



INVITATION TO BID TENDER COVER PAGE

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF JOHANNESBURG WATER

BID NUMBER: JW14181R

CLOSING DATE: 31 August 2022

CLOSING TIME: 10:30

DESCRIPTION: PROCUREMENT OF PROFESSIONAL SERVICES: PHYSICAL VERIFICATION OF IMMOVABLE ASSETS

BIDDERS ARE ENCOURAGED TO ATTEND A NON-COMPULSORY TENDER BRIEFING SESSION ON 04 AUGUST 2022 AT 09:00 TO 10:00 ON MICROSOFT TEAMS. THE LINK WILL BE AVAILABLE ON THE JW WEBSITE ADVERT

BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT GROUND FLOOR

**TURBINE HALL
65 NTEMI PILISO STREET
NEWTOWN
JOHANNESBURG
2001**

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
PHYSICAL ADDRESS			
CONTACT PERSON			
TELEPHONE NUMBER			
CELLPHONE NUMBER			
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
CIDB CRS NUMBER			
TAX COMPLIANCE STATUS	TCS PIN	CSD No	
A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE			
<i>The 80/20-point scoring system will be applicable to this tender, i.e., 80 points for Price and 20 points for Preferential Procurement (BBBEE).</i>			
TOTAL BID PRICE (IF APPLICABLE)			R
TOTAL NUMBER OF DOCUMENTS SUBMITTED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Supply Chain Management	DEPARTMENT	Infrastructure Planning and Asset Management
CONTACT PERSON	Gcina Ndela	CONTACT PERSON	Fahlani Sibanda
TELEPHONE NUMBER	011 688 1796	TELEPHONE NUMBER	011 688 1551
E-MAIL ADDRESS	gcina.ndela@jwater.co.za	E-MAIL ADDRESS	fahlani.sibanda@jwater.co.za



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TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED TO THE CORRECT ADDRESS BY THE STIPULATED TIME . LATE BIDS WILL NOT BE ACCEPTED
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED)**
- 1.3. **TENDERERS ARE REQUIRED TO SUBMIT ONE ORIGINAL HARD COPY PLUS A SOFT COPY IN A USB**
- 1.4. **THIS BID IS SUBJECT TO JOHANNESBURG WATER SCM POLICY VERSION 11, JOHANNESBURG WATER WILL NOT NECESSARILY ACCEPT THE LOWEST OR ANY TENDER AND RESERVES THE RIGHT TO WITHDRAW A TENDER WITHOUT FURNISHING REASONS.**
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.6. TENDERS WILL BE OPENED IN PUBLIC SOON AFTER CLOSING TIME AND RECORDING OF RECEIVED DOCUMENTS BUT NOT LATER THAN 11:00 AT THE TENDER OFFICE LOCATED AT TURBINE HALL, 65 NTEMI PILISO, NEWTOWN, 2001, GROUND FLOOR.TENDERERS NAMES AND TOTAL PRICES, WHERE PRACTICAL WILL BE, READ OUT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.5 BIDDER MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- 3.2. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.3. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- 3.4. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

Johannesburg Water (SOC) Ltd



CONTRACT NO: JW14181R

**Procurement of Professional Services: Physical Verification of
Immovable Assets
VOLUME 1 TENDER AND CONTRACT**

Prepared by
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and Asset Management
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V1.0
August 2018

CHECK-LIST FOR TENDER SUBMISSION

The Tenderer is to indicate in the check-boxes provided that they have completed the required section of the tender document. Completion of this check-list will assist the Tenderer in ensuring that they have attended to all the required items for submission with this tender. Additionally, it is an absolute requirement that tenderers comply with National Treasury's CSD registration as well as SARS tax compliance requirements – refer T2.2.4 below.

Ref	Description	Completed		For office use		
		Yes	No	Yes	No	Comments
Cover	Name of tenderer					
	Contact person					
	Telephone/Fax number					
	CSD Number					
T2.1.2	Complete the Certificate of Authority					
T2.1.3	Complete Compulsory Enterprise Questionnaire					
	Submit Valid SARS Tax Compliance status Pin for Tenders					
	Confirm Proof of CSD Registration - submission of MA ----- Number					
	Copy of Valid BBBEE certificate (SANAS/CIPC) or Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths.					
	Consortium / JV agreement with all signatories and breakdown of each members contribution / role					
T2.1.4	Complete and sign MBD 6.1 – Preference Points claim form					
T2.1.4	Complete and sign MBD 4 - Declaration of any potential Conflict of Interest					
T2.1.4	Complete and sign MBD 8 - past Supply Chain Management Practices Form					
T2.1.4	Complete and sign MBD 9- Certificate of Independent bid Determination					
	Confirmation that you have no municipal commitments overdue for more than 90 days*(for both the bidder/company and for the directors).					
	Confirmation that suitable arrangements are in place for arrear municipal obligations with your local municipality.					
T2.2.2	Professional Indemnity Insurance					
C.1.1	Complete the Form of Offer. Do not complete the Form of Acceptance					
	Sign the Form of Offer with 2 witnesses. Do not sign the Form of Acceptance					
C2.2	Complete the Schedule of Rates and the Summary. Sign the Summary					
Qualifications	Is your tender subject to any qualifications. If Yes, reference to such qualification/s must be indicated below:					

** for all tenders regardless of value

Signature: _____ Date _____

CONTENTS:

Volumes		Contents	
Number	Description	Number	Heading
Volume 1	Tender	Part 1: Tender Procedures	
		T1.1	Tender Data
		Part 2: Returnable Documents	
		T2.1	List of Returnable Documents
		T2.2	Returnable Schedules
		Part 1: Agreement and Contract Data	
	Contract	C1.1	Form of Offer and Acceptance
		C1.2	Contract Data
		Part 2: Pricing Data	
		C2.1	Pricing Instructions
		Part 3: Scope of Work	
		C3	Scope of Work

Johannesburg Water (SOC) Ltd



CONTRACT NO: JW14181R

**Procurement of Professional Services:
Physical Verification of Immovable Assets**

VOLUME 1

TENDER, PART: 1

TENDERING PROCEDURES



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Contract No JW14181R

**Procurement of Professional Services: Physical Verification of
Immovable Assets**

Volume 1
Tendering Procedures



TABLE OF CONTENTS

T1.1.... TENDER DATA3

T1.1.1 Conditions of Tender.....3

T1.1.2 Tender Data.....3

T1.1 TENDER DATA

T1.1.1 Conditions of Tender

The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Construction Procurement (August 2019) as published in Government Gazette No 42622, Board Notice 423 of 8 August 2019. (See www.cidb.org.za).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

T1.1.2 Tender Data

The clause numbers in the Tender Data refer to the corresponding clause numbers in the Conditions of Tender.

The additional Conditions of Tender are:

Clause number	Tender Data
C.1.1	The Employer is, Johannesburg Water (SOC) Limited
C.1.2	<p>The tender documents issued by the Employer comprise:</p> <p>Volume 1</p> <p>Tender:</p> <p>Part 1: Tendering Procedures T1.1 Tender Data</p> <p>Part 2: Returnable Documents T2.1 List of Returnable Documents T2.2 Returnable Schedules, including the Enterprise Declaration Affidavit which may be bound in a separate volume</p> <p>Contract:</p> <p>Part 1: Agreement and Contract Data C1.1 Form of Offer and Acceptance C1.2 Contract Data</p> <p>Part 2: Pricing Data</p>

Clause number	Tender Data
	<p>C2.1 Pricing Instructions</p> <p>Part 3: Scope of Work C3 Scope of Work</p>
C.1.4	<p>The Employer's agent is: Contact Person: Mr Fahlani Sibanda Company: Johannesburg Water SOC Ltd Telephone: 011 688 1551 E-mail address: fahlani.sibanda@jwater.co.za</p>
C.1.6.3	<p>The proposal procedure for this tender will be a two stage system as outlined in Option 1 (C.2.13.1)</p>
C.2.1	<p>Eligibility criteria and requirements</p> <ol style="list-style-type: none"> 1) The employer shall not award a contract to any tenderer that does not hold a valid Professional Indemnity (PI) insurance providing cover in an amount of not less than R4 million in respect of each and every claim during the period of insurance. Proof of insurance or confirmation from a reputation Insurance Broker that the Tenderer is eligible for the prescribed professional indemnity insurance cover should he/she be awarded the contract, must be submitted with the tender, appended to part T2.2.2 Returnable Schedules. 2) Obtain a functionality score, as per item C.3.11.1: <ol style="list-style-type: none"> a) Per functionality section that is a score of Yes per section. 3) Tenderers may only tender under 1 (one) company or 1 (one) consortium. No co-bidding will be allowed- 4) With respect to Downloaded Tender Documents, Tenderers are encouraged to comply with the following guidelines. <ol style="list-style-type: none"> a) Tenders must be neatly bound and presentable. b) It is preferred that tender documents are printed single sided only c) All Returnable Documents shall be bound separately in a fully indexed document.
C.2.7	<p>There will be a non-compulsory tender briefing</p>



