by amendments. The amendment will be sent in writing by facsimile or electronic mail to all Service providers and will be binding on them. Makhuduthamaga Local Municipality may at its discretion extend the deadline for the submission of bids.
4. Only service providers with a **CIDB** grading of **3EP or higher** will be taken into consideration for this tender.
5. Preference will be given to tenderers who can demonstrate that they will have, in their employ, staff which satisfy EPWP requirements during contract validity
6. Additions to Contract Data

Contractor's default in payment to Labourers and Employees

Any dispute between the Contractor and labourers, regarding delayed payment or default in payment of fair wages, if not resolved immediately may compel the Employer to intervene. The Employer may, upon the Contractor defaulting payment, pay the moneys due to the workers not honoured in time, out of any moneys due or which may become due to the Contractor under the Contract.

Minimum Number of Workers to be employed

The Contractor shall employ a minimum number of 5 unskilled workers per high mast light, failure to which the Employer may take such steps to source these workers and incorporate them into the Contractor's workforce without any financial adjustment of the Contract. Should the Contractor continually and deliberately fail to adhere to this provision without the express written consent of the Employer, the Employer shall have the right to take over the project and terminate the Contract in line with the Conditions of Contract.

Reporting

The Contractor shall submit monthly returns/reports as specified below:

- Signed Muster rolls/pay sheets of temporary workers and permanent staff detailing the number, category, gender, rate of pay and daily attendance.
- Plant utilization returns
- Progress report detailing production output compared to the programme of works

Provision of Hand tools

The Contractor shall provide his labour force with hand tools of adequate quality, sufficient in numbers and make the necessary provisions to maintain the tools in good and safe working conditions.

Service providers must at all times adhere to the “Guidelines for the implementation of labour intensive infrastructure projects under the Expanded Public Works Programme” Third edition which is attached to this tender document.

B. FINANCIAL PROPOSAL

In preparing the financial proposal, service providers are expected to take into account the requirements and the conditions of these Specifications. The financial proposal should list all costs associated with the project and relevant taxes. The proposal must be fixed cost and remain valid for **90 days** after the closing date of the tender submissions. The rate of exchange of this bid is not subject to any foreign currency and the prize must be firm.

C. NEGOTIATIONS

Negotiations to reach agreement on all points and sign a contract with the successful service provider will be held at a time and place to be determined by Makhuduthamaga Local Municipality. Negotiations will include a discussion of the technical proposal, the proposed work plan and any suggestions made by the appointed service provider to improve the Terms of Reference. The agreed work plan, service level agreement and final Terms of Reference will then be incorporated into the “Description of Services” and form part of the contract.

D. BRIEFING, SUBMISSION, RECEIPTING AND OPENING OF TENDER PROPOSAL

The proposal tender document shall be placed in a sealed envelope clearly marked “project name, project number and the closing date”. The envelope shall be deposited in the tender box at Makhuduthamaga Local Municipality Offices in Jane Furse

Note that any tender received after the closing date and time for submission, will not be considered.

The tenders will be opened immediately after the closing time for submission. No bid outside the box will be accepted. At the opening all service providers' bids will be read aloud and the tender amount shall be made public and recorded.

Makhuduthamaga Local Municipality will take ownership of the outcomes and deliverables, thereby reserving the right to reproduce information from, copy and / or distribute such outcomes and deliverables without the prior consent of and / or reference to the service provider.

MAKHUDUTHAMAGA LOCAL MUNICIPALITY

TERMS OF REFERENCE FOR: Supply, delivery and installation of high mast lights in various villages

It is the intention of the Makhuduthamaga Local Municipality to enter into a service agreement with a service provider that will carry out the services described hereunder. The tender will be for the supply, delivery and installations of high mast lights in the municipal area of jurisdiction for the 2022/2023 financial year. These Terms of Reference and the service provider's proposal will form the basis of the contract.

SECTION 1: DETAILS

Province	Limpopo
District	Sekhukhune
Municipality	Makhuduthamaga Local Municipality
Project Name	Supply, delivery and installation of high mast lights

SECTION 2: SUMMARY OF BRIEF

Proposals are requested from service providers who have the necessary stature and extensive experience for the supply, delivery and installation of **3 x high mast lights** in the 2022/2023 financial year in various villages in Makhuduthamaga Municipal area of jurisdiction.

SECTION 3: PROJECT DESCRIPTION

The project is for the supply, supply, delivery and installation of high mast lights, as per the approved IDP of the municipality, in various villages, to ensure the safety and security of the community members in the area of jurisdiction of Makhuduthamaga Municipality

SECTION 4: SCOPE AND SPECIFICATION OF WORK**LIM/473/HIGHMAST-LIGHTS/22/23/011****Technical Specification for high mast lighting installations:****1. Scope**

- This enquiry makes provision for the supply, delivery, erection and commissioning of high mast lights. The work also includes the foundations and electricity connection **(Turn-key form of Contract)**.
- The bidder's registered design engineer will be at liberty to develop detail scope of works and the working drawings once appointed.
- The scope should be similar to the proposed details.

2. System and site particulars

The lighting installations shall be suitable for a 415/240 volt 50 Hz supply of electricity. The transformers supplying the networks vary in size but may be rated up to 500 kVA three phase.

The sites are located in villages at Makhuduthamaga Municipal area of jurisdiction. The masts will be located at agreed locations and normal access will therefore be available for trucks, cranes and temporary stays.

The specific locations of the masts will be disclosed during technical handover, which will be held with the successful tenderer before commencement of the work.

3. System requirements

The complete system shall be designed, manufactured and finished to afford a maintenance free life span and materials shall be chosen to prevent wear, fatigue and corrosion.

4. Foundations

The contractor shall appoint a geo-technical consultant to report on the soil conditions and the foundations shall be designed based on this data. A copy of the consultant's report and the foundation design calculations shall be submitted to the engineer at least four weeks before site work is due to commence. Ready mixed concrete of the design strength shall be obtained locally for the foundations. The Engineer shall inspect foundation steel immediately before concrete pouring. Concrete foundations shall protrude at least 300 mm above ground level and shall be finished smooth.

Each mast shall be supplied with foundation bolts and templates. The bolts shall be hot dip galvanised over their entire length to SANS Specification No. 763/1977. Two galvanised nuts, two washers and one spring washer shall be supplied for each bolt. The number of foundation bolts shall be determined according to the design above. Calculations shall be submitted upon request.

A foundation plan, adequately designed for the conditions as per 5.3 of this specification,

(7)

and based on a soil bearing capacity of 150kPa, giving details of the reinforcing required shall be submitted. Soil pressure and overturning safety factor shall be stated. All reinforcing and foundation bolts shall have a minimum of 100mm concrete cover. The 28 days cube strength of the concrete shall be at least 25 Mpa.

All foundations shall have a circular flat base from which a square plinth shall rise to above the surrounding ground level.

One or two PVC, Class B cable sleeves shall be provided from the centre of the top of the foundation plinth, through the concrete to a point 500 mm below ground level on the side of the plinth.

After casting of the foundation, the slab shall be covered by earth, properly compacted. The area around the plinth shall be brought to the original level and shall be left neat and tidy.

5. Masts

5.1 Construction

The masts shall be constructed from conical sections which, when assembled, will form a tapered column of ***circular cross section***. There shall be no fillet welds of the overlaps. The sections shall be joined by friction fit only.

The masts shall be of lightweight construction and a base plate shall be welded to the bottom end of the lowest section suitable drilled for foundation bolts.

All welding to be subject to SANS Spec 044 Part 3 Grade B and shall be carried out by SANS coded welders only. Proof that all welders have been tested by the SANS must be submitted on request. Inspection and acceptance certificates shall be furnished on request.

The steel used in the manufacture of the mast shall have ***an ultimate tensile strength of between 450 and 620 Mpa*** and identical to SANS 1431 grade 300WA steel.

Proof must be supplied that the manufacturer is ISO 9001 accredited.

5.2 Dimensions

The masts offered shall give an overall flood light mounting height of **30 m**.

The cross-section and wall thickness of the mast must be determined on the basis of the working loads.

5.3 Working loads

The masts shall be designed in accordance with the SANS 02254 Code of Practice for the design and construction of lighting masts. The following site factors shall be considered:

Design wind speed	=	40m/s
Class of structure	=	B
Category of terrain	=	2
Altitude of site	=	1200 m

The mast shall carry at its top 6 x 470W LED Flood lights, according to the specification in annexure A attached hereto, evenly spread around its circumference.

Data on wind induced oscillations and the dynamic behaviour of the mast shall be

submitted.

5.4 Raising and Lowering Device

Each mast shall be equipped with a **three-point hoisting mechanism**, consisting of three 6mm diameter stainless steel wire ropes, running over three pairs of aluminium pulleys on the head frame of the mast. The pulleys running on shafts manufactured from Stainless steel and bearings/housings are manufactured from Vesconite. All split points, bolts, nuts and washers shall be of stainless steel. Pulley shafts shall be positively prevented from rotating in their housings. **2 (two) – Rope systems shall not be considered.**

The luminaire carriage shall be drawn against three inverted cones to ensure level positioning of the fittings in the operating position. The hoisting ropes, which will remain under tension at all times, shall terminate inside the mast on a clevis plate, to which the rope of the hoisting unit can be connected or to which, when in the raised position, the locking device can be attached. The locking device shall be secured to a structurally sound member of the mast base. The other ends of the hoisting ropes shall be firmly secured to the luminaire carriage. Rope ends shall **not** be secured by Crosby clamps and only "Talurit" type ferrules of compatible material shall be used. In addition, a safety chain shall be provided between the clevis plate and a structurally sound member of the mast base.

All fasteners connected with the raising and lowering device shall be secured by Nylok type nuts or stainless steel split pins.

5.5 Hoisting Unit

This shall be a single drum worm gear winch with a 50:1 ratio and suitable for manual or power operation. The winch shall run in a fully enclosed oil bath.

It shall be possible for the winch to be removed, if so desired, thus not requiring a winch in each mast.

5.6 Access Opening

An access door adequately protected against the weather shall be provided in the mast, with the bottom lintel 600mm above the base plate. The door shall be adequately protected against vandalism and secured by three screws requiring a special opening tool.

A door-frame shall reinforce the opening in the mast.

The mounting strips welded opposite the door opening shall be drilled for the mounting of a control board. Earth terminals, as well as a support bar for the incoming supply cables, shall be provided below the door opening.

5.7 Corrosion Protection

All parts of the mast and raising and lowering device, not specified as manufactured from stainless steel, shall be hot dip galvanized to SANS Specification No. 763/1977 and inspection certificates provided if required. No welding, drilling, punching, bending or removal of burrs shall be carried out

after the galvanising process has been completed.

5.8 Electrical Connection to the Luminaires

A flexible, heavy-duty 5-core trailing cable of the correct size, which runs over a separate set of Aluminium sheaves at the head frame, shall be provided. Sheaves shall be of Aluminium, running on Vesconite shafts. The shafts shall be positively secured from rotating in their housings. The Aluminium sheaves shall be adequately sized to prevent deformation of the cable.

The trailing cable shall be firmly connected to the luminaire carriage at its one end and to the clevis plate at the other end. Suitable connectors of the CEE type of connectors meeting IP55 within DIN 40-050 shall be provided.

A fully enclosed distribution board shall be provided for each mast, containing:

- 1 – 3 pole isolator (main switch)
- 3 – single pole MB's (lights)
- 1 – single phase switched socket outlet for the use of a power tool
- 1 – two pole earth leakage unit protecting the single phase outlet
- 1 – 5 pin CEE socket
- 1 – adequately rated Telemecanique (or similar) contactor
- 1 – single pole MCB acting as by-pass switch
- 1 – single pole MCB protecting the contactor
- 1 – photo cell
- 1 – 15 Amp 3 phase C/B connected to a 25 Amp female welding socket outlet.

All circuit breakers and isolators shall have a rupturing capacity of 5 kA and shall bear the mark of the SANS and shall be accessible through cut-outs in the cover without having to remove the cover.

All equipment shall be clearly marked with engraved labels. No stick-on embossed tape shall be used.

The distribution board shall be fully wired and ready for connection to the incoming supply cables.

5.9 Earthing

The earthing of the mast will be done according to the relevant SANS specifications and will be done in such a way that no copper conductors will be visible, once the job is completed.

6. Luminaires

Luminaires shall be designed and mounted to give a uniform circular light distribution on the ground. Luminaires shall be manufactured from materials which will not degrade from ultra-violet light or corrosion. Reflectors shall be guaranteed not to lose reflectivity over the life span of the luminaire. All control gear shall be mounted in a compartment attached to the luminaire. The control gear and the compartment shall be adequately rated to operate in the high ambient temperatures in Makhuduthamaga area, without undue ageing. Plastic trays, brackets and retaining clips will not be accepted.

The luminaire size shall be chosen to meet the specifications stated in clause 3 of

this document and be amongst others comply with the specifications in Annexure A.

The luminaire shall bear the SANS 1279 mark and the SANS 1464 safety mark.

The luminaire shall have a degree of protection that complies with SANS 1222:

Lamp compartment: IP65

Control gear compartment: IP65

The IP rating shall be certified by a SANS test report.

7. Standards

All equipment or parts manufactured to an SANS or other standard shall be so described in the literature accompanying the tender document. Materials shall likewise be listed.

8. Descriptive literature

Tenderers shall attach literature, drawings and schematics to tender documents to enable the engineer to judge the merits of the offer. Completeness of information will assist in awarding the tender.

9. Conditions of contract

All casual labour employed shall be arranged with the relevant local structures. Information regarding this aspect can be obtained from the relevant bodies at the site inspection.

10. Retention

Over and above the normal retention of 10%, of which 50% is released after successful completion of the project and the other 50% is released 12 months after the successful completion of the project.

11. Insurance

Insurance of the works will be provided by the contractor, and will be deducted from This will not cover public liability and theft of equipment whilst the project is still running.

12. Evaluation of Tenders

Tenders will be evaluated according to Council's Procurement Policy, where points will be scored on the 80/20 Point System, which document is available upon written request. All Tenderers must submit a BBEE rating schedule issued by a person/company who is registered to do so as well as a National Treasury Central Supplier Database registration certificate.

Functionality evaluation will be done according to the criteria stipulated in Section 11 of this document.

13. Engineering Certificate

It is a condition of this tender that a certification of completion (CoC) be issued for each and every high mast light installed.

14. ACCEPTANCE OF BID

The lowest or any bid will not necessarily be accepted and the council retains the right to accept one or more bid per item. Council further retains the right to accept a bid as a whole or partially.

SECTION 5: PROJECT OUTCOMES/ OUTPUTS/ DELIVERABLES

After the successful completion of the project high mast lights will have been erected by the successful service provider which will improve the safety and security of community members. The quantities will be as per Section 2: Summary of brief, as contained in this document

SECTION 6: PROJECT PLAN/IMPLEMENTATION SCHEDULE

The prospective service provider should submit, with his/her tender a detailed project plan with milestones and timeframes.