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Contract No JW14181R

**Procurement of Professional Services: Physical Verification of
Immovable Assets**
Volume 1
Tendering Procedures



Clause number	Tender Data
C.2.8	<p>Replace the contents of the clause with the following:</p> <p>“Request clarification of the tender documents, if necessary, by notifying the Employer’s Representative indicated in the Tender Notice in writing at least seven working days before the closing time stated in the foregoing notice and clause C.2.15.”</p>
C.2.9	<p>Add the following to the clause:</p> <p>“Accept that the submission of a Tender shall be construed as an acknowledgement by the Tenderer that he is satisfied with the insurance cover, the Employer will affect under the contract.”</p>
C.2.10.5	<p>Add the following to the clause:</p> <p>“If no offer is made for an item, a line must be drawn through the space in pen. All prices and details must be legible / readable to ensure the tender will be considered for adjudication.”</p>

Clause number	Tender Data
C.2.11	<p>The evaluation on price alteration will be conducted as follows:</p> <ol style="list-style-type: none"> 1. Where the tender award strategy is to evaluate and award per item or category, the following must apply: <ol style="list-style-type: none"> (i) If there is an alteration on the rate but no alteration on the total for the item or category, the bidder will not be disqualified (ii) If there is an alteration on the total for the item/s without authentication, bidders will only be disqualified for alteration per item or category. 2. Where the tender award strategy is to evaluate and award total bid offer, the following must apply: <ol style="list-style-type: none"> (i) If there is an alteration on the rate, total for the line item, sub-total/ sum brought/carried forward for the section but no alteration on the total bid offer, the bidder will not be disqualified. (ii) If there is an alteration on the total bid offer on form of offer then the amount in words must be considered or vice-versa. <p>If there is an alteration on the total bid offer and the amount in words without authentication, the bidders will be disqualified for the entire tender</p> <p>ANY COMPLETION OF THE TENDER DOCUMENT IN PENCIL, ERASABLE INK OR OVERTYPING WILL NOT BE ACCEPTED AND WILL DISQUALIFY THE TENDER</p> <p>Tender documents may be completed electronically without altering or tampering with any of the terms, conditions, specifications etc. in the tender documents. Bids that are received contrary to this requirement will be disqualified.</p>
C.2.12	<p>Replace Contents</p> <p>Alternative offers will not be permitted.</p>
C.2.13.1	<p>Replace the content of the clause with the following:</p> <p>The Tender will be evaluated in stages as follows:</p> <ol style="list-style-type: none"> 1. Administration evaluations 2. Functional evaluation <ol style="list-style-type: none"> a. Experience of the Tenderer b. Qualifications of Key Personnel



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Contract No JW14181R

Procurement of Professional Services: Physical Verification of

Immovable Assets

Volume 1

Tendering Procedures



Clause number	Tender Data
	<p>c. Experience of Key Personnel 3. Financial evaluation</p> <p>Tenderers need to meet minimum criteria in all functional areas to be considered.</p> <p>Submit one tender offer only, either as a single tendering entity, a member in a joint venture to provide the whole of the works (per category) identified in the contract data and described in the scope of works.</p>
C.2.13.2	<p>Each Tenderer is required to return the complete set of documents as listed in Part T2 with all the required information supplied and completed in all respects.</p> <p>Prior to submitting their tender document, Tenderers should make a copy thereof for record purposes.</p> <p>No copies of any part of the submitted tender document will be made for the Tenderers during the evaluation and adjudication processes.</p> <p>The original documents from the employer may not be tempered with or unbound in any way. This will render the tender unresponsive.</p> <p>Documentation emanating from the returnable schedules should be bound in a separate file with clear reference/index in the returnable schedule to the location of each section.</p>
C.2.13.3	<p>Each tender offer shall be submitted as an original only. Seal the original of the tender offer as separate envelope clearly marked as :”ORIGINAL”</p>
C.2.13.4	<p>Add the following to the clause: “Only authorised signatories may sign the original and all copies of the tender offer where required in terms of C.2.13.3</p> <p>In the case of a ONE-PERSON CONCERN submitting a tender, this shall be clearly stated.</p> <p>In case of a COMPANY submitting a tender, include a copy of a resolution by its board of directors authorising a director or other official of the company to sign the documents on behalf of the company.</p> <p>In the case of a CLOSE CORPORATION submitting a tender, include a copy of a resolution by its members authorising a member or other official of the corporation to sign the documents on each member’s behalf.</p>

Clause number	Tender Data
	<p>In the case of a PARTNERSHIP submitting a tender, all the partners shall sign the documents, unless one partner or a group of partners has been authorised to sign on behalf of each partner, in which case proof of such authorisation shall be included in the Tender.</p> <p>In the case of a JOINT VENTURE/CONSORTIUM submitting a tender, include a resolution of each company of the Joint Venture together with a resolution by its members authorising a member of the Joint Venture to sign the documents on behalf of the Joint Venture.”</p> <hr/> <hr/>
C.2.13.5	<p>The Employer’s address for delivery of tender offers and identification details to be shown on the Tenderer’s offer package are:</p> <p>Location of tender box: Ground Floor Entrance</p> <p>Physical address: Johannesburg Water (SOC) Ltd 65 Ntemi Piliso Street Newtown</p> <p>Identification details: Tender reference number, Title of Tender and the closing date and time of the tender, <i>as well as the Tenderer’s name, his Authorised Representative’s name, postal address and telephonic contact numbers.</i></p>
C.2.13.6 & C.3.5	A two-envelope procedure will not be followed.
C.2.15.1	The closing time for submission of tender offers is as stated in the Tender Notice.
C.2.16	The tender offer validity period is 90 days.
C.2.16.1	Add the following to the clause :



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Contract No JW14181R

Procurement of Professional Services: Physical Verification of

Immovable Assets

Volume 1

Tendering Procedures



Clause number	Tender Data
	<p>“If the tender validity expires on a Saturday, Sunday or public holiday, the Tender Offer shall remain valid and open for acceptance until the closure of business on the following working day.”</p>
C.2.19	<p>The Tenderer must provide access during working hours to his premises for inspections on request.</p>
C.2.23	<p>The Tenderer is required to submit with his tender all documentation as stated in the Part T2: Returnable Documents</p> <p>The Tenderer is required to submit with his tender:</p> <ol style="list-style-type: none"> 1) Valid SARS Compliance status Pin for Tenders issued by the South African Revenue Services. 2) Proof of CSD registration i.e MA xxxxxxxx number 3) a certificate certifying that the tenderer has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days; 4) particulars of any contracts awarded to the tenderer 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; 5) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic. 6) A valid professional indemnity (PI) insurance providing cover in an amount of not less than R4 million in respect of each and every claim during the period of Performance.
C.2.24	<p>Add the following new clause:</p> <p>Canvassing and obtaining of additional information by tenderers Accept that no Tenderer shall make any attempt either directly or indirectly to canvass any of the Employers officials or the Employer’s agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon. No Tenderer shall make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.”</p>
C.2.25	<p>Add the following new clause:</p>

Clause number	Tender Data
	<p>Prohibitions on awards to persons in service of the state Accept that the Employer is prohibited to award a tender to a person -</p> <ul style="list-style-type: none"> a) who is in the service of the state; or b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or c) a person who is an advisor or consultant contracted with the municipality or municipal entity. <p>“In the service of the state” means to be -</p> <ul style="list-style-type: none"> i) a member of:- <ul style="list-style-type: none"> • any municipal council; • any provincial legislature; or • the National Assembly or the National Council of Provinces; ii) a member of the board of directors of any municipal entity; iii) an official of any municipality or municipal entity; iv) an employee of any national or provincial department; v) provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); vi) a member of the accounting authority of any national or provincial public entity; or vii) an employee of Parliament or a provincial legislature.” <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in Section T2.2 must be completed.</p>
C.2.26	<p>Add the following new clause:</p> <p>Awards to close family members of persons in the service of the state “Accept that the notes to the Employer’s annual financial statements must disclose particulars of any award of more than R 2 000 to a person who is a spouse, child or parent of a person in the service of the state (defined in clause C.2.25), or has been in the service of the state in the previous twelve months, including</p> <ul style="list-style-type: none"> a) the name of that person; b) the capacity in which that person is in the service of the state; and c) the amount of the award. <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 – Returnable Documents must be completed in full and signed.”</p>
C.2.27	<p>Add the following new clause:</p>



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Contract No JW14181R

**Procurement of Professional Services: Physical Verification of
Immovable Assets**
Volume 1
Tendering Procedures



Clause number	Tender Data
	<p>Tax Compliance In the case of a Joint Venture/Consortium the tax Compliance status Pin must be submitted for each member of the Joint Venture/Consortium.”</p>
C.3.1.1	<p>Replace the contents of the clause with the following: “Respond to a request for clarification received up to seven calendar days before the tender closing time stated in the tender data and notify all Tenderers who drew procurement documents”</p>
C.3.4.2	<p><i>Tenders will be opened in public soon after closing time and recording of received documents but not later than 11:00 at the Tender Office located at Turbine Hall 65 Ntengi Piliso Street Newtown Johannesburg 2001, Ground Floor. Tenderers names and total prices, where practical will be, read out.</i></p>

C.3.11.1

Functionality shall be evaluated according to the following criteria: **(see also T2.1.6, T2.1.7, T2.1.8 and T2.1.9)**

Each evaluation criteria will be assessed for compliance in terms of meeting requirements by indicators (**Yes/No**). Tenderer must achieve **Yes** in each criterion or sub-criterion in order to be considered further. Submissions that do not meet these criteria shall not be considered in further evaluations.

Functionality shall be evaluated according to the following criteria:

A. Tenderer's Experience

Functionality criteria	Sub-criteria	Documentary Evidence	Complied	
			Yes	No
Tenderer's experience with respect to specific aspects of the project and/or comparable projects as identified in section T2.1.6 of Returnable Documents	Provision of reference letters or signed completion reports for Immovable Asset Verification or Immovable Asset Register update projects , and details of the projects.	Contactable reference details, and/or reference letters as per format given in T2.1.7 or signed completion reports.		
<i>Tenderers who fail to comply with any of the criteria (i.e., achieving a NO score will be eliminated)</i>				

B. Qualifications and Registrations of Key Personnel

Functionality criteria	Key Personnel	Documentary Evidence	Complied	
			Yes	No
Qualifications and Registrations of the key staff as identified in section T.2.1.8 of Returnable Documents	Team Leader	Copies of Qualifications and Registration Documents Refer to T2.1.8		
	Engineer			
	Data Specialist			
<i>Tenderers who fail to comply with any of the criteria (i.e., achieving a NO score will be eliminated)</i>				

C. Experience of Key Personnel

Functionality criteria	Key Personnel	Documentary Evidence	Complied	
			Yes	No
Experience of the key staff as identified in section T2.1.8 of Returnable Documents	Team Leader	CVs to be submitted as per format given on section T2.1.9 outlining experience		
	Engineer			
	Data Specialist			
<i>Tenderers who fail to comply with any of the criteria (i.e., achieving a NO score will be eliminated)</i>				

Clause number	Tender Data
C3.11.3	<p>Add to Clause</p> <p>The procedure for the evaluation of responsive tenders is Method 2 (Functionality, Financial Offer and Preferences):</p> <p>$T_{EV} = N_{FO} + N_P$ where: N_{FO} is the number of tender evaluation points awarded for the financial offer made; N_P is the number of tender evaluation points awarded for preferences claimed.</p> <p>a) Price/Financial (N_{FO}) The score for financial proposal/offer is calculated using Formula 2 (Option 1), as per F.3.11.7 Scoring Financial Offers, Annexure F of the Standard Conditions of Tender, but adjusted as follows: $N_{FO} = W_1 \times A$ where: $A =$ Formula 2 (Option 1), as per F.3.11.7 Scoring Financial Offers, Annexure F of the Standard Conditions of Tender.</p> <p>$W_1 = 80$ points where the financial value inclusive of VAT of one or more responsive tender offers equals or is less than R50million.</p> <p>b) Preference (N_P) N_P equals the preference point awarded to Tenderers who complete the JW10 And who are found to be eligible for the preference claimed, where the maximum points will be 20 points where the financial value inclusive of VAT of one or more responsive tender offers equals or is less than R50million.</p>
C.3.13.1	<p>Add the following to the clause: Tender offers will only be accepted if:</p> <p>a) the tenderer submits a valid SARS tax Compliance status Pin for tenders issued by the South African Revenue Services or has made arrangements to meet outstanding tax obligations;</p> <p>b) Proof of CSD registration ie MA xxxxx number;</p> <p>c) the tenderer has not:</p> <p>i) abused the Employer's Supply Chain Management System; or</p> <p>ii) failed to perform on any previous contract and has been given a written notice to this effect;</p>



a world class African city

Contract No JW14181R

Procurement of Professional Services: Physical Verification of

Immovable Assets

Volume 1

Tendering Procedures



Clause number	Tender Data
	<p>d) the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the Employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract;</p> <p>e) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.</p> <p>f) the tenderer:</p> <ul style="list-style-type: none"> i) has sufficiently substantiated his experience in this type work; ii) has the required qualified and experienced key personnel
C.3.17	The number of paper copies of the signed contract to be provided by the Employer is one.
C.3.19	<p>The additional conditions of tender are:</p> <p>The Tenderer must complete all the Schedules in the format specified and return the schedule as prescribed by the List of Returnable Schedules section T2.1 of this document. Where Joint Ventures or Consortia are tendering. The Tenderer must ensure that all schedules that require completion per individual partner member are completed in full.</p>
C.3.19.2	<p>Add to the existing clause:</p> <p>Schedule of Rates:</p> <p>To allow the Employer the ability to comparatively assess submitted tender prices and any potential cost for future variations the Schedule of Rates shall be completed in the format as per section C2.2 of the Pricing Data</p>



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Contract No JW14181R

Procurement of Professional Services: Physical Verification of

Immovable Assets

Volume 1

Tendering Procedures



Clause number	Tender Data
C.3.19.3	<p>Add to the existing clause:</p> <p>Allocation Strategy</p> <p>BEC will evaluate the bid in three (3) stages namely.</p> <ol style="list-style-type: none"> 1) Administration compliance 2) Technical Evaluation Score as per evaluation criteria, rejecting all tender offers that fail to score the minimum number of points of the evaluation criteria stated in the Tender data 3) Financial and Preference evaluation

-END OF SECTION-

Johannesburg Water (SOC) Ltd



CONTRACT NO: JW14181R

**Procurement of Professional Services: Physi-
cal Verification of Immovable Assets**

VOLUME 1

TENDER, PART: 2

**RETURNABLE DOCUMENTS
AND
SCHEDULE**

T2.1 LIST OF RETURNABLE DOCUMENTS

The tenderer must complete the following returnable documents:

<u>Document</u>	<u>Page</u>
1. Returnable Schedules required for tender evaluation purposes	
T2.1.1 Record of addenda to tender documents	RD.3
T2.1.2 Certificate of Authority	RD.4
T2.1.3 Compulsory Enterprise Questionnaire	RD.9
T2.1.4 Preferential Procurement	RD.12
MBD 6.1 Preference points claim form in terms of the preferential procurement regulations	RD.13
MBD 4 Declaration of any potential conflict or interest	RD.18
MBD 8 Declaration of bidder's past supply chain management practices	RD.21
MBD 9 Certificate of independent bid determination	RD.24
T2.1.5 Proposed Amendments and Qualifications	RD.27
T2.1.6 Schedule of Tenderer's Experience	RD.28
T2.1.7 Contactable Reference Template	RD.29
T2.1.8 Minimum Qualifications, Registration and competence of key personnel	RD.31

T2.2 LIST OF RETURNABLE DOCUMENTS

2. Other documents required only for tender evaluation purposes	
T2.2.1 SARS Tax Compliance Status Pin and Proof of CSD registration	RD.37
T2.2.2 Professional Indemnity Insurance	RD.38
T2.2.3 Joint Venture or Consortium Agreement	RD.39
C1.1 FORM OF OFFER AND ACCEPTANCE	C.2
C1.2 CONTRACT DATA (PART 2)	C.7
C2.1 PRICING DATA	PD.1

NOTE: the Tenderer is required to complete each and every schedule listed above to the best of his ability as the evaluation of tenders and the eventual contract will be based on the information provided by the tenderer. Failure of a tenderer to complete the schedules and forms to the satisfaction of the employer will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive



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T2.1.1 Record of Addenda to Tender Documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Attach additional pages if more space is required.

Signed Date

Name Position

Tenderer



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T2.1.2 Certificate of Authority

Indicate the status of the Tenderer by ticking the appropriate box hereunder. The Tenderer must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE COR- PORATION	(III) PARTNERSHIP	(IV) JOINT VEN- TURE	(V) SOLE PROPRI- ETOR

(I) Certificate For Company

I,, chairperson of the Board of Directors of, hereby confirm that by resolution of the Board (copy attached) taken on, Mr/Ms, acting in the capacity of, was authorized to sign all documents in connection with the tender for Contract No. **JW14181R** and any contract resulting from it on behalf of the company.

Chairman:

As Witnesses: 1.....

2.....

Date:



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1
Returnable Documents



(II) Certificate For Close Corporation

We, the undersigned, being the key members in the business trading as
..... hereby authorize Mr/Ms , acting in the capacity of
....., to sign all documents in connection with the
tender and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note : This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1
Returnable Documents



(III) Certificate For Partnership

We, the undersigned, being the key partners in the business trading as,

....., **hereby authorize Mr/Ms**,

acting in the capacity of, to sign all documents in connection

with the tender and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note : This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.



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(IV) Certificate For Joint Venture

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms , authorised signatory of the company , acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature. Name Designation
		Signature. Name Designation
		Signature. Name Designation
		Signature. Name Designation

Note : This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Joint Venture as a whole.



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1
Returnable Documents



(V) Certificate For Sole Proprietor

I,, hereby confirm that I am the sole owner of the Business trading as

Signature of Sole owner:

As Witnesses:

1.....

2.

Date:

T2.1.3 Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, **separate** enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:
 ...

Section 2: VAT registration number, if any:
 ...