SECTION 7: PROJECT COSTS / PRICING SCHEDULE AND PAYMENT MILESTONE

Service providers are expected to provide an estimate of disbursements in their proposal and indicate payment at specific milestones successfully completed. The project cost must be inclusive of all chargeable costs to the municipality. The municipality will not pay any amount outside the projected/quoted amount.

The successful service provider will be remunerated in accordance with the Service Level Agreement that will be entered into with the successful service provider.

The service providers might be required to make application and payment to Eskom for connection to the existing network, and such estimates must be included on their proposal

The attached pricing schedule (MBD 3.1) must be completed.

SECTION 8: SKILLS REQUIRED / EXPERTISE REQUIREMENTS

Specify the Experience of key staff and their qualifications

CV of the project team must be included in the proposal. Project team must be available for the whole implementation of the project. Declaration letters of availability of the team members must be attached, and in case of resignation of a member, the service provider must inform the municipality in writing. The resigned member must be replaced by team member of the same statue e.g. Qualification and experience in consultation with the municipality.

Preference shall be given to those tenderers who can demonstrate that they will have in their employ, management and supervisory staff satisfying the requirements of the scope of work for labor-intensive competencies for supervisory and management staff

SECTION 9: DELIVERY TIMEFRAME

It is anticipated that the project be completed with 5 Months

SECTION 10: REPORTING

The appointed service provider will be required to report to the following Officials:
Segale MA and/or **Senong PA** for the duration of the project

SECTION 11:- EVALUATION CRITERIA

Functionality Assessment

FUNCTIONAL AREAS	SCORES
Compliance with technical specifications	30
Tenderers project specific experience	30
Equipment	20
Key staff qualification and experience	20
TOTAL	100

NB! The minimum cut off points for functionality is 60 points out of 100 points and any bidder scoring less than 60 points will not be considered for further evaluation.

Functionality will be treated as a requirement.

Price Assessment

Proposals will be evaluated on the basis of the PPPFA 80/20 point system.
The 80/20 point system will be as follows:

	SCORES
Price Assessment	80
TOTAL	80

PREFERENTIAL / BBBEE POINTS	20
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Functionality evaluation will be calculated based on the following information:

Evaluation Schedule 1: Compliance with technical specification

Points will be scored on compliance with the relevant sections of the specifications indicated. The tender will be regarded as non-compliant if information is not submitted

Section	Max points allowed	Points scored
4. Foundations: Design submitted and comply with specification	7	
7. Masts: Design submitted and comply with the following specifications, 5.1 Construction, 5.2 Dimensions, 5.3 Working loads, 5.4 Raising and lowering devices, 5.5 Hoisting unit, 5.7 Corrosion protection, 5.8 Electrical connection to luminaires, 5.9 Earthing.	16	
8. Descriptive literature	7	
Total	30	30

Note: The technical specification must be approved by the ECSA registered Design engineer as mentioned on the list of requirements mentioned below.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer

Evaluation Schedule 2: Tenderers Project Specific Experience

The experience of the tenderer as opposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work will be evaluated.

Tenderers very briefly describe his or her experience in this regard and attach this to this schedule. The amount of high mast lights installed per project is crucial in the municipality's evaluation of the offer

The description should be put in tabular form with the following headings:

Employer, contact person and telephone number, where available	Description of work (service)	Amount of high mast lights installed	Date completed

The scoring of the tenderers experience will be as follows:

Poor (score 5)	Tenderer has limited experience (Less than 3 high mast installed)
Satisfactory (score 10)	Tenderer has relevant experience. (More than 5 but less than 10 high mast lights installed)
Good (score 20)	Tenderer has extensive experience in relation to the project and has worked previously under similar conditions and circumstances. (More than 10 but less than 30 high mast lights installed)
Very good (score 30)	Tenderer has outstanding experience in projects of a similar nature. (More than 30 high mast lights installed)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer

Evaluation Schedule 3: Tenderers equipment

Equipment	Points allowed	Points scored
LDVs x (1 in number)	2	
Compressor and jack hammers x (1 in number)	3	
Flatbed truck (at least 20 ton), for structure Delivery x(1 in number)	5	
Hydraulic crane (at least 20 ton meter) for installation of masts(1 in number)	10	
Total	20	

Note: Tenderer to submit proof of ownership with certification not older than three months. In the case of hiring, a letter of intent from an acceptable plant/machinery hire must be submitted confirming the intent to make the plant available

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Tenderer

Evaluation Schedule 4: Qualifications and experience of Key Staff

The technical qualifications and experience of the bidder's key staff members / experts in high mast light projects in relation to the scope of work will be evaluated.

Attach a CV of each of the key staff members to this schedule:

Experience of the key staff (assigned personnel) in relation to the scope of work will be evaluated from two different points of view:

- 1) General experience (total duration of professional activity), level of education and training and positions held of each key staff member / expert member.
- 2) The education, training and experience of the key staff members / experts, in the specific sector, field, subject, etc which is directly linked to the scope of work.

A CV of each key staff member of not more than 2 pages should be attached to this schedule. The CV should be structured under the following headings:

- 1 Personal particulars
 - name
 - date and place of birth
 - place (s) of tertiary education and dates associated therewith
 - professional awards
- 2 Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)
- 3 Name of current employer and position in enterprise
- 4 Overview of post graduate / diploma experience (year, organization and position)
- 5 Outline of recent assignments / experience that has a bearing on the scope of work

The scoring of the qualifications and experience of key staff will be as follows:

	Qualifications (Greater weighting will be given to the team leader)	Project specific experience (Greater weighting will be given to the team leader)	Points scored (For office use only)
Poor (score 5)	Diploma in Civil and or mechanical engineering	Key staff has limited experience of issues pertinent to the project. More than 5 years' experience	
Satisfactory (score 10)	Higher Diploma or B Eng degree in structural and or mechanical engineering	Key staff has reasonable experience of issues pertinent to the project. Less than 5 years but more than 2 years' experience	
Good (score 20)	Higher Diploma or B Eng degree in structural and or mechanical engineering	Key staff has extensive experience of issues pertinent to the project. Less than 10 years' experience but more than 5 years	

N.B: Tenderers to submit certified copies of Academic qualification certificates for functionality points scoring, otherwise no points will be allocated.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed	Date
Name	Position
Tenderer	

THE FOLLOWING REQUIREMENTS WILL APPLY FOR EVALUATION

- Price(s) quoted must be valid for at least ninety (90) days from the date of your offer.
- Price(s) quoted must be firm and inclusive of VAT (if VAT registered) and detailed price schedule must be attached.
- CIDB Grading of 3EP or higher
- Occupational Health and Safety letter issued by the Department of Labour
- Republic of South Africa in respect to the Electrical Installation Regulation
- Registration 6(4)
- Professional Indemnity Insurance for the Design Engineer's Company.
- Installation Electrician Certificate/ Three phase Wireman's License or Master Electrician License
- Proof of registration with Engineering Council of South Africa (ECSA) for Design Engineer
- Company registration certificate e.g. CK1, CK2 etc
- The bidder must be tax compliant. A verification SARS pin must be attached (For both Parties in case of a Joint Venture)
- Tender proposal will be evaluated on PPPFA 80/20 points system.
- Contactable Reference list of previous and current projects must be attached. Contactable reference list must comprise of the following information: - **project name, company tendered for, tendered amount, year of the project, contactable telephone numbers and completion date.**
- Form must be signed in black ink (no pencil is allowed or other colour)
- All MBD Forms must be completed and signed
- In case of a Joint Venture, Association or Consortium a formal contract agreement must be signed by both parties and be attached
- Any alterations on the proposals or the tender document must be initialled.
- Valid Proof of Residential e.g. lease agreement, municipal rates & taxes account etc.
- Valid BBBEE certificate from agencies accredited by SANAS should be submitted or a registered auditor approved by the IRBA or a sworn affidavit confirming annual turnover. (For both Parties in case of a Joint Venture)

- Bidder must be registered with CSD and the summary report to be attached as well as the unique reference number and supplier number.
- All certified copies must be valid as at the date of closing.

LIM/473/HIGHMAST-LIGHTS/22/23/030

Price and delivery schedule

ITEM	PRICE (VAT EXCL) (Supply, delivery and installation included of 3x High mast light)
1. Preliminary & General	R
2. Price for 3 x high mast light	R
3. Amount for Eskom connections(to be approved by the client)	R 300 000.00
4. One (1) Lowering/raising device	R
Add contingency @ 0%	R
Add vat @ 15%	R
Total tender amount	R

- The service providers are at liberty to develop a detail Bill of Quantity to as their financial proposal
- The above tender prices must be carried forward to FORM OF OFFER AND ACCEPTANCE in words which amount will govern). Corrections will only be made in terms of CIDB Practice Note #2, Version 3, dated August 2008.

NB. Tenderers must familiarise themselves with the soil conditions of the sites of installation in order to submit a firm price for foundation installations

Tenderers to take note of the following:

- This appointment will only be for the financial year 2022/2023.
- The number of high mast lights to be supply, installed and commissioned is 3 (1 x Setlaboswana, 1x Mamome (Kgoshi Mampuru) and 1 x Ga Marishane)

FORM OF OFFER AND ACCEPTANCE**THE CONTRACTOR'S OFFER**

The Contractor is:

Address:

.....

.....

Telephone No.: Fax:

The Contractor offers to provide the work in accordance with the specifications for an amount as specified below. (It will be expected of the contractor to enter into a service level agreement with the municipality)

THE OFFERED TOTAL OF THE PRICE INCLUSIVE OF VALUE ADDED TAX IS (CONTRACT PRICE)

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.....

.....

Rand (in words);(in figures)

Signed on behalf of the Contractor:

NAME: _____ SIGNATURE: _____

POSITION_____
DATE**THE EMPLOYER'S ACCEPTANCE**

The Employer accepts the Contractor's offer to provide the works

Signed on behalf of the Employer:

Name: _____

Signature: _____

Position: _____

Date: _____

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder

YES / NO

presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1.1 If yes, did you attached proof of such authority to the bid **YES / NO**
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....

.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
 of the company have any interest in any other related companies
 whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED, (NAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE
 IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN
 TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT
 SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature Date

.....
 Position Name of bidder

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

- 1 Are you by law required to prepare annual financial statements for auditing? **Yes/ No**
 - 1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....

.....
- 2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? **Yes/No**
 - 2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.
 - 2.2 If yes, provide particulars.

.....

.....
- 3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? **Yes/No**
 - 3.1 If yes, furnish particulars

.....

.....
4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic? **Yes/ No**
 - 4.1 If yes, furnish particulars

.....

I, THE UNDERSIGNED (NAME)

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.**

.....

Date

.....

Name of Bidder

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) Makhuduthamaga Municipality in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number 01/2011 at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Valid registration on the Central Data Base of National Treasury
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract; if applicable
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorized to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

DATE:

WITNESSES

1

2

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I.....in my capacity as
accept your bid under reference number dated.....for
the rendering of services indicated hereunder and/or further specified in the
annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms
and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?		
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?		
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
 Signature

.....
 Date

.....

.....



GUIDELINES FOR THE IMPLEMENTATION OF LABOUR-INTENSIVE INFRASTRUCTURE PROJECTS UNDER THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

THIRD EDITION 2015





public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

GUIDELINES FOR THE IMPLEMENTATION OF LABOUR-INTENSIVE INFRASTRUCTURE PROJECTS UNDER THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

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EXPANDED PUBLIC WORKS PROGRAMME

Acknowledgement

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FOREWORD

The Expanded Public Works Programme (EPWP) is one of government's medium-to-long term programmes aimed at alleviating poverty and reducing unemployment. The EPWP will achieve this aim through the provision of work opportunities coupled with project based training. It is a national programme covering all spheres of government and state-owned enterprises (SOE's). The programme spans four Sectors comprising Infrastructure, Social, Non-State and Environment and Culture.

Government's medium-to-long term programmes to address unemployment include increasing economic growth, improving skills levels through education and training, and improving the enabling environment for industry to flourish. The EPWP will continue to exist until these medium-to-long term programmes are successful in reducing unemployment.

The programme involves the use of line function budgets so that government expenditure results in more work opportunities, particularly for unskilled labour. EPWP projects will therefore, be funded through the normal budgetary process, through the budgets of line-function departments, provinces and municipalities. The National Department of Public Works (NDPW) has the mandate for overall coordination of the programme.

Opportunities for implementing the EPWP have been identified in the Infrastructure; Environment and Culture; Social and Non State Sectors. In the Infrastructure sector the emphasis is on optimising the creation of work opportunities through the use of labour-intensive construction and maintenance methods. Labour-intensive construction methods involve the use of an appropriate mix of labour and machines, with a preference for labour where technically feasible and economically viable, without compromising the quality of the product.

All public bodies involved in infrastructure provision are expected to contribute to the programme. As part of this initiative, the national government has through the Division of Revenue Act (DORA) placed additional conditionalities on infrastructure grants. The grants call for increased focus in the cost efficient use of labour absorptive methodologies in the provision of infrastructure. These additional conditionalities require provinces and municipalities to use the "Guidelines for the implementation of labour-intensive infrastructure projects under the EPWP" for identification, design, construction and maintenance of assets. This document contains those guidelines.

International and local experience has shown that, with well-trained supervisory staff and an appropriate employment framework, labour-intensive methods can be used successfully for infrastructure projects such as those involving roads, sidewalks, stormwater drains, trenches, buildings, water and sanitation. On the basis of this experience, and in the context of high levels of unemployment, the national government has directed that these infrastructure projects must contribute to employment creation.

These guidelines aim to provide Government and its partners implementing Infrastructure Sector programmes/projects with the necessary tools to successfully implement these projects using Labour-Intensive Construction and Maintenance methods. These guidelines have been designed with the aim of minimising the additional work required from provincial and municipal officials. The National Department of Public Works is partnering with public and private institutions to develop the capacity of the construction industry to design and manage labour-intensive infrastructure projects successfully.

PREFACE

The guidelines contain sections which should be adapted into the relevant parts of the contract documentation for consulting engineers and contractors, based on the specific need. These sections introduce a requirement that certain construction and maintenance activities must be carried out by hand. Furthermore, client public bodies must ensure that both consultants and contractors comply with EPWP reporting frameworks. These requirements were formulated on the basis of a review of international and local experience of labour-intensive construction and maintenance, in order to identify the activities for which it is technically feasible and economically viable to use labour-intensive methods. The guidelines therefore conform to the Public Finance Management Act requirement for assessing the cost-effectiveness of capital projects. The normal tender evaluation processes should be followed when using guidelines, and it is not necessary to apply any special additional preferences for employment creation.