Section 3: CIDB registration number, if any:
 ..

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Proof of CSD registration ie MA xxxxxxxxx number

SARS Tax Compliance status Pin number

Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- | | |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> a member of any municipal council | <input type="checkbox"/> an employee of any provincial department, |
| <input type="checkbox"/> a member of any provincial legislature | national or provincial public entity or constitutional institution within the meaning of |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | |



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- an official of any municipality or municipal entity
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- a member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature
-

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1
Returnable Documents



		Cur- rent	Within last 12 months

*insert separate page if necessary

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to verify the tax compliance status from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed Date

Name Position

Enterprise name

T2.1.4 Preferential Procurement

Forms for Completion by the Tenderer included in this section are:

Form No.	Form Title	Description
MBD 6.1	Preference Points Claim Form	Form to be completed by the Tenderer
MBD 4	Declaration of any potential Conflict or Interest	Form to be completed by the Tenderer
MBD 8	Declaration of bidder's past supply chain management practices	Form to be completed by the Tenderer
MBD 9	Certificate of Independent Bid Determination	Form to be completed by the Tenderer

Note:

All information supplied must be current and valid. Proposed or imminent changes to a Tenderer's status may be mentioned but the declarations must reflect current circumstances.

MBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to exceed not R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable
- b) The 80/20 preference point system will be applicable to this tender

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

- Ps = Points scored for price of bid under consideration
 Pt = Price of bid under consideration
 Pmin = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:
80/20 or **90/10**

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

Where

- Ps = Points scored for price of bid under consideration
 Pt = Price of bid under consideration
 Pmax = Price of highest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

7.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1
Returnable Documents



- Close corporation
Company
(Pty) Limited
[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

- Manufacturer
Supplier
Professional service provider
Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated:
Registered Account Number:
Stand Number:.....

9.8 Total number of years the company/firm has been in business:.....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm,
certify that the points claimed, based on the B-BBE status level of contributor indicated in
paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the pref-
erence(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
ii) The preference points claimed are in accordance with the General Conditions as indi-
cated in paragraph 1 of this form;
iii) In the event of a contract being awarded as a result of points claimed as shown in para-
graphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the
satisfaction of the purchaser that the claims are correct;
iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent
basis or any of the conditions of contract have not been fulfilled, the purchaser may, in
addition to any other remedy it may have –
(a) disqualify the person from the bidding process;
(b) recover costs, losses or damages it has incurred or suffered as a result
of that person's conduct;
(c) cancel the contract and claim any damages which it has suffered as a
result of having to make less favourable arrangements due to such can-
cellation;
(d) recommend that the bidder or contractor, its shareholders and directors,



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1
Returnable Documents



or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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



Contract No JW14181R
**Procurement of Professional Services: Physical Verification of
 Immovable Assets**
 Volume 1
 Returnable Documents



3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1
Returnable Documents



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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.

- 2 **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	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	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)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



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Contract No JW14181R
**Procurement of Professional Services: Physical Verification of
 Immovable Assets**
 Volume 1
 Returnable Documents



4.4.1	If so, furnish particulars:			
4.5	All consultancy services provided to an organ of state in the last five years			
	Institution	Project description	Value	Contact person and Tel No.
4.6	Any similar consultancy services (relevant to the scope of this tender) provided to an organ of state in the last five years.			
	Institution	Project description	Value	Contact person and Tel No.



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1
Returnable Documents



MBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
TRUE AND CORRECT.**

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____ (Bid Number and Description) in response to the invitation for the bid made by:

_____ (Name of Municipality / Municipal Entity) do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ that:
(Name of Bidder)

1. I have read, and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.



- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

T2.1.5 Proposed Amendments and Qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause C.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signed

Date _____

Name

Position _____

Tenderer _____



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Contract No JW14181R
**Procurement of Professional Services: Physical Verification of
Immovable Assets**
Volume 1
Returnable Documents



T.2.1.7 CONTACTABLE REFERENCE TEMPLATE

This document must be completed in full by the referee and included in the tender submission. A separate form must be completed for each reference required in the evaluation criteria. The reference letters will form an integral component of the evaluation of the Tenderer's experience and therefore failure to adhere to this requirement will result in such tender being prejudiced. Note that Tenderers are required to fulfil this requirement separately for each project they wish to be considered.



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1
Returnable Documents



Note : Please see NB at bottom of page.

To Johannesburg Water (SOC) Ltd

I, the undersigned being duly authorized to do so, hereby furnish a reference to Johannes-
burg Water relative to tender **JW14181R: Physical Verification of Immovable Assets.**

Name of tenderer: _____

Description of goods / service provided: _____

Was their performance satisfactory? Yes / No*

If No, please furnish details.....
.....
.....

Name of authorised person: _____ **Signature:** _____

Telephone: _____ **e-mail** _____ **date** _____

Completed on behalf (name of business)

*NB: This document must be completed in full by the referee and included in the tender submission. Alternatively, the client's letterhead may be used for this purpose provided it complies with all the above requirements.. A separate form must be completed for each reference as required in the evaluation criteria. Failure to adhere to this requirement will result in such tender being prejudiced.
Information provided will be verified and if found to be false or misrepresented, punitive measures will be instituted against the respective party including blacklisting and restriction from participating in any future government tender.*



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The Minimum Requirements With Respect to Key Personnel for Qualifications is as Follows

Key Personnel	Minimum Qualification and Registration
Team Leader	BSc or BEng or BTech degree in Engineering or BSc or Bachelor's degree in Accounting or Bachelor's degree in Town Planning and Is Professionally registered or designated as one of the following: Professional Engineer - ECSA Professional Technologist - ECSA Chartered Accountant - SAICA Professionally Registered Planner - SACPLAN Certified Senior Asset Manager (CSAM) – (SAAMA or equivalent International Body)
Engineer	BSc or BEng or BTech Degree in Engineering in any of the following disciplines (Civil, Structural, Water, Electrical or Mechanical) Professional registration not required
Data Specialist	National Diploma in any of the following disciplines Information and Communication Technology (ICT) or Geo-Information Science or Land Surveying OR National Diploma in any of the following disciplines (Computer Science, Data Science, Data Analytics) Professional registration not required



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Contract No JW14181R
**Procurement of Professional Services: Physical Verification of
Immovable Assets**
Volume 1
Returnable Documents



The Minimum Requirements With Respect to Key Personnel for Experience is as follows

Key Personnel	Minimum Experience per relevant tendered category
Team Leader	Must have led at least four (4) Immovable Asset verification projects or Immovable Asset Register update projects
Engineer	Must have at least three (3) years' experience providing engineering expertise in Immovable Asset Verification projects or Immovable Asset Register update projects
Data Specialist	Must have at least three (3) years' experience in the planning and administration of data and GIS systems on Immovable/movable Asset Verification projects or Immovable/movable Asset Register update projects

T2.1.9 CURRICULUM VITAE TEMPLATE (Page 1 of 3)

Proposed role in the project	
-------------------------------------	--

1. Surname	
2. First Name	
3. Date and place of birth	
4. Nationality	
5. Membership of Professional Bodies and Professional Registration	

6. Education

Institution (Date from – Date to)	Degree(s) or Diploma(s) obtained

7. Summary Work Experience

Company / Organisation	(Date from – Date to)	Years of Employment	Position

8. Key Experience Relevant to Project

9. Knowledge of issues pertinent to project (e.g. local conditions, legislation and techniques)

10. Other Relevant Information (e.g relevant papers, publications and software developments)



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CURRICULUM VITAE TEMPLATE (Page 2 of 3 [Duplicate page for additional space])

11. Project Specific Training and Experience which is directly linked to the scope of work

Project Name and Locality	
Project Dates and Value	
Form of contract used	
Project Position (e.g. Project Manager, Engineer, etc.)	
Description of Scope and Duties	

Project Name and Locality	
Project Dates and Value	
Form of contract used	
Project Position (e.g. Project Manager, Engineer, etc.)	
Description of Scope and duties	

Project Name and Locality	
Project Dates and Value	
Form of contract used	
Project Position (e.g. Project Manager, Engineer, etc.)	
Description of Scope and-duties	



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CURRICULUM VITAE TEMPLATE (Page 3 of 3)

Project Name and Locality	
Project Dates and Value	
Form of contract used	
Project Position (e.g. Project Manager, Engineer, etc.)	
Description of Scope and duties	

Project Name and Locality	
Project Dates and Value	
Form of contract used	
Project Position (e.g. Project Manager, Engineer, etc.)	
Description of Scope and duties	

I,....., hereby declare that I am aware of the inclusion of my Curriculum Vita in the proposed project team and make myself available for this project.

Signature :

Date :



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T2.2.1 SARS Tax Compliance Status Pin and Proof of CSD registration

The Tenderer must attach hereto a copy SARS Tax Compliance Status Pin and Proof of CSD registration ie MA xxxxxxxxxxx number.

SIGNATURE:..... DATE:.....
(of person authorized to sign on behalf of the Tenderer)



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T2.2.2 Professional Indemnity Insurance

The Tenderer shall provide a copy of his Professional Indemnity Insurance indicating the scope of such insurance. In the event of a Joint Venture or Consortium, the Lead Consultant shall provide proof of his Professional Indemnity Insurance for the entire Contract or Contracts tendered on.

Refer to: Clause C.2.1

SIGNATURE:..... DATE:.....

(of person authorized to sign on behalf of the Tenderer)



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1
Returnable Documents



T2.2.3 Joint Venture or Consortium Agreement

In the case of a Joint Venture or Consortium the Tenderer shall provide a copy of the signed Joint Venture or Consortium Agreement.

SIGNATURE:.....

DATE:.....

(of person authorized to sign on behalf of the Tender)



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1



Agreement and Contract Data

Johannesburg Water (SOC) Ltd



CONTRACT NO: JW14181R

**Procurement of Professional Services:
Physical Verification of Immovable Assets**

VOLUME 1

CONTRACT, PART 1:

AGREEMENT AND CONTRACT DATA



**C1.1 FORM OF OFFER AND ACCEPTANCE
 (Agreement)**

C1.1.1 OFFER

The TENDERER is to complete and sign the Form of Offer

The Employer, Identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works

Contract No. JW14181R – Procurement of Professional Services: Physical Verification of Immovable Assets

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

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

THE OFFERED RATES FOR THE CONTRACT ARE THOSE CONTAINED IN THE PRICING SCHEDULE

This offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Consultant (Professional Service Provider) in the Conditions of Contract identified in the Contract Data.

Signature(s)

Name(s)

Capacity

**For the
Tenderer**

(Name and address of Organisation)

**Name and
signature of
witness**

Date

C1.1.2 ACCEPTANCE

The EMPLOYER will complete and sign the form of Acceptance

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

The terms of the contract are contained in

Part 1 Agreement and Contract Data, (which includes this Agreement)

Part 2 Pricing Data

Part 3 Scope of Work

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

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

The tenderer shall within two weeks of receiving the Appointment Letter, contact the Employer's Agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives an Appointment Letter from the employer. The Employer shall issue one fully completed and duly signed copy of this document, including the Schedule of Deviations (if any) within 28 days of the Appointment Letter. Unless the Tenderer (now the Consultant), within five days after the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents or terms and conditions of this Agreement, this Agreement shall constitute a binding contract between the parties,



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1



Agreement and Contract Data

FOR EMPLOYER OFFICIAL USE ONLY

Signature(s)

Name(s)

Capacity

**For the
Employer**

***Johannesburg Water (SOC) Ltd, 65 Ntemi Piliso Street, Newtown,
Johannesburg***

(Name and address of Organisation)

**Name and
signature of
witness**

Date

C.1.1.3 SCHEDULE OF DEVIATIONS

Notes:

1. The extent of deviations from the tender documents issued by the employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender,
2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here,
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or amendment to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here,
4. Any amendment or addition to the tender documents arising from the above arrangements and recorded here shall also be incorporated into the final Contract,

1	Subject	_____
	Details	_____
2	Subject	_____
	Details	_____
3	Subject	_____
	Details	_____
4	Subject	_____
	Details	_____
5	Subject	_____
	Details	_____
6	Subject	_____
	Details	_____
7	Subject	_____
	Details	_____
8	Subject	_____
	Details	_____

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of deviations as the only deviations



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1



Agreement and Contract Data

from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or amendment to the terms of the offer agreed by the Tenderer and the Employer during the process of offer and acceptance.

It is expressly agreed that no other term or condition, whether in writing or oral or implied or tacit, arising during the period between the issue of the tender documents and the receipt by the Tenderer of a completed and signed copy of this Agreement shall have any legal effect in respect of the contract between the parties arising from this Agreement.

For the Tenderer:

Signature(s)

Name(s)

Capacity

(Name and address of Organisation)

**Name and
signature of
witness**

Date

For the Employer:

Signature(s)

Name(s)

Capacity

Johannesburg Water SOC Ltd

(Name and address of Organisation)

**Name and
signature of
witness**

Date



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Contract No JW14181R
**Procurement of Professional Services: Physical Verification of
Immovable Assets**
Volume 1



Agreement and Contract Data

C1.2. CONTRACT DATA

C1.2.1. General Conditions of Contract

The Conditions of Contract are the Standard Professional Services Contract (July 2009, Third **Edition of CIDB** document 1014) published by the CIDB. A copy of this document may be obtained from the CIDB's website www.cidb.org.za

C1.2.2.Part 1: Contract Data completed by the Employer includes :



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Contract No JW14181R
**Procurement of Professional Services: Physical Verification of
 Immovable Assets**
 Volume 1



Agreement and Contract Data

Clause	
3.4 and 4.3.2	The Employer is Johannesburg Water (SOC) Ltd.
3.4 and 4.3.2	The authorized and designated representative of the Employer is: Name and Surname: Mr Warren Longhow
3.4 and 4.3.2	The address for receipt of communications is: Telephone: 011 688 1652 Email: warren.longhow@jwater.co.za Address: PO Box 61542, Marshalltown, 2107
1	The project is, Procurement of Professional Services: Physical Verification of Immovable Assets
1	The Period of Performance is only for six (6) months, from the date Contract is in effect. No additional services will be requested after expiry of the contract, however the service provider shall be required to complete all contract obligations prior to expiry of the Period of Performance.
1	The Start Date is the date when the Service Provider receives an Appointment Letter from the Employer
3.5	The location for the performance of the Project shall be at various sites within the jurisdiction of Johannesburg water.
3.12.1	Add to clause; The Service Provider shall note that his service provision forms an integral part of the total service delivery scope of the Employer, and that any delay, non-provision or negligent provision thereof may seriously affect the provision of the other related-services and contracts. Therefore failure, on the part of the Service Provider, to deliver any part or the total service correctly and timeously (as per approved schedule / Programme of Works) shall result in the application of a performance penalty, per day. The penalty shall be R2,000.00 or, up to a maximum amount of twice the professional fees for normal services actually paid after which the Employer reserves the right to terminate Contract agreement with the Service Provider
3.15.1	Add to clause; 1) The programme(s) of works shall be submitted within 14 days of the issue of acceptance letter. 2) In compiling the Programme of works the Service Provider shall note that: a) the working days and hours for staff are Monday to Friday between 08h00 and 17h00.



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Contract No JW14181R
**Procurement of Professional Services: Physical Verification of
Immovable Assets**
Volume 1



Agreement and Contract Data

	<p>b) Non-working Time: All South African public holidays, weekends and the local traditional annual builder's break shall be incorporated in the programme of works.</p> <p>c) Familiarize himself with the Employer's Standard Operational Procedures such as shutdown scheduling while formulating the programme of works.</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Agreement and Contract Data

3.15.3 (a)	Replace second 3.15.3 by 3.15.4 The service provider shall update the programme of works on a monthly basis to reflect actual progress to date.												
3.16.1	Replace No adjustment of fees will be done over the 6-month project period												
4.3.1 (d)	Replace The Service Provider shall assist in the obtaining of all approvals, licenses from state, regional and municipal authorities having jurisdiction over the Project, unless otherwise instructed by the Employer to act on the Employer's behalf in line with Clause 4.6.												
5.1.3	Add The onus is on the service provider to submit the following in a monthly basis for the duration of contract (6 months) to Lebogang Dlamini, email: lebogang.dlamini@jwater.co.za: <ul style="list-style-type: none"> • Proof of legislative compliance with respect to CSD, TAX and Good Standing with relevant municipality in order to be considered for specific work package as stated in clause C.3.19.3 of Tendering procedure. • BBBEE certificate, failure to submit will result to zero score on preference points. • The list of available key personnel under the following headings: <table border="1" data-bbox="429 1442 1444 1982"> <thead> <tr> <th data-bbox="429 1442 598 1910">Proposed Project Position (Team Leader, Engineer or Data specialist)</th> <th data-bbox="598 1442 767 1910">Name and Contact Details</th> <th data-bbox="767 1442 936 1910">Qualifications (refer to T.2.1.8 of the returnable documents)</th> <th data-bbox="936 1442 1106 1910">Years of experience as per relevant contract category (refer to T.2.1.9 of the returnable documents)</th> <th data-bbox="1106 1442 1275 1910">Name of the Professional body and registration No. (refer to T.2.1.8 of the returnable documents)</th> <th data-bbox="1275 1442 1444 1910">Number of Commitments (not to exceed the number stated in clause 7.1.1 below)</th> </tr> </thead> <tbody> <tr> <td data-bbox="429 1910 598 1982"></td> <td data-bbox="598 1910 767 1982"></td> <td data-bbox="767 1910 936 1982"></td> <td data-bbox="936 1910 1106 1982"></td> <td data-bbox="1106 1910 1275 1982"></td> <td data-bbox="1275 1910 1444 1982"></td> </tr> </tbody> </table> <p>The information of the key personnel above will be used to verify service provider's capacity.</p>	Proposed Project Position (Team Leader, Engineer or Data specialist)	Name and Contact Details	Qualifications (refer to T.2.1.8 of the returnable documents)	Years of experience as per relevant contract category (refer to T.2.1.9 of the returnable documents)	Name of the Professional body and registration No. (refer to T.2.1.8 of the returnable documents)	Number of Commitments (not to exceed the number stated in clause 7.1.1 below)						
Proposed Project Position (Team Leader, Engineer or Data specialist)	Name and Contact Details	Qualifications (refer to T.2.1.8 of the returnable documents)	Years of experience as per relevant contract category (refer to T.2.1.9 of the returnable documents)	Name of the Professional body and registration No. (refer to T.2.1.8 of the returnable documents)	Number of Commitments (not to exceed the number stated in clause 7.1.1 below)								