The guidelines include the contents of the Code of Good Practice for the Expanded Public Works Programme, which has been gazetted by the Department of Labour, and which provides for special conditions of employment for these EPWP projects.

In terms of the Code of Good Practice for the Expanded Public Works Programme, training is regarded as an important component of the EPWP. Each project should have a clear training programme for its workers to improve their work performance. Training will focus on needs and will be implemented based on a programme by programme basis.

In order to develop the capacity of the construction industry to manage labour-intensive projects, these guidelines also include an eligibility requirement for the appointment of contractors and consulting engineers, i.e. that all key staff involved in the project must undergo special NQF-accredited training programmes in labour-intensive construction at all levels.

As an additional means of addressing the capacity in the labour-intensive construction sector, NDPW together with the CETA has established a labour-intensive contractor learnership programme called the Vuk'uphile Contractor Learnership Programme. The aim of this learnership programme is to develop emerging contractors to execute work in accordance with these guidelines. As part of this learnership programme, learner contractors need to execute projects to gain practical experience under the guidance of a mentor. Partnering provinces and municipalities should allocate projects identified and designed using these guidelines to the learner contractors on a negotiated price basis in accordance with Treasury Learnerships waiver letter (obtainable from www.epwp.gov.za) from open competitive tendering of learnership projects.

Whereas during Phase 1 of the EPWP the main parameter for measuring the employment created was work opportunities, in Phase 2 another parameter, Full Time Equivalent (FTE) employment was added. FTE refers to employment that is equivalent to employing one person for one year of 230 effective working days. Employment targets were also set for government bodies based on allocated grants. Another feature that was introduced in Phase 2 of the EPWP is the Incentive Grant. This is intended to incentivise public bodies to perform beyond their EPWP targets. In EPWP Phase 3 the reporting on labour intensity (expenditure on wages expressed as a percentage of total expenditure) and quantity and impact of assets created has been introduced and is measured in accordance with the EPWP Monitoring and Evaluation (M & E) Framework.

The latest electronic version of these guidelines and electronic copies of the following documents can be downloaded from www.epwp.gov.za:

- ☐ Code of Good Practice for Employment and Conditions of Work for the Expanded Public Works Programme.
- ☐ Ministerial Determination for the Expanded Public Works Programmes issued by the Minister of Labour.
- ☐ EPWP conditions as gazetted in the Division of Revenue Act (DORA).

Amendments to the Second Edition incorporated in this Third Edition

Amendments to the text of the second edition have been made to:

- i. align the text to developments and changes to EPWP policy and institutional arrangements;
- ii. align the text with the requirements of the Construction Industry Development Regulations;
- iii. delete text that has now become redundant; and
- iv. update applicable labour conditions to EPWP workers as per the latest Ministerial Determination for EPWP.

ABBREVIATIONS

CETA:	Construction Education and Training Authority
CIDB:	Construction Industry Development Board
DOL:	Department of Labour
ECSA:	Engineering Council of South Africa
EPWP:	Expanded Public Works Programme
FIDIC:	French acronym for the International Federation of Consulting Engineers
FTE:	Full Time Equivalent
GCC:	General Conditions of Contract
JBCC:	Joint Building Contracts Committee
LI:	Labour Intensity
M & E:	Monitoring and Evaluation
MIS:	Management Information System
NDPW:	National Department of Public Works
NEC:	New Engineering Contract
NQF:	National Qualifications Framework
QCTO:	Quality Council for Trades and Occupations
SANS:	South African National Standard
WO:	Work Opportunities

TERMINOLOGY

Actual Expenditure: the expenditure on activities implemented labour-intensively on the project by the contractor added to the expenditure by the professional service provider appointed to design and supervise the project. The actual expenditure excludes expenditure on government management and administration.

Actual Labour Intensity: Actual labour intensity = actual expenditure on wages expressed as a percentage of the total actual expenditure on activities implemented labour-intensively

Actual Output: achieved physical quantities (e.g. km or road, pipeline) corresponding to the actual expenditure.

By hand: refers to the use of tools which are manually operated and powered.

Convergence: is the fostering of synergies within and amongst sectors and programmes of the Expanded Public Works Programme (EPWP) to ensure that resources are efficiently and effectively utilised to optimise benefits for sectors, programmes, and participants.

Daywork: is work done that is paid on a daily basis in situations where it is impossible to estimate the quantity of the required input in advance. It is usually applied in situations where the quantitative measurement or setting of task including pricing is not possible.

Demographic Characteristics of Workers

The number of workers that fall within the following categories must be recorded:

	Demographic	EPWP Target
	Youth (i.e. 16 – 35 years of age)	55%
	Women	55%
	People with Disabilities	2%

EPWP Integrated Grant: refers to funds payable to public bodies through a conditional grant to incentivise employment creation under the EPWP.

EPWP Project: refers to a project that incorporates the following elements to the extent possible: employment creation, labour-intensive methods, local resource optimisation (only use equipment for activities that cannot be effectively done by the use of labour), quality is not compromised, skills development and transfer, community ownership, optimisation of quality cost and time, decent working conditions (fair wages, appropriate provision for safety and health and freedom of association) and lays the foundation for sustainability.

EPWP Target: refers to a target set by the National Department of Public Works specifying the number of work opportunities and FTEs that a public body should endeavour to create

Expanded Public Works Programme (EPWP): refers to a programme to provide public or community assets or services through labour-intensive approach(ies) initiated by government and funded from public resources.

Form of contract: refers to a document (conditions of contract) published by industry which establishes the rights, liabilities and obligations of the contracting parties and the procedures for the administration of the contract.

Full Time Equivalent (FTE) Employment Created: refers to one person-year of employment. One person year is equivalent to 230 person days of work. The 230 days are effective days of work after subtracting provision for non-productive days in a year (e.g. leave, holidays, etc.).

1 FTE = person days divided by 230.

Gravel: is defined (according to soil classification) as a mixture of stones (2-60mm), sand, and clay which is composed of unconsolidated rock fragments.

Green Jobs: are understood as “green” when they help reduce negative environmental impact, ultimately leading to environmentally, economically and socially sustainable enterprises and economies. Green jobs are also decent (ILO, 2015) jobs that provide adequate incomes, social protection and ensure the respect for the rights of workers. Green jobs can cover a variety of employment ranging from jobs that improve energy and raw materials efficiency, limit greenhouse gas emissions, minimize waste and pollution, protect and restore ecosystems, and support adaptation to the effects of climate change.

Group task: is a work method whereby tasks are organised on the basis of many people completing one task (to produce a defined output in a day).

Identity Documents: refers to South African identity registration document.

Labour-Intensity: refers to the expenditure on wages expressed as a percentage of the total expenditure on activities implemented labour-intensively.

Labour-intensive: refers to methods of construction and maintenance involving a mix of labour and machines without compromising on quality, where labour is the primary resource supported by plant and equipment for activities that cannot be feasibly done by labour only.

Large Project: is an infrastructure project with a value of more than R 30 million (including VAT) that involves the use of labour-intensive methods on a significant scope of the works to maximise the creation of work opportunities.

Learnership: is a structured learning programme which involves theory, practical and workplace learning and leads to a registered qualification on the National Qualifications Framework (NQF).

Ministerial Determination: refers to a determination issued by the Minister of Labour in terms of the Basic Conditions of Employment Act of 1997. It applies to Expanded Public Works Programmes. The Ministerial Determination must be read in conjunction with the Code of Good Practice for the Expanded Public Works Programme.

Person-days of Employment Created: refers to the number of people who worked on a project multiplied by the number of days each person worked.

Planned Labour Intensity: is the planned wages budget expressed as a percentage of the total planned budget for activities to be implemented labour-intensively.

Planned Output: refers to planned physical quantities (e.g. km or road, pipeline) corresponding to the planned budget.

Public body: refers to a department, state owned entity, constitutional institution, municipality, public entity or municipal entity.

Project Budget: refers to the planned budget on activities to be implemented labour-intensively + the professional fees for the professional service provider appointed to design and supervise the project. The project budget excludes government management & administration costs.

Project Wage Rate: is the daily wage (whether task-rated or time-rated) per individual. This wage rate must be inserted in the Project tender document as per the EPWP Guidelines.

Task: refers to the amount of work to be performed to a defined quantity and quality.

Task rate: refers to the amount of work to be performed by a worker to a defined quantity and quality and be completed in a working day.

Training Person-Days: is the number of people who attended training x the number of days of training per person.

Training should be reported as follows;

1. Number of people trained
2. Number of people that received accredited training
3. Number of people that received non-accredited training
4. Profile of the participants (Women, Disabled, Youth)
5. Percentage of participants who worked on the project after receiving training.

Scope of work: refers to a specification and description of the services or construction/maintenance works which are to be provided and any other requirements and constraints relating to the manner in which the contract is to be performed.

Semi-skilled work: refers to work requiring a person to have some degree of training or familiarisation with the task to be performed before being able to operate at optimal efficiency.

Sustainable Livelihoods: a livelihood comprises the capabilities, assets (including both material and social resources) and activities required for a means of living. A livelihood is sustainable when it can cope with and recover from the stresses and shocks and maintain or enhance its capabilities and assets both now and in the future without undermining the natural resource base. It is not just about the means to survive, but the capability to thrive.

Unskilled work: refers to work that does not require a person to have received prior training related to the task to be performed and being able to operate to a satisfactory standard.

Wage Rate: refers to the set wage (whether task-rated or time-rated) to be paid to a worker who completes assigned work for the day.

Work Opportunity: refers to paid work created for an individual on an EPWP project for any period of time, within the employment conditions of the Code of Good Practice for the Expanded Public Works Programme. Learnerships will also constitute work opportunities. The same individual can be employed at different times on different projects (not concurrently) and each period of employment will be counted as a work opportunity.

1 INTRODUCTION

The objectives of implementing labour-intensive infrastructure projects under the EPWP include:

- ☐ providing employment opportunities and distribution of income through injecting some project funds into the local economy in the form of wages to local poor and unemployed people;
- ☐ providing training or skills development to locally employed workers;
- ☐ building cost-effective and quality assets.
- ☐ development of labour-intensive capacity in the construction industry.

This document is a guiding framework for the implementation of labour-intensive projects under the Expanded Public Works Programme. It provides the means by which labour-intensive works can be implemented under the most commonly encountered delivery model, namely design by employer (i.e. the model in which the contractor undertakes construction and maintenance on the basis of full designs issued by the employer.) It also assumes that the public body will appoint a consultant to design the works and to administer the contract. Local customisation of some elements of these guidelines will be necessary to accommodate other delivery models. Where no consultants are appointed, the staff of the public body needs to perform the activities assigned to consultants in this document.

The document in addition provides guidance on the:

- ☐ identification of suitable projects;
- ☐ appropriate design for labour-intensive construction/maintenance;
- ☐ specification of labour-intensive works; and
- ☐ compilation of contract documentation for labour-intensive projects.

Specific direction is given regarding contract clauses which must be included to amend or augment standard documentation, in order to implement labour-intensive projects.

These guidelines must be applied to all projects that are implemented under the EPWP. Appendix A provides sources of additional information.

The employment of locally recruited temporary workers on all EPWP labour-intensive infrastructure projects must be in accordance with the current Code of Good Practice for Employment and Conditions of Work for the Expanded Public Works Programme; issued in terms of the Basic Conditions of Employment Act, 1997 (Act No 75 of 1997) and promulgated in the Government Gazette. Extracts of this Code have been included in this Guidelines document. However, reference should be made to the full text of the latest versions of the Code of Good Practice and the related Ministerial Determination.

2 EPWP UNIVERSAL PRINCIPLES

Effective from 1 April 2014 the EPWP adopted four universal principles to guide the implementation of the programme. This is not an exhaustive list, but lays fundamental requirements that every EPWP project is expected to comply with. The M&E framework provides details on mechanisms to respond to non-compliance.

2.1 Workers Are Recruited Through a Fair and Transparent Process

The selection of each worker must be done based on a clear set of criteria and should follow a fair and transparent process to minimize patronage and abuse. The criteria for selection of participants in EPWP Phase 3 are that they:

1. Are willing and able to take up the offered work,
2. Can be categorised as poor,
3. Are unemployed or underemployed, and
4. Live close to the project area (i.e. local).

2.2 Adherence to the Minimum Wage

This principle calls for adherence to the EPWP Minimum wage and employment conditions under the EPWP Ministerial Determination. The EPWP Ministerial Determination, as revised from time to time, sets out a minimum wage and minimum conditions of employment for the EPWP and implementers must comply with its requirements. All EPWP Coordinating structures will collaborate with the DOL in monitoring compliance by implementers.

2.3 Work provides or enhances public goods or community services

The work output of each EPWP project should contribute to enhancing public goods or community services. A record of outputs forms part of reporting for all EPWP Phase 3 projects and programmes. All projects and programmes must measure and report the productivity and outputs of all work to achieve meaningful impact and ensure the state receives value for money. The M&E framework provides details of sector specific output indicators to be reported.

2.4 Compliance with minimum labour-intensity appropriate to Sector

A minimum labour-intensity benchmark appropriate to each sector has been set. Furthermore, programmes within each EPWP Sector have their own minimum labour intensity threshold. It cannot be over-emphasised that the minimum labour intensity is not the default target that should be achieved, but the lowest threshold, above which the target must be set. There is no maximum labour intensity defined as this will be dictated by the type and nature of the project. However, in any case labour intensity cannot exceed 100%.

Projects that do not comply with this standard will be supported to increase their labour intensity. However, if they still fail to achieve their minimum labour intensity they shall be excluded from the final report. Appendix D provides details of minimum labour intensity thresholds for each sector and their programmes.

3 EPWP CROSS CUTTING ISSUES

3.1 Convergence

More emphasis will be placed on convergence between sectors in the implementation of EPWP Phase 3.

The rationale for Convergence is that;

- ☐ It will build synergies within EPWP.
- ☐ It will reduce duplication and overlap of programmes.
- ☐ Convergence will reduce potential for duplicate reporting of the same work opportunities.
- ☐ Maximum benefits will be achieved in the implementation of projects through alignment of sectors and programmes within sectors.

Areas of Convergence in EPWP include the following;

- ☐ Recruitment and selection – in accordance with the standard EPWP recruitment procedures;
- ☐ Payment of stipends and wages - all sectors to pay at least the EPWP minimum wage;
- ☐ Convergence between and amongst sectors – e.g. joint planning and pooling of resources;
- ☐ Convergence between and amongst programmes within the same sector e.g. uniform norms and standards; and
- ☐ Business process convergence – e.g. planning, financing, reporting, branding.

3.2 Sustainable Livelihoods

In EPWP, Sustainable Livelihoods are supported both during participation in the programme and post participation. EPWP participants receive income to sustain themselves and their dependants. Furthermore, skills acquired from the programme can be used for future employability and/or entrepreneurship initiatives.