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Contract No JW14181R
**Procurement of Professional Services: Physical Verification of
Immovable Assets**
Volume 1



Agreement and Contract Data

	<p><i>Nota bene:</i> Service provider is required to submit the supporting documents as indicated in clause C.3.11.1 (B) and (C) of the Tendering Procedures.</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Agreement and Contract Data

5.4.1 and 13.1.3	The Service Provider is required to provide and maintain Professional Indemnity Insurance to the value of R 4 Million in respect of each and every claim during the period of insurance which is the end of the project period.
5.5(c)	Add The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions: 1) Removing Key Persons, whose participation has been approved at tender stage or thereafter, from the Project; 2) Perform any additional work other than that authorized by the employer; 3) Accepting any additional work which in the view of the Service Provider will require additional compensation 4) Proceeding from one phase of the project to the next and 5) Stopping sections of the works or complete works, unless the reason for stopping section of the works or the complete works is required to ensure the safety of the public, employees or sub-contractors of the principle contractor.
7.1.1 7.2	Add to Clause: The minimum required qualifications, Registrations and experience required to execute the scope of work is as indicated in T 2.1.8 of Returnable Documents
7.1.1 7.2	The Employer is dedicated to Economic empowerment through Targeted Labour and Targeted Enterprise development; as such it is a requirement that the Service Provider's Personnel are competent with respect to verification of immovable assets. It is therefore a mandatory requirement that the key personnel on the project are in possession of the required qualifications (refer to T.2.1.6 of the returnable documents). Service providers who fail to demonstrate that key personnel appointed to projects are in possession of these qualifications while the contract is in effect will be excluded from subsequent project allocations.
8.1	The Service Provider is to commence the performance of the Service within 5 days of the date of the Employer accepting the Service Provider's fees, programme of works, resource schedule, and resource organogram for the project.
8.2.1	The Contract is concluded when the Period of Performance has elapsed and all deliverables are complete and signed off by the Employer.



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1



Agreement and Contract Data

8.4.3(c)	The period of suspension under clause 8.5.1 is not to exceed 3 months.
9.1	Copyright of the documents prepared for the Project is vested with the Employer.
11	No additional subcontracting will be accepted other than that which is motivated in the tender proposal. There will be no additional remuneration for activities outlined in section C3.24, C3.25 and C3.26
12.1	Interim settlement of disputes is to be by amicable settlement, then adjudication if amicable settlement fails.
12.2 and 12.3	Final settlement is by Arbitration.
12.3.3	In the event that the parties fail to agree on an arbitrator, the arbitrator is nominated by mutual agreement of both contracting parties.
13.5	Replace The Employer shall claim for any proven costs resulting from the actions of the Service Provider.
15	The interest rate is the prime interest rate of the Employer's bank at the time the amount is due. The interest charged will be Simple interest



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Contract No JW14181R
**Procurement of Professional Services: Physical Verification of
 Immovable Assets**
 Volume 1



Agreement and Contract Data

C1.2.3.Variations to the General Conditions of Contract

Clause	
3.15.4 d) (3.15.3)	Add Sub-clause 13.15.4 (d) Whenever the deliverables of the project is changed by the Employer.
4.3.2	Replace Clause with the following: The authorized and designated person named in the Contract Data has complete authority in giving instruction and receiving communication on the Employer's behalf and interpreting and defining the Employer's policies and requirements in regard to the overall contract; JW14181R.
4.7	Add to Clause: Payment shall be made upon: <ul style="list-style-type: none"> • The Service Provider submitting a Payment Certificate with a schedule of work completed, to the Employer before or on the date that will communicated to you by the Employer. • The payment Certificate being accompanied with an Original Tax Invoice compliant with SARS and the Employer's requirements. • Submission of a statement outlining all outstanding payments. Payment will be made 30 days from date of statement on the date that will communicated to you by the Employer. Payment for the Contract shall be by way of electronic bank transfer, thus the Service Provider shall ensure the Employer at all times has the most updated banking information of the Service Provider.
5.4.3	Add New Clause A retention fee of 10% of the project fee only (i.e. thus excluding ONLY expenses and costs) will be held by the employer until all the project deliverables are complete and signed off by the service provider and Employer to agree they are complete and meet the required quality standard.
13.1.4	Add New Clause The Service Provider acknowledges that the approvals of drawings and reports by any Employer's Representative does not change the Service Provider's responsibility to provide the Services, nor does it indemnify the Service Provider from any negligence and/or omissions or liability.



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Contract No JW14181R
Procurement of Professional Services: Physical Verification of
Immovable Assets
Volume 1



Agreement and Contract Data

C1.2.4.Part 2: Data

C1.2.5. provided by the Service Provider

The Service Provider is:

Address:

Telephone:

Facsimile:

The authorized and designated
representative of the Service Provider
is:

Address:

Telephone:

Facsimile:

The Period of Performance is:

Johannesburg Water (SOC) Ltd



CONTRACT NO: JW14181R

**Procurement of Professional Services:
Physical Verification of Immovable Assets**

VOLUME 1

CONTRACT, PART2:

PRICING DATA

C2 PRICING DATA

C2.1 PRICING INSTRUCTIONS

C2.1.1 General

The following shall be noted:

The fees used in the Pricing Schedule should be as per the price schedules (C2.2) and C2.3.

- a) The cost for the scope of works of the contract is priced in the price schedule C2.2, it is a fixed lump sum cost for the project and is split per verification activity.
- b) Pricing for any additional work that may arise on the project, outside of the defined scope of works, will be as per **price in rates card schedule (C2.3)**, but written approval will still be required before any additional work is carried out by the Service Provider.
- c) All fees quoted in the Pricing Schedule shall be in South African Rand (ZAR) and whole cents.
- d) All fees quoted in the Pricing Schedule must be excluding VAT. VAT will be added in the Summary of the Pricing Schedule.
- e) The Pricing Schedule has to be completed in black ink and the Tenderer is referred to the Tender Data in regard to the correction of errors.
- f) The Service Provider shall provide an overall summary of costs for each activity or task, by asset group of verification, as required in the pricing schedule C2.2.
- g) The Service Provider shall provide time based (hourly) unit cost rates for all contract allocated personnel in the Rates card Schedule in section C2.3. These unit cost rates shall be all-inclusive and therefore include all applicable allowances for overhead and administrative charges incurred by the Service Provider if any additional works arise, approved by the Employer, in relation to the project.
- h) Time based fees shall be calculated by multiplying the provided unit cost rate with the actual time spent by the applicable personnel in rendering the service required by the Employer.
- i) Lump sum prices or rates shall not be adjustable with regard to changes in the law for the duration of the Contract Period of Performance.
- j) The Service Provider shall pay all taxes, duties, fees, levies and other impositions without separate reimbursement by the Employer.
- k) All activities or tasks shall be invoiced on a monthly basis, based on work successfully completed and **accepted by the Employer**.
- l) Any changes to the pricing schedule will result in elimination, the Tenderer can however indicate in the qualifications any alterations that they might want to offer.

C2.1.2 Standard and Additional Services

No additional services or work is currently envisioned outside of the defined scope of works for the contract. Hourly rates are provided in the rates card in C2.3 as a provision in the case that additional work is identified during the project. However, the Service Provider is not entitled for any payment under this item if he is not explicitly requested and has written approval from the Employer to do additional work outside of the defined scope of work.

The standard work for the project related to the scope of works defined shall be priced in full in C2.2 – where all project related costs should be included in the cost per verification stage, unless already indicated as a separate line item.

C2.1.2.1 Contract Price Adjustment

No adjustment of fees will be done for the project period.

C2.1.2.3 Recoverable Costs

The Service Provider shall recover the cost of all actual incurred expenses, through the lump sum price per section of the project indicated. The prices quoted for the different sections of verification of the project should cover all inclusive costs related to providing the service. This includes, but is not limited to, transport to the different facilities, data for use of the tablets in field, meeting requirements as defined in the scope of works section, producing all required plans, reports and floor layouts.

Travel and travel-time costs, within the boundaries of the City of Johannesburg, related to normal execution of works, verification and client meetings, will not be priced separately but should be included in the indicated rate as per the Price Schedule in C2.2.

C2.2 Compensation for Services Rendered.

C2.2.1. Fees Payable for scope of work of project

The fee payable in terms of C2.2.1 include all project related costs required to produce the deliverables as defined in the contract scope of works. The prices quoted for the different sections of verification of the project should cover all inclusive costs related to providing the service and any project related activities.