Infrastructure is one of the core elements of sustainable livelihoods, both during the construction and maintenance phases of the assets. It consists of changes to the physical environment that help people to meet their basic needs and to be more productive. EPWP promotion of the following components of infrastructure are essential for sustainable livelihoods:

Secure shelter and buildings;

Adequate water supply and sanitation;

Clean, affordable energy;

Access to information (communications); and

Affordable transport.

3.3 Green Jobs

Green Jobs can be created through a deliberate choice of materials, processes and work methods that rely mainly on renewable sources.

The following are examples of infrastructure related elements that can create Green Jobs.

Green Buildings

- ☐ Retro fitting using Green materials
- ☐ Thermal Insulation to reduce energy demand
- ☐ Solar energy system
- ☐ Rain water harvesting and storage
- ☐ Water saving devices

Roads Infrastructure (Construction & Maintenance)

- ☐ Drainage structures and protection works using natural and locally-based resources
- ☐ Appropriate choice of technology and construction materials
- ☐ Non-motorised transport infrastructure e.g. Sidewalks and cycle lanes

Water

- ☐ Stormwater management infrastructure
- ☐ Irrigation infrastructure
- ☐ Water harvesting infrastructure

Energy

- ☐ Renewable energy e.g. Solar, wind, wave, hydro
- ☐ Efficient lighting (new construction and retrofitting)

Erosion Protection

- ☐ Slope Protection e.g. Grassing
- ☐ Gully Protection e.g. Use of local rock materials
- ☐ Construction of Gabions

Waste Management

- ☐ Recycling Infrastructure

4 RESPONSIBILITIES OF THE PUBLIC BODY

4.1 Selection of projects

The public body must implement EPWP projects not limited to the following types of infrastructure labour-intensively, in accordance with these guidelines (see Appendix B):

- ☐ roads
- ☐ sidewalks and non-motorised transport infrastructure
- ☐ stormwater drainage;
- ☐ water and sanitation
- ☐ buildings
- ☐ landscaping; and
- ☐ electricity

Where such projects contain a significant amount of the construction/maintenance activities for which the use of labour is specified, the Generic Labour-Intensive Specification in section 5.5 should be applied, i.e. excavation, loading, short-distance hauling, offloading, spreading, grassing, and stone-pitching.

The public body must be satisfied that sufficient local labour (willing to work) is available for the project, before proceeding with the project as a labour-intensive project.

The public body is expected to send its relevant managers on the applicable skills programmes in labour-intensive construction (See Appendix C).

4.2 Large Projects

A Large Project is an infrastructure project with a value of more than R 30 million (including VAT) that involves the use of labour-intensive methods on a significant scope of work to maximise the creation of work opportunities. Large projects can be singular or aggregation of smaller projects, culminating in a monetary value of at least R 30 million. For singular large projects, only the scope of works that can be implemented labour-intensively is reported under the EPWP. For aggregated large projects, the entire scope is considered to be amenable to use of labour-intensive methods. Large Projects should be designed and packaged to promote participation of small to medium term contractors.

4.3 Setting of rate of pay

In accordance with the Code of Good Practice for Employment and Conditions of Work for the Expanded Public Works Programme, the public body must set a rate of pay (not less than the minimum EPWP rate as stipulated in the Ministerial Determination) for workers to be employed on EPWP projects.

The following principles should be considered when setting rates of pay for workers:

- ☐ *The rate set should take into account wages paid for comparable unskilled work in the local area per sector, if necessary.*
- ☐ *The rate should be an appropriate wage to offer an incentive for work, to reward effort provided and to ensure the desired quality of work. It should not be more than the average local rate to ensure people are not recruited away from other employment and jobs with longer-term prospects.*

- *Men, women, disabled persons and the aged must receive the same pay for work of equal value.*

The minimum wage is reviewed annually effective 1st November of each year. The review is based on the inflation and the new wage rate is announced six weeks before it becomes effective.

As per the Code of Good Practice for Employment and Conditions of Work for the Expanded Public Works Programme, task rates are applicable with recommended rates as shown in Appendix G.

4.4 Appointment of consulting engineers/ project managers and contractors

The public body must ensure that:

- i) the design of the labour-intensive works by consultants is overseen by persons in their employ who have completed the necessary skills training (see Appendix C);
- ii) works contracts are administered by persons in the employ of consultants who have completed the necessary skills training (see Appendix C); and
- iii) works contracts are awarded to contractors who have in their employ managers who have completed the necessary skills training (see Appendix C).
- iv) consultants are expected to sign an undertaking confirming they have complied with EPWP requirements at design and implementation stages. A sample is provided in (Appendix E).

Ideally, everyone involved in the implementation of EPWP projects should be competent in labour-intensive methods of construction and/or maintenance as necessary.

4.5 Participants' Training

Public bodies should ensure that participants employed on their EPWP projects receive accredited training whenever possible. This may be done through submission of training applications to the relevant Regional Office of the Department of Higher Education and Training. Personnel from the National Department of Public Works or Provincial Coordinating Department EPWP units will assist the Public Body to prepare and submit the training applications to relevant Provincial office of the Department of Higher Education and Training or to any other funders like SETAs.

4.6 Monitoring and Reporting

Public bodies must ensure effective monitoring of the labour-intensive activities and reporting of EPWP projects on the EPWP reporting system. For effective project monitoring, the Compliance Checklist provided in Appendix F is recommended for use by Public Bodies.

5 CONTRACT DOCUMENTATION FOR CONSULTING ENGINEERS/PROJECT MANAGERS AND CONTRACTORS FOR LABOUR-INTENSIVE CONSTRUCTION/MAINTENANCE PROJECTS

5.1 General

All the standard forms of contract listed in the CIDB Standard for Uniformity in Construction Procurement may be used for labour-intensive projects. It is not necessary to create new forms of contract or to amend the approved forms of contract to implement labour based works.

Requirements for labour-intensive works need to be established in the scope of works, special conditions of contract and specifications associated with contract documentation.

The approved standard forms of contract for professional services use different terms to describe the parties to the contract. These guidelines use the terms employer and consultant for the parties engaged in professional service contracts and scope of work for requirements in both professional service and construction/maintenance contracts.

5.2 Documentation for Professional Services Contracts

The scope of work must establish the manner in which the consultant is to provide the Professional services associated with labour-intensive works.

All services relating to the implementation of the works which are to be provided in terms of these Guidelines are normal services in terms of the Guideline Scope of Service and Tariff of Fees for Persons Registered in terms of the various Built Environment Professions Acts. Any changes in the design of the works to incorporate labour-intensive works should not constitute a change in scope or an additional service where the scope of work is framed around such publications.

The following must be included in the scope of works in the contract of employment with a Professional services Consultant:

Labour-intensive works

1. The Consultant shall not perform any significant portion of a project involving labour-intensive works under the direction of a staff member who has not completed the NQF level 7 unit standard "Develop and Promote Labour-Intensive Construction Strategies" or equivalent QCTO qualifications (See Appendix C).
2. The staff member of the consultant who is responsible for the administration of any works contract involving labour-intensive works must have completed the NQF level 5 unit standard "Manage Labour-Intensive Construction Projects" or equivalent QCTO qualifications (See Appendix C).

The Consultant must provide the Employer with satisfactory evidence (e.g. letter of competency) that staff members satisfy the requirements of 1 and 2.

3. The Consultant must design and implement the construction/maintenance works in accordance with the latest version (download at www.epwp.gov.za) of Guidelines for the Implementation of the Labour-Intensive Projects under the Expanded Public Works Programme (these Guidelines) published by the National Department of Public Works. The Consultant must sign the undertaking (Appendix E) confirming they have complied with EPWP requirements at design and implementation stages.

4. The Consultant shall, for monitoring purposes, keep monthly records and transmit to the Client data on the following indicators with regard to the EPWP projects implemented:
 - ☐ Project budget and planned output according to EPWP requirements
 - ☐ Actual Project Expenditure and actual output according to EPWP requirements
 - ☐ Planned and achieved labour intensity
 - ☐ Number of work opportunities created
 - ☐ Demographics of workers employed (disaggregated by women, youth and persons with disabilities)
 - ☐ Wage rate earned on project
 - ☐ Number of person-days of employment created
 - ☐ Copies of Identity documents of workers
 - ☐ Number of persons who have attended training including the nature and duration of training provided
 - ☐ Assets created, rehabilitated or maintained in accordance with indicators in the EPWP M & E Framework
 - ☐ Services provided or delivered in accordance with indicators in the EPWP M & E Framework
5. The values for the indicators shall be submitted to the Employer according to agreed time frames on the prescribed reporting template (from the EPWP Unit in the DPW) and obtainable from www.epwp.gov.za.
6. The Consultant shall, before certifying a contractor's payment certificate, ensure that the contractor has submitted labour information in a format and timeframe specified by the employer. If the information submitted by the contractor is inadequate the consultant shall not submit the payment certificate to the employer for payment of the relevant outputs.
7. The Consultant shall certify that the works have been completed in accordance with the requirements of the Guidelines and the Contract:
 - a) whenever a payment certificate is presented to the Employer for payment; and
 - b) immediately after the issuing of a practical completion certificate that signifies that the whole of the works have reached a state of readiness for occupation or use for the purposes intended although some minor work may be outstanding.

5.3 Contract Documentation for the Works

Applicable standard contract documents will apply incorporating specific EPWP/LIC conditions and specifications as outlined below.

EPWP documents and projects should be branded in accordance with the latest Corporate Identity Manual obtainable from www.epwp.gov.za

5.3.1 Notice and Invitation to tender / Conditions of tender

Public bodies must only award contracts to contractors who have demonstrated that they will have in their employ (if awarded the contract) suitably qualified senior and middle supervisory staff to supervise the labour-intensive works during the validity of the contract. Tenderers must be made aware of this requirement in tender documents. Those responsible for evaluating tenders must confirm that the contractor has signed agreements with such staff during the tender evaluation process.

The following must be included in the notice and invitation to tender:

“Only tenderers who can demonstrate that they will have in their employ staff which satisfy EPWP requirements during the contract validity are eligible to submit tenders”.

The following must be included in the tender data in accordance with the provisions of the CIDB Standard for Uniformity in Construction Procurement:

F.2.1	Only those tenderers who <i>can demonstrate that they will</i> have in their employ management and supervisory staff satisfying the requirements of the scope of work for labour-intensive competencies for supervisory and management staff <i>during the validity of the contract</i> are eligible to submit tenders.
F.2.18	The tenderer must submit to the Employer, names of all management and supervisory staff that will be employed to supervise the labour-intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.

5.3.2 Contract Data

The following must be included in the contract data in the contract with the Employer:

Payment for the labour-intensive component of the works

Payment for works identified in the Scope of Work as being labour-intensive shall only be made in accordance with the provisions of the Contract if the works are constructed strictly in accordance with the provisions of the Scope of Work. Any non-payment for such works shall not relieve the Contractor in any way from his obligations either in contract or in delict.

Linkage of payment for labour-intensive component of works to submission of project data

The Contractor's payment invoices shall be accompanied by labour information for the corresponding period in a format specified by the employer. If the contractor chooses to delay submitting payment invoices, labour returns shall still be submitted as per frequency and timeframe stipulated by the Employer. The contractor's invoices shall not be paid until all pending labour information has been submitted.

Applicable labour laws

The current Ministerial Determination (also downloadable at www.epwp.gov.za), Expanded Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government Notice , shall apply to works described in the scope of work as being labour-intensive and which are undertaken by unskilled or semi-skilled workers.

5.3.3 Scope of work

Applicable Standard specifications are to be utilised. It is necessary, however, to include certain requirements (special specifications) in the scope of works to implement labour-intensive works in accordance with the provisions of these Guidelines.

The following wording, as appropriate, must be included in the scope of work in the contract with the contractor.

DESCRIPTION OF THE WORKS

1. Employer's objectives

The employer's objectives are to deliver public infrastructure using labour-intensive methods in accordance with EPWP Guidelines.

2. Labour-intensive works

Labour-intensive works shall be constructed/maintained using local workers who are temporarily employed in terms of the scope of work.

3. Labour-intensive competencies of supervisory and management staff

Contractors shall only engage supervisory and management staff in labour-intensive works that have completed the skills programme including Foremen/ Supervisors at NQF level 4 "National Certificate: Supervision of Civil Engineering Construction Processes" and Site Agent/ Manager at NQF level 5 "Manage Labour-Intensive Construction Processes" or equivalent QCTO qualifications (See Appendix C) at NQF outlined in Table 1.

5.4 Labour Issues

In the following sections are some of the considerations that are elaborated in the Code of Good Practice for Expanded Public Works Programme:

5.4.1 *Requirements for the sourcing and engagement of labour*

Unskilled and semi-skilled labour required for the execution of all labour-intensive works shall be engaged strictly in accordance with prevailing legislation, in accordance with the Code of Good Practice for the Expanded Public Works Programme and the EPWP Standard Recruitment Directives.

5.4.2 *Training of targeted labour*

1. The contractor shall provide all the necessary on-the-job training to targeted labour to enable such labour to master the basic work techniques required to undertake the work in accordance with the requirements of the contract in a manner that does not compromise worker health and safety.
2. Accredited training should ideally be provided before commencement or during implementation of a project.
3. The cost of accredited training of targeted labour will be funded through various funding sources such as National Skills Fund from the Department of Higher Education and Training, funds from the Implementing Public body, funding from SETAS etc. This training should take place as close to the project site as practically possible. The Public Body implementing the project must ensure that training applications for participants are made by its relevant project manager assisted by relevant training officials from the National Department of Public Works.
4. The Public Body must ensure that preference of the training of participants in technical skills over life skills is made. In addition, the Public Body is required to maximize opportunities for training of participants carried out before the implementation of projects.
5. The Public Body must ensure that workers who have received training will be placed on the project to work after receiving the training.
6. If a provisional sum for training is made in the contract the contractor shall pay an allowance equal to 100% of the daily wage rate to workers who attend accredited training.

5.5 Generic Labour-Intensive Specification

The Generic Labour-intensive specification below (informed by SANS 1921-5, Construction and management requirements for works contracts - Part 5: Earthworks) covers activities which are to be performed by hand, and should be included in the scope of works without amendment or modification as set out below.

This specification establishes general requirements for activities which are to be executed by hand involving the following:

- ☐ trenches having a depth of less than 1.5 metres
- ☐ stormwater drainage
- ☐ roads
- ☐ sidewalks and non-motorised transport infrastructure
- ☐ water and sanitation

Precedence

Where this specification is in conflict with any other standard or specification referred to in the Scope of Works to this Contract, the requirements of this specification shall prevail.

Hand excavateable material

Hand excavateable material is:

a) granular materials:

- i) whose consistency when profiled may in terms of table 2 be classified as very loose, loose, medium dense, or dense; or
- ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 15 blows of a dynamic cone penetrometer is required to penetrate 100mm;

b) cohesive materials:

- i) whose consistency when profiled may in terms of table 2 be classified as very soft, soft, firm, stiff and stiff / very stiff; or
- ii) where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 8 blows of a dynamic cone penetrometer is required to penetrate 100mm;

Note

- 1) A boulder is material with a particle size greater than 200mm, a cobble and gravel is material between 60 and 200mm.
- 2) A dynamic cone penetrometer is an instrument used to measure the in-situ shear resistance of a soil comprising a drop weight of approximately 10 kg which falls through a height of 400mm and drives a cone having a maximum diameter of 20mm (cone angle of 60° with respect to the horizontal) into the material being used.

Table 2: Consistency of materials when profiled			
GRANULAR MATERIALS		COHESIVE MATERIALS	
CONSISTENCY	DESCRIPTION	CONSISTENCY	DESCRIPTION
Very loose	Crumbles very easily when scraped with a geological pick.	Very soft	Geological pick head can easily be pushed in as far as the shaft of the handle.
Loose	Small resistance to penetration by sharp end of a geological pick.	Soft	Easily dented by thumb; sharp end of a geological pick can be pushed in 30-40 mm; can be moulded by fingers with some pressure.
Medium dense	Considerable resistance to penetration by sharp end of a geological pick.	Firm	Indented by thumb with effort; sharp end of geological pick can be pushed in up to 10 mm; very difficult to mould with fingers; can just be penetrated with an ordinary hand spade.
Dense	Very high resistance to penetration by the sharp end of a geological pick; requires many blows for excavation.	Stiff	Can be indented by thumb-nail; slight indentation produced by pushing geological pick point into soil; cannot be moulded by fingers.
Very dense	High resistance to repeated blows of a geological pick.	Very stiff	Indented by thumb-nail with difficulty; slight indentation produced by blow of a geological pick point.

Trench excavation

All hand excavateable material in trenches having a depth of less than 1,5 metres shall be excavated by hand.

Compaction of backfilling to trenches (areas not subject to traffic)

Backfilling to trenches shall be placed in layers of thickness (before compaction) not exceeding 100mm. Each layer shall be compacted using hand stampers;

- a) to 90% Mod AASHTO;
- b) such that in excess of 5 blows of a dynamic cone penetrometer (DCP) is required to penetrate 100 mm of the backfill, provided that backfill does not comprise more than 10% gravel of size less than 10mm and contains no isolated boulders, or
- c) such that the density of the compacted trench backfill is not less than that of the surrounding undisturbed soil when tested comparatively with a DCP.

Excavation

All excavateable material including topsoil classified as hand excavateable shall be excavated by hand. Harder material may be loosened by mechanical means prior to excavation by hand. Any material which presents the possibility of danger or injury to workers shall not be excavated by hand.

Clearing and grubbing

Grass and bushes shall be cleared by hand.

Shaping

All shaping shall be undertaken by hand.

Loading

All loading shall be done by hand. Haulage equipment should be selected in a manner that allows loading by hand to the greatest extent possible.

Haul

Excavation material shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150m.

Offloading

All material, however transported, is to be off-loaded by hand, unless tipper-trucks are utilised for haulage.

Spreading

All material shall be spread by hand.

Compaction

Small areas may be compacted by hand provided that the specified compaction is achieved. Appropriate rollers should be used where higher (than can be achieved by hand) levels of compaction are required or for large areas.

Grassing

All grassing shall be undertaken by sprigging, sodding, or seeding by hand.

Stone pitching and rubble concrete masonry

All stone required for stone pitching and rubble concrete masonry, whether grouted or dry, must to be collected, loaded, off loaded and placed by hand.

Sand and stone shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150m.

Grout shall be mixed and placed by hand.


Manufactured Elements

Elements manufactured or supplied by the Contractor, such as manhole rings and cover slabs, precast concrete planks and pipes, masonry units and edge beams shall not individually, have a mass of more than 320kg. Where the mass of an element exceeds 55 kg, consideration should be given to the size of the element relative to its total mass related to the number of workers who would be needed to lift such mass

5.6 Bill of Quantities

Labour-intensive works must be highlighted in the bills of quantities for the payment items relating to labour-intensive works. The following wording, as appropriate, should be included in the pricing Instructions and in the bills of quantities in the pricing data:

1. Those parts of the works to be constructed using labour-intensive methods should be marked in the bill of quantities with the letters LI either in a separate column or as a prefix or suffix against every item so designated (as illustrated in the table below). The works, or parts of the works so designated are to be constructed using labour-intensive methods only. The use of plant to provide such works, other than plant specifically provided for in the scope of work, is a deviation from the contract. The items marked with the letters LI are not necessarily an exhaustive list of all the activities which must be done by hand, and this clause does not over-ride any of the requirements in the generic labour-intensive specification in the Scope of Works.
2. Where minimum labour intensity is specified by the design the contractor is expected to use their initiative to identify additional activities that can be done labour-intensively in order to comply with the set minimum labour intensity target.
3. Payment for items which are designated to be constructed labour-intensively (either in this schedule or in the Scope of Works) will not be made unless they are constructed using labour-intensive methods. Any unauthorised use of plant to carry out work which was to be done labour-intensively will not be condoned and any works so constructed will not be certified for payment.



ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
33.07LI	Removal of unsuitable material (including free-haul to 0.5km)	m ³			

6 PLANNING AND IMPLEMENTATION CHECKLIST

6.1 Design of Labour Intensive Works

Cognisance of the following should be taken in the design of labour-intensive works:

1. Project identification – Is the location of the project suitable for labour-intensive construction/maintenance methodology.
2. Earthworks must be designed taking consideration of the labour-intensive construction/maintenance methodology.
3. Vertical and horizontal alignment of the works (roads, trenches, pipelines and stormwater channels) should be such to optimise cut and fill, minimise deep or hard excavation or areas requiring specialist engineering input for example dewatering or specialist ground stabilisation.
4. During the design of gravel roads, suitable construction material should be sourced in close proximity to the site of the Works.
5. Drawings must be produced and presented in a clear easily understandable way. Where setting out information is provided in the form of coordinates it should be backed up with methods, not relying on sophisticated surveying instruments, such as offsets measurable with the use of a standard tape. Where possible, appropriate drawings should be produced using a background of ortho photos to provide for easy identification of surrounding features.
6. Is there sufficient resources within close proximity of the project – labour and material (within 150m to 5000m from project)?
7. Where the haul distance is greater than 150m, and less than 5000m the use of small volume local transport, should be considered.
8. Excavation in material which may constitute a safety hazard for workers should not be done using labour.
9. Is there any preliminary work required prior to labour-intensive construction/maintenance methods being implemented?
10. Is the design related and supportive of labour-intensive construction/maintenance methodology – such as appropriate information to facilitate manual setting out of the works or setting out information not reliant on sophisticated survey equipment.
11. All pre-manufactured materials which are incorporated into the Works must be sized such that the mass of individual elements does not exceed 320kg. Men should not lift individual loads exceeding 55kg and for women the limit is 35kg.
12. Are the materials required checked so that labour can easily work with them without unnecessary strain.
13. Stone masonry and grouted stone pitching should be included wherever suitable material is available and structurally suitable, to the exclusion of pre-cast or cast in situ concrete stormwater structures.
14. Where compaction of road layer works is required, it must be carried out using conventional compaction equipment (pedestrian rollers where possible). Compaction of small areas and in trenches may be carried out using hand stampers.
15. Consideration must be given to alternate design of gravity pipework to reduce depth of excavation.
16. Where there is an indication of local skills, e.g. bricklaying, structures should be designed to make use of such skills.
17. There are appropriate designs for labour-intensive construction/maintenance of low-cost surfacing for roads. Refer to Appendix A for further details.

18. Are the items of work on projects checked for labour-intensive construction and maintenance suitability?
19. Are there any statutory obligations required such as Environment Management Plans (EMP)?
20. Are the site safety conditions not compromised by suggested labour-intensive construction and maintenance methods and are the safety statutory requirements adequate for the number of labour employed?
21. Has the Contractor timely provided the workers with sufficient and good quality handtools?
22. Have procedures been streamlined to ensure prompt payments to the contractor, and workers respectively?
23. Are the supervisory staff suitably qualified?
24. Green Jobs - Principles of Green Jobs should be integrated in the design and implementation of various types of infrastructure. This includes materials and physical assets.
25. Is it possible to integrate elements of sustainable livelihoods.

6.2 Task Work and Inclement Weather

If work is stopped due to inclement weather the following is recommended for the EPWP task rated workers;

1. If work is stopped and workers are released they shall be paid as if the day's task was completed.
2. If work is stopped temporarily and the site agent deems it possible to still complete the task on the same day the workers shall complete their task.
3. If the workers are informed not to come to work the following and/or subsequent days they shall not be paid for the days not worked.

7 REPORTING

All EPWP projects have to be registered and progress reports submitted according to agreed formats and timeframes. Appendix H provides forms that are recommended for use by public bodies, consultants and contractors implementing the EPWP.

8 APPENDIX A: SOURCES OF ADDITIONAL INFORMATION

The following sources provide comprehensive information in respect of the following topics:

TOPIC	REFERENCE	OBTAINABLE FROM
Alternative building technologies referred by Agreement SA	<p>Agreement South Africa's Guideline 1, The Manufacture of BESA Blocks.</p> <p>Agreement Open Certificate OC-1/2003. Agreement Open Certificate OC-2/2003. CIDB. Best Practice Guidelines for Labour-based.</p> <p>Methods and Technologies for Employment Intensive Construction Works.</p> <p>Part 3: Section 2- The BESA Building System.</p>	<p>Agreement South Africa www.agreement@csir.co.za</p> <p>Construction Industry Development Board www.cidb.org.za under the section "job creation"</p>
Brick and block making	<p>CIDB. Best Practice Guidelines for Labour-based Methods and Technologies for Employment Intensive.</p> <p>Construction Works. Part 3: Section 1- Precast Concrete Products, Brick and Block Making.</p>	<p>Construction Industry Development Board www.cidb.org.za under the section "job creation"</p>
Bituminous Surfacing	<p>Methods and Procedures for Labour Enhanced Construction for Bituminous surfacings Manual 12, 2011. SABITA.</p> <p>Methods and Procedures Labour Enhanced Construction for Bituminous surfacings Manual 11, March 1993. SABITA. Construction of Low Volume Sealed Roads; Good Practice Guide to Labour Based Methods, ILO A. Asare et. al. 2013.</p>	<p>Southern African Bitumen and Tar Association.</p> <p>www.epwp.gov.za</p>
Conditions of Employment	<p>Code of Code of Good Practice for Employment and Conditions of Work for EPWP.</p> <p>Ministerial Determination.</p>	<p>EPWP Branch of the Department of Public Works</p> <p>www.epwp.gov.za</p>
Concrete Block Paved Roads	<p>Publications by Cement and Concrete Institute.</p> <p>Development .Series, Number 8. Development Bank of Southern. Africa. September, 1993.</p>	<p>Development Bank of Southern Africa.</p>
Concrete roads	<p>Low-volume concrete roads by Bryan Perrie.</p>	<p>Cement and Concrete Institute</p> <p>www.cnci.org.za</p>
Earthworks	<p>CIDB. Best Practice Guidelines for Labour-based Methods and Technologies for Employment Intensive Construction Works. (Download from www.cidb.org.za).</p> <ul style="list-style-type: none"> • Part 2: Labour-based construction methods for earth works. • Appendix 1: Quantitative Employment Data on Selected Construction Activities. 	<p>Construction Industry Development Board www.cidb.org.za under the section "job creation"</p>

TOPIC	REFERENCE	OBTAINABLE FROM
Labour-intensive projects and programmes	<p>McCutcheon, RT (ed) (1993). Interim Guidelines for employment-intensive construction projects. Construction and Development Series Number 2.</p> <p>Midrand: Development Bank of Southern Africa, February 1993.</p> <p>McCutcheon, RT and Marshall J (1996). Labour-intensive Construction and Maintenance of Rural Roads : Guidelines for the Training of Road.</p> <p>Builders, Construction and Development Series, Number 14 (Midrand: DBSA, November 1996).</p> <p>McCutcheon, RT and Taylor Parkins, FLM (ed). Employment and high -standard infrastructure. Work Research Centre for Employment Creation in Construction (2003).</p>	<p>Development Bank of Southern Africa</p> <p>School of Civil Engineering, University of the Witwatersrand.</p>
Labour productivities	<p>CIDB. Best Practice Guidelines for Labour-based Methods and Technologies for Employment Intensive Construction Works.</p> <ul style="list-style-type: none"> Appendix 1: Quantitative Employment Data on Selected Construction Activities. <p>Technical Briefs on Task System, ILO.</p>	<p>Construction Industry Development Board (CIDB) website:</p> <p>www.cidb.org.za under the section "job creation"</p> <p>www.epwp.gov.za</p>
Minimum wages	<p>Wage determination for the Civil Engineering Sector.</p> <p>Ministerial Determination for EPWP.</p>	<p>www.safcec.org.za under the section "human resources"</p> <p>EPWP Unit of the Department of Public Works</p>
Monitoring the employment of workers / compliance with the provisions of SANS 1914-5	<p>SANS 10396, Implementing Preferential Procurement Policies Using Targeted Procurement Procedures.</p> <ul style="list-style-type: none"> Annex G: Implementing employment intensive infrastructure projects which target the increase of employment opportunities generated per unit of expenditure. Annex J: Third party management support. 	<p>Standards South Africa (division of the South African Bureau of Standards)</p>
Pre-cast concrete works	<p>CIDB Best Practice Guidelines for Labour-based Methods and Technologies for Employment Intensive.</p> <p>Construction Works.</p> <ul style="list-style-type: none"> Part 3: Section 1- Pre-cast Concrete Products, Brick and Block Making. 	<p>Construction Industry Development Board</p> <p>www.cidb.org.za under the section "job creation"</p>
Preparing procurement documents	<p>CIDB Best Practice Guidelines for Procurement C1: Preparing Procurement Documents SANS 10403, Formatting and Compilation of Construction Procurement Documents.</p>	<p>Construction Industry Development Board</p> <p>www.cidb.org.za under the section "job creation" Standards South Africa (division of the South African Bureau of Standards)</p>
Costing Labour Based Road Works	<p>Guidelines for Costing Labour Based Road Works. ILO. A. O. Asare, 2015.</p>	<p>EPWP website: www.epwp.gov.za</p>