The fees payable are against a lump sum value per section of work complete and 10% retention will be payable on successful completion of the project, with signed off deliverables. Additional services or costs not related to scope of works needs written approval from Johannesburg Water before the service provider commences with any additional work and the hourly rates quoted in the Rates Card in C2.3 will be applicable for the additional work agreed.

For this Contract the fee payable in terms of C2.2.1 shall include:

- a) Travel and travel-time costs, within the boundaries of the City of Johannesburg, related to provision of services as per the defined scope of works.

*With reference to (a) above **NO additional** and/or separate compensation shall be effected to the Service Provider by the Employer.*

The Service Provider shall only claim fees payable in terms of the pricing schedule below:

Contract No JW14181R
**Procurement of Professional Services:Physical Verification of
 Immovable Assets**
 Volume 1
 Pricing Data

Table C2.2.1: Pricing Schedule

Description	Quantity	Units	Rate (Rands)	Amount (Rands)
Verification of facilities:				
<i>Wastewater treatment works</i>	6	Sites		
<i>Operational buildings</i>	15	Sites		
<i>Reservoir sites</i>	80	Sites		
<i>Water pump stations</i>	37	Sites		
<i>Sanitation pump stations</i>	38	Sites		
**Verification of Network items across all 10 depot areas:				
<i>Hydrants</i>	10	Depot area		
<i>Valves</i>	10	Depot area		
<i>Large valves</i>	10	Depot area		
<i>Large water meters</i>	10	Depot area		
<i>Water meters and connections</i>	10	Depot area		
<i>PRV stations</i>	10	Depot area		
<i>Manholes</i>	10	Depot area		
*PPE supplied		Per person		
Sub-Total				
Value Added Tax (15%)				
TOTAL				

*Tenderers must determine size of team appropriate for execution of scope of work and insert quantity and rate to calculate total amount for PPE.

** Refer to C3.3 of the Scope of Works for guidance on approximate sample sizes.

SIGNATURE OF TENDERER:

NAME IN BLOCKLETTERS :

DATE:

C2.2.5 Recoverable Costs

Nota Bene: The Service Provider shall:

- Ensure all claimed expenses are pre-approved in writing by the Employer prior to incurring cost or submitting claim for compensation to the Employer, thus the Employer shall not entertain claims in this regard if such approval was not obtained in writing by the Service Provider.
- Ensure cost claims is accompanied by a signed copy of the supplier's tax invoice, which must comply with good financial practices by containing all minimum invoice required information.
- All appointments for supplier's and specialist sub-consultants need to be pre-approved using a three quotation basis.

The claim mark-up on actual costs shall not exceed 10% of the cost of the actual direct cost claim.

The Employer shall not compensate the Service Provider for accommodation and subsistence expenses, as Contract staff shall be deemed to be residing in the Contract area (City of Johannesburg) of execution. Travel and travel-time costs, within the boundaries of Johannesburg will not constitute additional compensation.

C2.3 Price Schedules

C2.3.1 Project rate card

Nota Bene: To be filled by all Tenderers.

Table C2.3.1: Rate card

Project role	Rate per hour
Team Leader	
Engineer	
Data Specialist	
Verifier team lead	
Verifier	

SIGNATURE OF TENDERER:

NAME IN BLOCKLETTERS :

DATE:

-END OF SECTION-

Johannesburg Water (SOC) Ltd



CONTRACT NO: JW14181R

**Procurement of Professional Services:
Physical Verification of Immovable Assets**

VOLUME 1

CONTRACT, PART 3:

SCOPE OF WORK

C3 SCOPE OF WORK

C3.1 Employer's Objectives

The Employer intends on procuring the services of suitably qualified Professional Service Providers during the Contract Period of Performance, to conduct physical asset verification of immovable assets within his area of jurisdiction.

The objective of the Employer is to appoint an experienced Service Provider to execute the asset verification project which seeks to provide the data, at an acceptable confidence level, to update the IMQS technical asset register, for subsequent alignment with the SAP FI financial asset register. The Employer's expectation is for the project to be delivered within time, cost, and performance and quality standards.

C3.2 Description of the Services

The Service Provider shall be required to provide the Employer with multiple disciplinary expertise (civil, mechanical, or electrical engineering assessment and data analysis skills) to enable physical assessment of assets in the field, collection of asset attributes, producing floor plans and provision of the updated data in the required format, to the required quality standard. The Service Provider will be required to plan and co-ordinate all aspects of the physical verification, producing a schedule for verification as well as a quality management plan to ensure quality control of the information being captured in the field.

C3.3 Extent of the Services

The civil / mechanical / electrical/ structural engineering services shall satisfy the stated objectives of the Employer in relation to the verification work identified in the description of the services.

The required work includes a physical verification of asset data already in an existing asset register, capturing any additional asset data for completeness and providing floor layouts for all buildings. The proposed physical verification includes all of the JW facilities and a sample of high quantity pipe components on the network items. Broken down per asset subtype, the asset groups to be verified are:

- a) Water network
 - i. Water pump stations
 - ii. Reservoirs
 - iii. Reservoir towers
 - iv. Sample of valves, hydrants and water meters on bulk and distribution networks
 - v. Sample of pressure reducing valve (PRV) stations
- b) Sanitation network
 - i. Sewer pump stations
 - ii. Sample of manholes on outfall and reticulation networks
- c) Wastewater treatment works (WWTW)
 - i. Standardised process element components (e.g. head of works, digestion, clarifier etc.)
 - ii. General site components (offices, housing, external facilities etc.)
- d) Operational buildings (including depots, stores and laboratories). All buildings are broken down into components as indicated by the hierarchy, and attributes attached per facility
- e) Capital Spares
 - i. All capital spares held by Johannesburg Water Operations depots, stores or at the WWTWs
 - ii. All capital spares which may be on site but not on the technical asset register

Within each of these asset groups there are multiple components, each with a number of different attributes. The number of facilities and components are listed further on. The types of components, and lowest significant item level that will be verified or captured are indicated in the table that follows.

Asset type	Building elements	Civil infrastructure	Metal work	External infrastructure	Roads and stormwater
Components	<ul style="list-style-type: none"> • Air conditioning • Carports • Electrical installation • Finishes, fixtures & fittings • Fire protection • Floor • Gas installation • Lifts • Plumbing • Roof • Security system • Small building/ enclosure • Walls 	<ul style="list-style-type: none"> • Anchored wall • Chemical toilet • Earthworks • Earth structure • Erosion protection • Filter media • Masonry structure • RC structure • Retaining wall • Septic tank • Sub-soil drain • Tank • Timber structure • VIP latrine 	<ul style="list-style-type: none"> • Fabricated steel 	<ul style="list-style-type: none"> • External furniture • Irrigation • Landscaping • Paving • Perimeter protection • Sign general 	<ul style="list-style-type: none"> • Channel • Culvert • Grid inlet • Speed hump • Kerb inlet • Kerb • Sign-regulatory • Road surface • Road structural layer • Earthworks • Guard rail
Asset type	Mechanical infrastructure	Electrical infrastructure		Pipe work	Land
Components	<ul style="list-style-type: none"> • Blower • Compressor • Conveyor • Compactor • Doser • Engine • Gearbox • Generator • Pump - hand • Pump - sewer • Pump - water • Pump – submersible • Pressure vessel 	<ul style="list-style-type: none"> • Actuator • Batteries • Battery charger • Cathodic protection • Control cable • Control panel • Current transformer • Electrical service connection • Electricity meter • External lighting • High mast • HV transformer • LV cable • LV overhead line • LV switchgear – circuit breaker 	<ul style="list-style-type: none"> • Mini sub • Motor • MV cable • MV overhead line • MV transformer • MV switchgear – circuit breaker • MV switchgear – isolators • Online analyser • Pilot cables • Power factor equipment • Pole transformer • Radio • Telemetry • UPS 	<ul style="list-style-type: none"> • Hydrant • Communal standpipe – pedestal • Pipe – sewer • Pipe – water • Pipe – stormwater • Valve • Water strainer • Water meter 	<ul style="list-style-type: none"> • Land

Linear below-ground infrastructure assets and moveable assets are not in scope for the verification exercise. All above ground components at facilities are included in the scope, those currently on the asset register and those that would need to be captured as additional items for completeness. Specific point components that are along the networks are in scope on a sample basis. The sample will cover a portion of components across all the JW depot areas for all the specified network items.

Data will need to be collected or verified at a component level, but in some cases these components are grouped or captured in a grouped approach where the individual details are not assessed but rather attributes assessed at a grouped level. For example, the “air conditioning” component in a building is grouped per floor of the building, and thus would be verified as the air conditioners on the same floor and not the individual air conditioner units. This is similar for all building element asset types. The following is a summary of the level of detail (grouping or unbundling) to be adopted:

- Sewer pipe manholes are reflected individually;
- PRV, non-return, and air-release valves are considered individual components;
- For other valves, those larger than 300mm diameter along the network and larger than 150mm diameter in WWTW are considered individual components while smaller valves are grouped on the basis of the parent pipe;
- Hydrants are grouped on the basis of the parent pipe;
- Consumer meters are indicated individually (except for some prepaid meters and connections where the location data is not available);
- Water connections to customers are indicated per parent pipe, and sewer connections per township extension – per size (diameter);
- Roads are indicated per facility, as applicable;
- Road furniture is indicated per road; and
- Building components (in line with the hierarchy) are grouped per building (and in the case of multi- storey buildings, per floor).