TOPIC	REFERENCE	OBTAINABLE FROM
Roads	<p>CIDB Best Practice Guidelines for Labour-based. Methods and Technologies for Employment Intensive Construction Works.</p> <ul style="list-style-type: none"> • Part 2: Labour-based construction methods for earthworks. • Part 4: Section 4 - Foam bitumen gravel. • Part 4: Section 5 - Cast in-situ block pavements (hyson cells). • Part 4: Section 6 - Emulsion treated gravel. • Part 4: Section 7 - Waterbound macadam. • Part 4: Section 8 - Slurry bound and composite macadams • Part 4: Section 9 - Labour-based methods for unsealed roads. • Appendix 1: Quantitative Employment Data on Selected Construction Activities. • Construction of Low Volume Sealed Roads – Good Practice Guide to Labour-Based Methods, ILO A. Asare et. al. 2013. 	<p>Construction Industry Development Board (CIDB) website: www.cidb.org.za under the section “job creation”</p> <p>EPWP Website: www.epwp.gov.za</p>
Rubble concrete masonry	<p>CIDB Best Practice Guidelines for Labour-based. Methods and Technologies for Employment Intensive Construction Works.</p> <ul style="list-style-type: none"> • Part 4: Section 2 – Rubble masonry dam construction technology. • Part 4: Section 3 – Rubble masonry concrete arch bridge construction technology. 	<p>Construction Industry Development Board www.cidb.org.za under the section “job creation”</p>
Stormwater drainage	<p>CIDB Best Practice Guidelines for Labour-based Methods and Technologies for Employment Intensive Construction Works.</p> <ul style="list-style-type: none"> • Part 4: Section 1 – Labour-based Open Channel Flow Technology. 	<p>Construction Industry Development Board www.cidb.org.za under the section “job creation”</p>
Technical Briefs	<p>Principles for Project Cost Estimating, ILO.</p> <p>EPWP Infrastructure Project Cycle Management, ILO.</p> <p>Roles of Stakeholders During the Various Stages of the EPWP Project Cycle, ILO.</p> <p>EPWP Site Recording for Labour Intensive Projects, ILO.</p>	<p>www.epwp.gov.za</p>

TOPIC	REFERENCE	OBTAINABLE FROM
Trenches	<p>CIDB Best Practice Guidelines for Labour-based Methods and Technologies for Employment Intensive Construction Works. (Download from www.cidb.org.za)</p> <ul style="list-style-type: none"> • Part 2: Labour-based construction methods for earthworks. • Appendix 1: Quantitative Employment Data on Selected Construction Activities. 	Construction Industry Development Board www.cidb.org.za under the section “job creation”
Water Provision, Sanitation, Solid Waste, and Buildings	Labour-Intensive Construction Guidelines for Water Provision, Sanitation, Solid Waste, and Buildings. ILO. D. Tshabalala et al., 2012.	EPWP Website: www.epwp.gov.za

9 APPENDIX B: TYPES OF INFRASTRUCTURE WHICH ARE SUITABLE FOR CONSTRUCTION/MAINTENANCE USING LABOUR-INTENSIVE METHODS

B.1 Roads

The following operations may be carried out using labour-intensive methods:

1. Site clearance.
2. Layer work construction/maintenance including loading, hauling and spreading material.

Note: All compaction should be done using conventional compaction equipment and where necessary the use of heavy machinery may be employed to loosen material for excavation by hand. Where significant use of blasting is indicated, then the Works are probably not suitable for labour-intensive methods.

3. Labour-intensive methods may be used when carrying out the following operations:
 - ☐ Macadam base course either dry, water bound or emulsion bound; foamed bitumen gravel; emulsion treated gravel; or slurry bound or composite macadams.
 - ☐ Application of bitumen bound surface treatment (cold) including spreading and dragging of chips.
 - ☐ Slurry treatments to existing or new road surfaces.
 - ☐ In situ concrete roads.
 - ☐ Segmented block paved roads.
 - ☐ Cast in-situ concrete pavements (including Ultra-Thin Reinforced Concrete)
 - ☐ Hyson-cells;
 - ☐ Road markings.
4. Fencing.
5. Erection of road signs.
6. Grass maintenance.
7. Road reserve maintenance.
8. Rubble masonry bridges, culverts and retaining walls.

B.2 Stormwater

The following operations may be constructed and maintained using labour-intensive construction/maintenance methods:

1. Gabions and Reno mattresses.
2. Small diameter pre-cast concrete elements (pipes and arches).
3. Grassed or lined water channels.

B.3 Sewers

The following operations may be constructed or maintained using labour-intensive construction/maintenance methods:

1. Sewer manholes either in brickwork or using specially manufactured pre-cast manhole rings (individual mass less than 320kg).
2. Sewer manhole covers and lids using specially designed pre-cast units.
3. Shallow maturation or facultative pond of a maximum depth of 2m.
4. Sewer pipe work, particularly small bore/ solids free sewers designed and specified to reduce trench depth.

B.4 Water

The following operations may be constructed or maintained using labour-intensive construction/maintenance methods:

1. Laying of water pipelines, fittings and house connections in all materials (including steel) where the mass of individual pipe lengths does not exceed 320kg.
2. Construction of Ferro-cement reservoirs.
3. Excavation for membrane lined and floating roof reservoirs.
4. Construction of small masonry reservoirs.
5. Spring and well protection measures.
6. Construction of valve and hydrant boxes.

B.5 Haul of Material

Where the haul of any material does not exceed 150m, consideration should be given to the use of local resources for transporting material. This includes the use of animal drawn vehicles and small trailer combinations utilising locally sourced tractors. All loading and offloading can be done by hand.

B.6 Electricity

The following operations may be constructed using labour-intensive methods:

1. Excavation of trenches for reticulation of all voltages.
2. Excavation for and erection of poles for overhead lines.
3. Installation of all electricity cables (joints and terminations by qualified persons).

B.7 Houses, schools and clinics

Housing is seen as labour-intensive, but the number of local people that could be employed may be enhanced by one or more of the following:

1. Manufacture of masonry elements on site.
2. Excavation of all foundation trenches by hand.
3. Manufacture of roof trusses on site.
4. Alternative building technologies referred by Agrément SA.

B.8 Green Jobs

Principles of Green Jobs should be integrated in the design and implementation of various types of infrastructure mentioned in Sections B.1 to B.7. This includes materials and physical assets.

10 APPENDIX C: REQUIRED SKILLS PROGRAMMMES

C.1 Client/ Employer

It is recommended that personnel within public bodies complete skills programmes for NQF registered unit standards or equivalent QCTO qualifications, as set out in Table C.1.

Table C.1: Skills programme for client / employer staff

Personnel	NQF	Unit Standard Title	Skills Programme Description
Senior management and professionals	7	Develop and Promote Labour-Intensive Construction Strategies or equivalent QCTO qualification	Skills Programme against this single unit standard or part qualification
Middle (technical)	5	Manage Labour-Intensive Construction Projects or equivalent QCTO qualification	Skills Programme against this single unit standard or part qualification

C.2 Consultants

The person responsible for the design and documentation of the labour-intensive works, must have completed the NQF level 7 unit standard "Develop and Promote Labour-Intensive Construction Strategies" or equivalent QCTO qualification. (See Table C.2).


The Employer's Representative must have completed the NQF level 5 unit standard "Manage Labour-Intensive Construction Projects" or equivalent QCTO qualification. (See Table C.2).

Table C.2: Skills programme for consultants

Personnel	NQF	Unit standard Title	Skills Programme Description
Employer's Representative / Site Supervisor	5	Manage Labour-Intensive Construction Projects or equivalent QCTO qualification	Supervisor Skills Programme against this single unit standard or part qualification
Designer	7	Develop and Promote Labour-Intensive Construction Strategies or equivalent QCTO qualification	Skills Programme against this single unit standard or part qualification

C.3 Contractors

The unit standards for contractors or equivalent QCTO qualification are outlined in Table C.3.

Personnel	NQF	Unit standard Titles	Skills Programme Description
Foreman / Supervisor	4	Implement Labour-Intensive Construction Systems and Techniques or equivalent QCTO qualification	This unit standard or qualification must be completed, and
		Use Labour-Intensive Construction Methods to Construct and Maintain Roads and Stormwater Drainage or equivalent QCTO qualification	 any one of the 3 unit standards or part qualifications must be completed
		Use Labour-Intensive Construction Methods to Construct and Maintain Water and Sanitation Services or equivalent QCTO qualification	
		Use Labour-Intensive Construction Methods to Construct, Repair and Maintain Structures or equivalent QCTO qualification	
Site Agent / Manager	5	Manage Labour-Intensive Construction Processes or equivalent QCTO qualification	Skills Programme against this single unit standard or part qualification

11 APPENDIX D: PROGRAMMES, INDICATORS AND MINIMUM LABOUR INTENSITY TARGETS

D.1: EPWP INFRASTRUCTURE PROGRAMMES AND SUB-PROGRAMMES FOR PHASE 3

	Programmes	Sub-programmes
1.	National Youth Service (NYS)	National Youth Service - National National Youth Service - Provincial
2.	Large Projects	Roads and storm water Construction Roads and storm water Maintenance Buildings Construction Buildings Maintenance Water reticulation construction Water reticulation maintenance Bulk water supply Sewer reticulation Electrification Sanitation Other (Must be described)
3.	Municipal Infrastructure	Roads and storm water Construction Roads and storm water Maintenance Buildings Construction Buildings Maintenance Water reticulation construction Water reticulation maintenance Bulk water supply Sewer reticulation Electrification Sanitation Other (Must be described)
4.	Vuk'uphile programme	Roads and storm water Construction Roads and storm water Maintenance Buildings Construction Buildings Maintenance Water reticulation construction Water reticulation maintenance Bulk water supply Sewer reticulation Electrification Sanitation Other (Must be described)

	Programmes	Sub-programmes
5.	Provincial Roads	High volume roads construction High volume roads maintenance Low volume roads construction Low volume roads maintenance Zibambele road maintenance Iterele road maintenance Siyatentela road maintenance Household contractor road maintenance
6	Provincial Infrastructure –Non Roads	Building construction Building Maintenance Dam construction
7.	National / State Owned Enterprises	Building construction Building maintenance Dam construction Bulk water supply Sanitation Energy generation Energy transmission Other (must be described)

D.2: INDICATORS AND RECOMMENDED LABOUR INTENSITY FOR INFRASTRUCTURE PROJECTS

A minimum labour-intensity threshold appropriate to each sector has been set. Furthermore, programmes within each sector have their own minimum labour intensity thresholds according to categories and sub-categories. It cannot be over-emphasised that the minimum labour intensity is not the default target that should be achieved, but the lowest threshold, above which the target must be set. There is no maximum labour intensity defined as this will be dictated by the type and nature of the project. However, in any case labour intensity cannot exceed 100%. Table D1 provides the minimum Labour intensity indicators for all Infrastructure Sector categories.

Table D1: Indicators and Recommended Labour Intensity for Infrastructure Projects

Category	Sub-Category	Indicators	Recommended Minimum Range of LI
Buildings	Construction	No., m ²	10-30%
	Maintenance	No., m ²	20-70%
	Landscaping	m ²	40-70%
Roads and Stormwater High Volume	Construction/ Upgrading/ Rehabilitation	Km., lane-km	10-30%
	Maintenance Routine	Km., lane-km, m ²	40-90%
	Maintenance Periodic	Km., lane-km, m ²	15-40%
	Fencing	Km., m	20-50%
Roads and Stormwater Low Volume	Construction/ Upgrading/ Rehabilitation (Gravel/ Sealed)	Km., lane-km	15-35%
	Maintenance Routine	Km., lane-km, m ²	70-90%
	Maintenance Periodic	Km., lane-km, m ²	20-50%
	Non-Motorized Transport/ Sidewalks (Exclusive of Rehabilitation of Structures)	Km., m ²	15-40%

Stormwater	Construction	Km.	15-30%
	Maintenance	Km.	40-90%
Water Reticulation	Construction	Km.	10-35%
Bulk Water Supply	Construction	Km.	10-25%
Sewer Reticulation	Construction	Km.	10-35%
Sanitation	Construction	No.,	10-30%
Water and Sewer Reticulation Maintenance *	Maintenance	Km., No.	15-40%
Solid Waste Management	Land Fill Sites	m ³ , m ² , No.	10-25%
Electricity	Reticulation	Km., No. of Households/ Units	20-40%
	Generation	**	**
Railway	Lines Refurbishment	Km.	10-30%

* Minimum labour intensity for water and sewer reticulation Maintenance requiring heavy plant/equipment should be treated on a case by case basis.

** For energy generation the indicators and minimum labour intensity will be determined on a case by case basis as there are many options for energy generation.

D.3: OTHER INDICATORS FOR INFRASTRUCTURE SECTOR SERVICES AND ASSETS**National Youth Service and Building Maintenance Programme**

SERVICE	INDICATORS
Employment	No. of Work opportunities
Class room Training	No. of certificates issued
Work placement	No. of youth placed
Exits	No. of workshops held, youths exit

Vuk'uphile Contractor Development Programme

ASSET	INDICATORS
Employment	No. of Work opportunities
Learnership	No. of people trained
Work placement	No. of contractor entities developed
Exits	No. of learners exited

State Owned Enterprises

ASSET	INDICATORS
Water pump stations	No. of pump stations
Dams	No. of dams
Power stations and substations	No. of Power stations/substations
Railway station maintenance	No. of stations

		Contract Data	3.3.2		
		Scope of Works	3.3.3		
		Demographic requirements			
		Code of Good Practice for EPWP; Applicable labour law, health & safety and environmental requirements	3.3.2		
		Pricing Instructions on L.I.	3.3.4		
		SANS 191-54 Recruitment of Local Labour			
		Generic L.I. Specification			

Declaration:

I,(*Name of Designer*) hereby certify that the above-mentioned project has been appropriately designed; procurement documents and reporting templates prepared in accordance with the “Code of Good Practice for EPWP” and the latest edition of “*EPWP Guidelines for Implementation of Infrastructure projects*”, in order to optimise employment creation to achieve the stipulated minimum project Labour Intensity (LI).

Signature:

Date:

Name of Public Implementing Body:

Institutional /Business Process	Procedure and/or Activity	Compliance requirement	Reference:PEWP Guidelines, DORA Frameworks & Business Process		Compliance? Yes/No
			EPWP Clause	Page	
IDP/ Strategic Planning	Project Selection/ Prioritization	Policy Statement on Construction Met applicable IDP Projects	2.1		
Institutional Capacity	Institutional Structure	Political & Administrative Structure in	EPWP Policy Guideline		
		EPWP Champion Appointed			
		EPWP made part of Key Performance Areas(KPAs) of Senior Management			
	Qualification of Staff	I.A. Staff meet qualification requirements	Annex C. Table C		
Supply Chain Management & Business Processes/ Procedures	Qualification of Service Providers	Service Providers database : Qualification Requirements for Consultants	Annex C. Table C		
		EPWP Compliant Standard documents Appointment of Consultants	3.2; Annex C, Table C.2		
		EPWP Reporting requirements for Consultants & Contractors	3.2		
		Service Providers database : Qualification Requirements for Contractors	Annex C, Table C		
		Streamlined Payment Procedures			
	Standard Procurement Documents	EPWP Compliant Standard Procurement Documents using Universal Principles, Convergence, Sustainable Livelihoods and Green Jobs	3.3		
		EPWP Project Documentation Branding	EPWP Corporate Identity Manual		
	Prioritization of EPWP Project	Project Budget from Conditional Grant sufficient to meet EPWP Projects	DORA Conditional Grant Frameworks		
	Project List/Annual Business Plan	Employment targets estimated per project	Business Plan Annex 1.		
	Annual Procurement Plan	Aligned to EPWP Conditional Grant Framework Timelines	DORA Conditional Grant Framework		
Project management	Business Plan	Monitoring Plan/Templates in place	Business Plan		
		Procedure for Registration of Projects	IRS Procedure		
		Project Bill Boards have EPWP Branding			
	Payments	Timely payments for work done			
		Payment Certificates include EPWP Receipt	Project Compliance Checklist		

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Appendix F.2: EPWP Business Plan Template

PROJECT LIST FOR:										
Sector	Focus Area	Project Name	Project Number	Date of approval of project	Project Budget in 201../1..	Funding from EPWP Grant	Number of WOs	Number of FTEs	Start date	End date
Official's Name:			Designation:			Signature:			Date:	

Appendix F.3: EPWP Business Process Monitoring Template

S/N	Projectname	Budget (Rand) X 1000	Budget Breakdown by Source of Funding(Rand) x 1000			Est. Employment Target				Project Status (Tick)			Labour Requirements Met? (Y/N)				Plan of Action	
			MIG	Integrated Grant	Other	Estimated		Actual to date					UIF	COIDA	OHS	EPWP Min. Waeg		
						WO	FTE	WO	FTE	Planning	Procurement	Implementation						

14 APPENDIX G: TASK RATES

Appendix G 1 shows typical and indicative task rates ranges for various types of infrastructure activities. Appendix G 2 shows references to detailed information on task rates.

G.1. : TYPICAL AND INDICATIVE TASK RATES

ACTIVITY		UNIT	TASK RATE RANGE	REMARKS
Road/Building/water and Sanitation works	Bush clearing	m ²	200 - 350	
	Clearing & Grubbing	m ²	100 - 150	
	Stump removal	No.	Day work	Depends on size
	Boulder removal	No.	Day work	Depends on size
	Excavation			
	<i>Soft/loose soil</i>	m ³	2.0 - 4.0	
	<i>Medium</i>	m ³	2.0 - 3.0	
	<i>Stiff/Hard</i>	m ³	1.0 - 2.0	
	<i>Very hard</i>	m ³	0.8 - 1.0	
	Gravel excavation	m ³	1.0 - 3.0	
	Compaction (pedestrian-ride on roller)	m ²	700 - 1000	
	Camber Formation	m ²	60 - 80	
	Loading	m ³	5 – 8	
	Unloading	m ³	8 - 10	
	Spreading /soil	m ³	12 – 15	
	Spreading/Gravel	m ³	8 – 12	
	Wet stone masonry	m ³	0.5 - 1.0	
	Stone pitching	m ²	6 - 10	
	Dry stone masonry	m ³	1.0 - 2.0	
	Gabion (including assembling & placing rocks)	m ³	1.8 - 2.0	
	Concrete/mix & place	m ³	0.5 - 1.0	
	Wheelbarrow haulage (haul distance)			
	0 - 20m	m ³	7.0 - 8.5	
	20 – 40m	“	6.5 - 7.5	
	40 – 60m	“	5.5 - 6.5	
	60 – 80m	“	5.0 - 5.5	
	80 – 100m	“	4.0 - 5.0	

Road works	Install precast concrete culverts (excavation of trench and backfilling)			
	Ø450 mm	m	1.0 - 1.5	
	Ø 600 mm	m	0.9 - 1.2	
	Ø 900 mm	m	0.5 - 0.8	
	Paving: Concrete block placing	m ²	150 - 200	Team task (10 workers)
	Compaction/block paving units/filling joints	m ²	15 - 25	
	Lay precast kerb units/concrete beam	m	8 - 12	
	Sealing work			
	Cold mix asphalt	m ²	900 - 1,000	Team task (16 workers)
	Otta seal	m ²	5,400 - 5,500	Team task (60 workers)
	Sand seal	m ²	2,800 - 3,000	Team task (20 workers)
	Modified Otta seal (using emulsion binder)	m ²	1,300 - 1,500	Team task (16 workers)
	Ultra-thin reinforced concrete	m ²	400 - 500	Team task (25 workers)
Building works	Plastering	m ²	15 - 20	
	Brick masonry	m ³	0.7 - 1.0	
	Formwork	m ²	15 - 22	
	Ceiling work including brandering	m ²	25 - 30	
	Roof Coverings	m ²	30 - 35	
	Tiling /glazed tiles to walls	m ²	15 - 20	
	Tiling/Ceramic tiles to floors	m ²	18 - 22	
	VA tiles to floor	m ²	70 - 80	
	Glazing /4mm Clear float glass	m ²	28 - 32	
	Paint /On ceilings	m ²	30 - 34	
	On walls	m ²	35 - 40	
	On doors/door frames	m ²	15 - 20	
	On Windows with metal bars	m ²	25 - 30	
	Two coats of varnish to woodwork	m ²	30 - 35	

Routine road maintenance	Cut grass /on verge/ side drains	m ²	100 - 150	
	Clean culvert /inlet, outfall	m ³	1.5 - 2.0	
	Clean side/mitre drains	m ³	2.0 - 3.0	
	Repair side drain erosion	m ³	3.0 - 5.0	
	Fill pot holes on carriageway	m ³	2.0 - 3.0	Gravel roads
	Fill ruts/minor gullies on carriageway	m ²	5.0 - 10	
	Grub edge/shoulder	m ²	80 - 100	
	Repair shoulder erosion	m ²	5.0 - 10	
	Repair culvert headwalls	No	Day work	

G.2. REFERENCE TO DETAILED INFORMATION ON TASK RATES

Category	Operation	References: Source documents	Tables-Figures-	Pages
Roadwork				
Construction	Earthwork/formation	Implementing Employment Intensive Road Works – A CIDB Practice Manual, March 2007- Manual 3	Table	PP 110-111
	Earthworks	<i>Best practice guide labour-based methods and technologies for employment intensive construction works</i> January 2002 (document commissioned by the department of public works (construction industry development programme	Table G 1 & G2 Table N1 & O 1	Page 1.19 Page 1.39-41
	Earthworks	Labour-based technologies and methods for employment intensive construction works best practice guideline 2 labour-based construction methods for Earthworks April 2004	Table 1 & 2 Table 8 & 9 Table 10 Table 12	PP 3-4 Page 13 Page 14 Page 15
		Construction of Low Volume Sealed Roads – Good Practice Guide to Labour-Based Methods, ILO A. Asare et. al. 2013	Table 4-4 Table 4-17	Page 4-5 Page 4-20

Category	Operation	References: Source documents	Tables-Figures-	Pages
	Drainage structures (Concrete & masonry works)	Implementing Employment Intensive Road Works – A CIDB Practice Manual, March 2007-Manual 5		Page 100
	Concrete block paving	<i>Best practice guide labour-based methods and technologies for employment intensive construction works</i> January 2002 (document commissioned by the department of public works (construction industry development program	Table C1 Table A 13 and 14	Page 1.15 Page 1.9
	Gravel surfacing	Implementing Employment Intensive Road Works – A CIDB Practice Manual, March 2007-Manual 3	Table -Module 6	PP 110-111
	Stone pavement	<i>Best practice guide labour-based methods and technologies for employment intensive construction works</i> January 2002 (document commissioned by the department of public works (construction industry development program	Table F 1	Page 1.18
		Construction of Low Volume Sealed Roads – Good Practice Guide to Labour-Based Methods, ILO A. Asare et. al. 2013	Table 8-23	Page 8-56
	Pavement/layer works (bituminous pavement seals)	Implementing Employment Intensive Road Works – A CIDB Practice Manual, March 2007-Manual 4	Table –Module 7	PP 90-91
		Construction of Low Volume Sealed Roads – Good Practice Guide to Labour-Based Methods, ILO A. Asare et. al. 2013	Table 5-6 Table 8-25	Page 5-23 Page 8-59 & 60

Category	Operation	References: Source documents	Tables-Figures-	Pages
		<i>Best practice guide labour-based methods and technologies for employment intensive construction works</i> January 2002 (document commissioned by the department of public works (construction industry development program	Table J1 Table N1	Page 1.21 Page 1.40
	Concrete and masonry drainage works and structures	Implementing Employment Intensive Road Works – A CIDB Practice Manual, March 2007-Manual 5	Table – Module 8	Page 100
Maintenance	Road Maintenance	Common Routine maintenance activities Study on Enhancing Labour Intensity in the Expanded Public Works Programme Road Infrastructure Projects South Africa 2012		Page 51
		Maintenance of minor roads using the length man contractor system; Jones, T E and R C Petts, 1991. Maintenance of minor roads using the lengthman contractor system. <i>Fifth International Conference on Low Volume Roads, Raleigh North Carolina, 19-23 May 1991. Transportation Research Record 1291, Volume 1.</i> Washington DC: Transportation Research Board, National Research Council, 41-52.)	Table 1 Table 2	Page 3-4 Page 5
		Labour-based Road Works Technical Manual: Appropriate Technology Unit (ATU) Tanzania Ministry Of Works International Labour Organization (ILO) & Intech-Associates Consulting Engineers: May 1997 Productivity Standards for Routine Maintenance and Routine Maintenance Productivity Guideline	Figure D1.1 and D1.2	

Category	Operation	References: Source documents	Tables-Figures-	Pages
	Road and drainage works	<i>Productivity Norms for Labour-Based Construction. ASIST Information Service Technical Brief No. 2. International Labour Organisation 1998.</i> <i>Includes Roadwork and drainage Productivity Norms Data from countries.</i>	<i>Tables M1-22</i>	
Building/ Housing related works	Various activities	<i>Best practice guide labour-based methods and technologies for employment intensive construction works</i> January 2002 (document commissioned by the department of public works (construction industry development programme))	Table-1 Table A 1-6	Page 3 PP-1.1-1.5
	Concrete and masonry drainage works and structures	Implementing Employment Intensive Road Works – A CIDB Practice Manual, March 2007-Manual 5	Table –Module 8	Page 100
Water and sanitation	Storm water drainage	<i>Best practice guide labour-based methods and technologies for employment intensive construction works</i> January 2002 (document commissioned by the department of public works (construction industry development programme))	Table H1	Page 1.20

15 APPENDIX H: EPWP REPORTING FORMS

H.1A: NATIONAL / PROVINCIAL REGISTRATION FORM

This form refers to the project plan, before the start of the project – Not the actual project information

Field requested	Description if needed	Please complete this section
Project name		
Public Body (National Department/Province) Reference number	<i>The number used by the public body to identify the project. This to be unique for every project</i>	
Project name	<i>The project name needs to be unique for projects</i>	
Project type:		Select one and mark with a X
	Provincial	
	National	
Project location		
Province	<i>Indicate in which Province the project will be implemented</i>	
District Municipality/ Metro	<i>Indicate in which district/municipality the project will be implemented</i>	
Local Municipality / Metro region	<i>Indicate in which local municipality the project will be implemented</i>	
Primary Ward	<i>Indicate in which ward the project will be implemented. If the project is implemented in more than one ward, then name the wards in "describe project location"</i>	
Enter the name of the Municipal Area	<i>Indicate in which municipal area the project will be implemented</i>	
Describe the project location	<i>Short description, including the area and how it fits within the municipality</i>	
Project Ownership and Location		
Project Ownership		Select one and mark with a X
Public Body Type	Provincial Department	
Project owner (Who is funding the project)	<i>This refers to the provincial department who is providing the money. It cannot be a metro, district or municipality.</i>	
Department in the public body that is responsible for project	<i>This refers to the department within the provincial department</i>	

Field requested	Description if needed	Please complete this section
Implementing public body type (Implementer)	<i>This can be the same provincial department, another provincial department, a metro, district or municipality.</i>	
Project implementer	<i>The name of the provincial department, metro, district or province</i>	
Implementing department	<i>This refers to the department within the province who is responsible for the implementation of the project</i>	
Project Implementation		
Source of Reference number	<i>Indicate the source of the reference number.</i>	
IGP Registered?	<i>Indicate yes/no</i>	
If the project is IGP registered, what is the IGP reference number?	<i>Provide the IGP number</i>	
EPWP Information		
Choose EPWP Programme		Select one EPWP Programme and mark with a X
	-Not part of a programme	
	Contractor Development	
	Facilities & Infrastructure Development Programme	
	Housing Delivery	
	Labour Based Construction Programme	
	Labour-Intensive Programme	
	EPWP Provincial	
	MIG	
	NYS Provincial	
	National Youth Service	
	Subsidised Housing	
	Vuk'uphile	
	Vukuzakhe	
	Zibambele	
	Community-based	
	NGO	

Field requested	Description if needed	Please complete this section
Project Priority		Select one priority and mark with a X
	1: Labour-intensive and training	
	2: Vuk'uphile learnership	
	3: Labour-intensive, no training	
	4: Other	
	5: Large Projects	
	6: Provincial Access Roads	
	7: EPWP Provincial Maintenance	
	8: EPWP High Volume	
Sector	Infrastructure	
Project sub-sector	Please choose from the following:	Select one sub-sector and mark with an X sub-sector is other, then mark with an X provide name of "other"
	Infrastructure Roads	
	Ground Rehabilitation	
	Roads and Stormwater	
	Settlements and Services	
	Housing	
	Park Development	
	Water Infrastructure Upgrade	
	Sewer upgrade	
	Pipelines	
	Stormwater drains	
	Sidewalks	
	Multipurpose	
	Other	
	Lights Reticulation	
	Paving of parks	
	Parking lots	

Field requested	Description if needed	Please complete this section
If Other, describe		
Project details		
Estimated project start date	Provide start date of the project. This is the construction start date.	
Estimated project end date	Provide estimated project end date.	
Please give a short project description	Short description, no longer than one line.	
Project type:	Infrastructure	
Project Environment		Select one project environment and mark with a X
	Urban	
	Rural	
	Both Urban and Non-Urban	
Budget allocated		
Source of funds	Which organisations will be contributing to the funding of the project? Choose from the following:	Select one or more sources of funds and mark with a X
	Donors	
	EPWP	
	IGP	
	Loans	
	National	
	Provincial Capital Budget	
	Provincial Department	
	Provincial Maintenance Budget	
	Up-scaling Grant	
Total Amount of budget	Provide budget amount	
Project Contact in public body		
Name and Contact		
Title:	Provide information	
Surname:	Provide information	

Field requested	Description if not	Please complete this section
Initials:	Provide information	
E-mail address	Provide information	
Cellular:	Provide information	
Telephone (Office):	Provide information	
Fax:	Provide information	
Cellular:	Provide information	
Physical Address:	Provide information	
Postal Address: (if different from Physical)	Provide information	

H.1B: MUNICIPAL REGISTRATION FORM

This form refers to the project plan, before the start of the project – Not the actual project information

Field requested	Description if needed	Please complete this section
Project name		
Public Body (Municipal) Reference number	<i>The number used by the public body to identify the project. This to be unique for every project</i>	
Project name	<i>The project name needs to be unique for projects</i>	
Project type:		Select one and mark with a X
	Municipal	
Project location		
Province	<i>Indicate in which Province the project will be implemented</i>	
District Municipality/ Metro	<i>Indicate in which district/Metropolitan Municipality the project will be implemented</i>	
Local Municipality / Metro region	<i>Indicate in which local municipality the project will be implemented</i>	
Primary Ward	<i>Indicate in which ward the project will be implemented. If the project is implemented in more than one ward, then name the wards in "describe project location"</i>	
Enter the name of the Municipal Area	<i>Indicate in which Municipal Area the project will be implemented</i>	
Describe the project location	<i>Short description, including the area or ward within municipality</i>	
Project Ownership and Location		
Project Ownership		
Public Body Type		Select one and mark with a X
Project owner (Who is funding the project)		
Department in the public body that is responsible for the project	<i>This refers to the department within the municipality</i>	
Implementing public body type (Implementing)	<i>This must be a district, local or metro municipality</i>	
Project implementer	<i>The municipality responsible for implementing the project.</i>	
Implementing department	<i>This refers to the department within the municipality who is responsible for the implementation of the project</i>	

Field requested	Description if needed	Please complete this section
Project Implementation		
Source of Reference number	<i>Indicate the source of the reference number.</i>	
IDP Reference Number allocated to the project		
MIG Registered?	<i>Indicate yes/no</i>	
If the project is MIG registered, what is the reference number?	<i>Provide the IGP number</i>	
EPWP Information		
Choose EPWP Programme		Select one EPWP Programme and mark with an X
	-Not part of a programme	
	Contractor Development	
	Facilities & Infrastructure Development Programme	
	Housing Delivery	
	Labour-Based Construction Programme	
	Labour-Intensive Programme	
	EPWP Provincial	
	MIG	
	NYS Provincial	
	National Youth Service	
	Subsidised Housing	
	Vuk'uphile	
	Vukuzakhe	
	Zibambele	
	Community-based	
	NGO	
Project Priority		Select one priority and mark with a X
	1: Labour-intensive and training	
	2: Vuk'uphile learnership	
	3: Labour-intensive, not training	

Field requested	Description if needed	Please complete this section
	4: Other	
	5: Large Projects	
Sector	Infrastructure	
Project sub-sector	Please choose from the following:	Select one sub-sector and mark with an X. -If sub-sector is other, then mark with an X and provide name of "other"
	Infrastructure Roads	
	Ground Rehabilitation	
	Roads and Stormwater	
	Settlements and Services	
	Housing	
	Park Development	
	Water Infrastructure Upgrade	
	Sewer upgrade	
	Pipelines	
	Stormwater drains	
	Sidewalks	
	Multipurpose	
	Other	
	Lights Reticulation	
	Paving of parks	
	Parking lots	
If Other, describe		
Project details		
Estimated project start date	Provide start date of the project. This is the construction start date.	
Estimated project end date	Provide estimated project end date.	
Please give a short project description	Short description, no longer than one line.	
Project type:	Infrastructure	
Project Environment		Select one project environment and mark with an X.

Field requested	Description if needed	Please complete this section
	<i>Urban</i>	
	<i>Rural</i>	
	<i>Both Urban and Non-Urban</i>	
Budget allocated		
Source of funds	<i>Which organisations will be contributing to the funding of the project? Choose from the following:</i>	Select one or more sources of funds and mark with a X
	<i>District Municipality</i>	
	<i>Donors</i>	
	<i>EPWP</i>	
	<i>IGP</i>	
	<i>Loans</i>	
	<i>Local Municipality</i>	
	<i>MIG</i>	
	<i>National Department</i>	
	<i>Provincial Department</i>	
Total Amount of budget	<i>Provide budget amount</i>	
Project Contact in public body		
Name and Contact		
Title:	Provide information	
Surname:	Provide information	
Initials:	Provide information	
E-mail address	Provide information	
Cellular:	Provide information	
Telephone (Office):	Provide information	
Fax:	Provide information	
Cellular:	Provide information	
Physical Address:	Provide information	
Postal Address: (if different from Physical)	Provide information	

H.2A: NATIONAL/PROVINCIAL SUBMISSION FORM

This form refers to the project plan, before the start of the project – Not the actual project information

Field requested	Description if needed	Comment
Budget		
Source of funds	<i>Which organisations will be contributing to the funding of the project? How much will each organisation contribute? Please choose from the following:</i>	Budget amounts
	<i>Donors</i>	
	<i>EPWP</i>	
	<i>IGP</i>	
	<i>Loans</i>	
	<i>National</i>	
	<i>Provincial Capital Budget</i>	
	<i>Provincial Department</i>	
	<i>Provincial Maintenance Budget</i>	
	<i>Up-scaling Grant</i>	
What will be the annual budgets of the project?	<i>Per national financial year. Take into account all financial years in which the project will be active.</i>	Annual budget amount
	<i>15/16</i>	
	<i>16/ 17</i>	
	<i>17/18</i>	
	<i>18 /19</i>	
	<i>19/20</i>	
Milestones		
<i>Milestone</i>	<i>Will this milestone be measured (Yes / No)</i>	<i>Target Date</i>
Project approved		
Consultant appointed		
Detailed Design specifications approved		
Tender report approved		
Construction started		
Implementation complete		

Field requested	Description if needed	Comment
EPWP Indicators		
<i>Indicator</i>	<i>Indicate Yes or No</i>	
Consultant contract compliant with EPW guideline		
Contractor compliant with EPW requirements		
Exit Strategy		
Branding Compliant		
Planned EPWP Infrastructure outputs		
<i>Output</i>	<i>Tick if applicable</i>	<i>Measure in km / sqm / no- indicate value.km of road to be constructed</i>
Km of roads constructed to standard		
Km of pipeline installed to standard		
Km of storm water drains constructed to standard		
Km of sidewalks constructed to standard		
No of bridges		
No of connections		
No of pipe / box culverts		
No of pump stations		
No of Reservoirs		
No of retention dams		
No of standpipes		
No of transfer facilities		
No of VIP's		
Sqm of bus ranks		
Sqm of community hall		
Sqm of landfill site		
Sqm of taxi ranks		
Sqm of treatment works		
Sqm of buildings		
Sqm of Grass cutting		

Field requested	Description if needed	Comment
Km of fencing		
Sqm of Clinic Construction and Rehabilitation		
Number of classroom construction and rehabilita		
Planned training		
Accredited courses		
Cost estimate	<i>Provide information if available</i>	
Number or person training days	<i>The total number of days for all persons to attend training</i>	
Number of people to attend	<i>The total number of people that will attend training</i>	
Number of women to attend	<i>This includes adult women and youth women</i>	
Number of youth to attend	<i>All persons aged 18 and under</i>	
Non-accredited		
Cost estimate	<i>Provide information if available</i>	
Number or person training days	<i>The total number of days for all persons to attend training</i>	
Number of people to attend	<i>The total number of people that will attend training</i>	
Number of women to attend	<i>This includes adult women and youth women</i>	
Number of youth to attend	<i>All persons aged 35 and under</i>	
Planned labour		
Employment generation details	Planned Number of Person days of employment	Planned Persons to be Employed
Adult men		
Adult women		
Youth men		
Youth women		
Disabled		
Planned labour		
Minimum daily wage	<i>As per the contract document</i>	R
Planned number of employees from the indigent	<i>Has this public body specified that a number of persons indigent is have to be employed? If so, what number of persons?</i>	

H.2B: MUNICIPAL SUBMISSION FORM

This form refers to the project plan, before the start of the project – Not the actual project information

Field requested	Description if needed	Comment
Budget		
Source of funds	<i>Which organisations will be contributing to the funding of the project? How much will each organisation contribute? Please choose from the following:</i>	Budget amounts
	<i>District Municipality</i>	
	<i>Donors</i>	
	<i>EPWP</i>	
	<i>IGP</i>	
	<i>Loans</i>	
	<i>Local Municipality</i>	
	<i>MIG</i>	
	<i>National Department</i>	
	<i>Provincial Department</i>	
What will be the annual budgets of the project?	<i>Per national financial year. Take into account all financial years project will be active.</i>	Annual budget amount
Milestones		
<i>Milestone</i>	<i>Will this milestone be measured (Yes / No)</i>	<i>Target Date</i>
Project approved		
Consultant appointed		
Detailed Design specifications approved		
Tendereport approved		
Construction started		

Field requested	Description if needed	Comment
Implementation complete		
EPWP Indicators		
<i>Indicator</i>	<i>Indicate Yes or No</i>	
Consultant contract compliant with EPW guidelin		
Contractor compliant with EPW requirements		
Exit Strategy		
BrandingCompliant		
Planned EPWP Infrastructure outputs		
<i>Output</i>	<i>Tick if applicable</i>	<i>Measure in km / sqm / no- indicate value km of road to be constructed</i>
Km of roads constructed to standard		
Km of pipelines installed to standard		
Km of stormwater drains constructed to standard		
Km of sidewalks constructed to standard		
No of bridges		
No of connections		
No of pipe / box culverts		
No of pump stations		
No of Reservoirs		
No of retention dams		
No of standpipes		
No of transfer facilities		
No of VIP's		
Sqm of bus ranks		
Sqm of community hall		
Sqm of landfill site		
Sqm of taxi ranks		
Sqm of treatment works		
Sqm of buildings		

Field requested	Description if needed	Comment
Sqm of Grass cutting		
Km of fencing		
Sqm of Clinic Construction and Rehabilitation		
Number of classroom construction and rehabilitation		
Planned training		
Accredited courses		
Cost estimate	<i>Provide information if available</i>	
Number or person training days	<i>The total number of days for all persons attending training</i>	
Number of people to attend	<i>The total number of people that will attend training</i>	
Number of women to attend	<i>This includes adult women and youth women</i>	
Number of youth to attend	<i>All persons aged 35 and under</i>	
Non-accredited		
Cost estimate	<i>Provide information if available</i>	
Number or person training days	<i>The total number of days for all persons to attend training</i>	
Number of people to attend	<i>The total number of people that will attend training</i>	
Number of women to attend	<i>This includes adult women and youth women</i>	
Number of youth to attend	<i>All persons aged 35 and under</i>	
Planned labour		
Employment generation details	Planned Number of Person days of employment	Planned Persons to be Employed
Adult men		
Adult women		
Youth men		
Youth women		
Disabled		
Planned labour		
Minimum daily wage	<i>As per the contract document</i>	R
Planned number of employees from the indigent	<i>Has this public body specified that a number of persons from the have to be employed? If so, what number of persons?</i>	

H.3: PROGRESS REPORT FORM (NATIONAL, PROVINCIAL AND MUNICIPAL)

Data form for a 12 months period.

	April	May	June	July	August	September	October	November	December	January	February	March
Financial Report												
Expenditure for current month												
EPWP Certified Contractors												
Number of contractors												
Amount Spent												
SMME Contractors												
Number of contractors												
Amount Spent												
Milestones	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.	If milestone has been achieved provide the achievement date, otherwise indicate "NO" for each milestone not achieved.
Project approved												
Consultant appointed												
Detailed Design specifications approved												

	April	May	June	July	August	September	October	November	December	January	February	March
Tender report approved												
Construction started												
Implementation complete												
Actual Outputs												
Type of output												
Quantity achieved												
Date achieved												

H.4: PARTICIPANTS INFORMATION (NATIONAL, PROVINCIAL AND MUNICIPAL)

Please provide participants information on this sheet for each month of the year.

Month of report:	
Contractor Name:	
CIPRO company registration number:	
Type of contractor:	
Project Name:	
Project Type:	
Source of Funding:	
Province:	

Physical Outputs for month:	
Project Number:	
Total Project Expenditure for month:	
Contract Number:	
Invoice Number:	
Project Start Date:	
Project End Date:	
Certified by Project Manager:	
Date of certification:	

									MONTH			
First name	Initials	Last name	I.D. Number	DOB	Gender	Has disability	Education level	Start date	Number of labour days for the month	Daily wage rate for the month the month	Total wages paid for the month	Total number of training days for the Month
				dd/mm/yyyy	M or F	Y or N	See codes at bottom of list	dd/mm/yyyy			DO NOT ENTER DATA IN THIS COLUMN	
											0	
											0	
TOTALS (DO NOT ENTER DATA IN THIS LINE)									0		0	0

Education Levels – use the codes (1,2,3) on the excel spreadsheet

(1) Unknown

(2) No Schooling

(3) Grade 1-3 (Sub A – Std 1)

(4) Grad 4 (Std 2) ABET 1

(5) Grade 5-6 (Std 3-4) ABET 2

(6) Grade 7-8 (Std 5-6) ABET 3






(7) Grade 9 (Std 7) ABET 4

(8) Grade 10-11 (Std 8-9)

(9) Grade 12 (Std 10)

(10) Post Matric

16 APPENDIX I: EPWP BRANDING FORMAT

	30	985	30																
30	 																		
570																			
30	<div>CONTRACT NO:</div> <div>PROJECT NAME</div>																		
125																			
75																			
30																			
200	<table border="1"> <tr> <td>CONSULTING ENGINEER</td><td>NTSAKO TIYANI AND ASSOCIATES</td></tr> <tr> <td>CONTRACTOR A</td><td>CONTRACTOR A</td></tr> <tr> <td>CONTRACTOR B</td><td>CONTRACTOR B</td></tr> <tr> <td>CONTRACTOR C</td><td>CONTRACTOR C</td></tr> <tr> <td>CONTRACTOR D</td><td>CONTRACTOR D</td></tr> <tr> <td>CONTRACTOR E</td><td>CONTRACTOR E</td></tr> <tr> <td>CONTRACTOR F</td><td>CONTRACTOR F</td></tr> <tr> <td>CONTRACT DURATION</td><td></td></tr> </table>			CONSULTING ENGINEER	NTSAKO TIYANI AND ASSOCIATES	CONTRACTOR A	CONTRACTOR A	CONTRACTOR B	CONTRACTOR B	CONTRACTOR C	CONTRACTOR C	CONTRACTOR D	CONTRACTOR D	CONTRACTOR E	CONTRACTOR E	CONTRACTOR F	CONTRACTOR F	CONTRACT DURATION	
CONSULTING ENGINEER	NTSAKO TIYANI AND ASSOCIATES																		
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30																			
420	 <div>public works Department of Public Works REPUBLIC OF SOUTH AFRICA</div>  <div>vukuphile CREATING OPPORTUNITIES</div>  <div>EXPANDED PUBLIC WORKS PROGRAMME</div>																		