Where grouped assets are being verified along the network, e.g. small valves grouped on a parent pipe length, the total extent would be verified as well as general location information e.g. if it is plotting on the correct side of the road. If the extent differs or the location information is notably different to the asset on the ground, then specific information against the individual components will need to be captured to indicate accurate locations and ensure completeness. For some existing components in the register, the current grouping is incorrect and the component will not need to be verified but split into separate components and attributes for those separate components collected as if new.

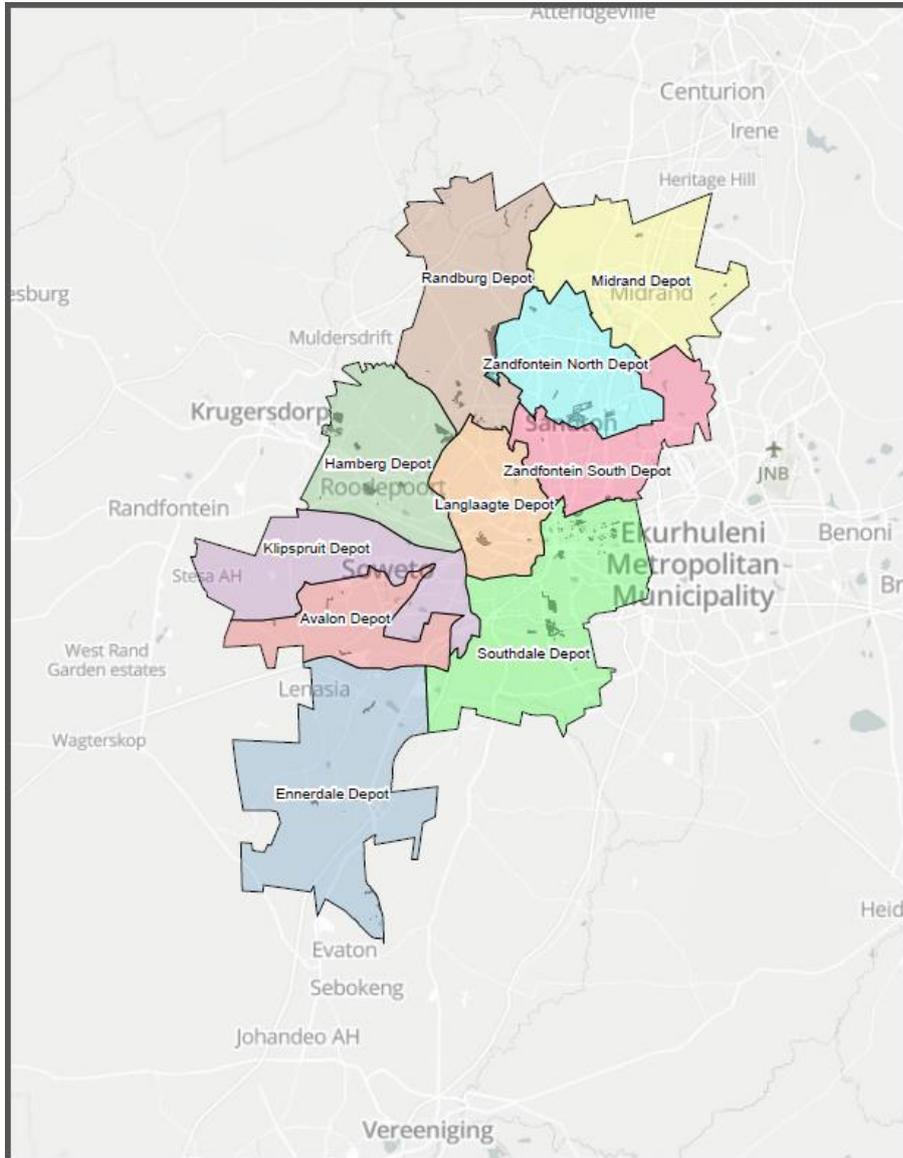
An indication of the number of components to be verified per asset group and the number of facilities they are located at, is provided below. However, because the verification exercise also has a focus of completeness, there is an expectation that there will be additional components at the different locations that will need to be captured as new.

Although there are 80 reservoir sites, some of these sites have multiple reservoirs located on them (there are 36 tower reservoirs and 92 ground reservoirs on the asset register). The table is included to give an indication of the magnitude of the verification required, but is not a definitive number of components. The table below also shows the size of the sample of network items to be verified, the sample will cover components across all the JW depot regions. A list of JW facilities per asset group type follows with an indication of the locations of the facilities as well as an indication of the 10 depot regions .

The Number of facilities and components to be verified per asset group:

Asset group:	Number of different site locations:	Approximate components per asset group:
Wastewater treatment works	6	13 880
Operational buildings	15	990
Reservoir sites	80	4 491
Water pump stations	37	1 442
Sanitation pump stations	38	848
Total:		21 651
Network items:	Different depot regions	Approximate components in sample for verification:
Hydrants	10	2 205
Valves	10	2 765
Large valves	10	1 570
Large water meters	10	1 645
Water meters and connections	10	2 515
PRV stations	10	120
Manholes	10	2 395
		13 240

The sample of network items for verification will be distributed over the 10 depot regions which are shown spatially below.



Johannesburg water Depot areas



The fifteen (15) different operational building facilities to be verified are listed in the following table with their location:

Facility Name	Location Address	Latitude	Longitude
Avalon Depot - Gcinamanzi/Prepay	Calendula Rd, Klipspruit West	-26.28911	27.87795
Avalon Depot - Networks	Calendula Rd, Klipspruit West	-26.28735	27.87593
Cydna Laboratory	c/o Glenhove Rd & 4th St, Houghton Estate	-26.14530	28.06052
Ennerdale Depot	2 James St, Ennerdale X1	-26.40907	27.85271
Fennell Road Depot	c/o Ffennell & Rosetenville Rds, Village Main	-26.21855	28.04878

Facility Name	Location Address	Latitude	Longitude
Glenvista Depot	c/o Van Beek Ave & Kliprivier Drive, Glenanda	-26.28176	28.037555
Hamberg Depot	c/o Hamberg & Read Rds, Florida Lake	-26.17781	27.89736
Hursthill Depot	c/o High & Ingelby Sts, Crosby	-26.19202	27.99000
Klipspruit Depot	1296 Mofokeng St, Klipspruit	-26.25333	27.90853
Langlaagte Depot	c/o Link & Newclare Rds, Industria	-26.20448	27.98406
Midrand Depot	c/o New & 3rd Rds, Erand Gardens	-25.97957	28.11948
Scott-Atholl Depot	Atholl Oaklands Rd, Abbotsford	-26.13874	28.06878
Southdale Depot	Side Rd, West Turffontein	-26.24810	28.02559
Zandfontein North Depot	Commerce Crescent, Eastgate	-26.09155	28.07555
Zandfontein South Depot	Commerce Crescent, Eastgate	-26.09142	28.07891
Total facilities:	15		

The six (6) different wastewater treatment works to be verified are listed in the following table with their location:

Facility name	Location Address	Latitude	Longitude
Waste Water Treatment Works (WWTW) : Bushkoppies	Cnr Golden Highway R553 and Stockwell Avenue, Eldorado Estates	- 26.31352	27.93046
Waste Water Treatment Works (WWTW) : Driefontein	Plot 55 Clinic Road Muldersdrift	- 26.01211	27.83663
Waste Water Treatment Works (WWTW) : Ennerdale	Walter Road opposite Elandsfontein Cemetry	- 26.41684	27.77377
Waste Water Treatment Works (WWTW) : Goudkoppies	Gibbs Rd, Devland, Johannesburg, 1808	- 26.27224	27.92461
Waste Water Treatment Works (WWTW) : Northern	School road, Diepsloot, 2189	- 25.94700	27.98562
Waste Water Treatment Works (WWTW) : Olifantsvlei	Cavendish Street Ext, Olifantsvlei	- 26.31847	27.89581
Total facilities:	6		

The thirty-seven (37) different water network pump stations to be verified are listed in the following table with their location:

Facility name	Location	Latitude	Longitude
Berea Water Pump Station	Lily Avenue	-26.1893	28.0569

Facility name	Location	Latitude	Longitude
Boschkop Water Pump Station	Pikkewyn Avenue	-26.1029	27.9278
Brixton Water Pump Station	c/o Fulham & Isleworth Rds	-26.1917	27.9998
Bryanston Water Pump Station	Cross Road	-26.0576	28.0255
Constantia Kloof Water Pump Station	Golf Club Terrace	-26.1446	27.9088
Corporate Park Water Pump Station	Between Old Pretoria Main Road and Roan Crescent	-25.9387	28.1451
CR Swart Booster Water Pump Station	c/o Doreen and CR Swart Road	-26.1071	27.8667
Crosby Water Pump Station	Ashanti and Adare Streets	-26.1879	27.9815
Crown Gardens Water Pump Station	Woodgreen Avenue	-26.2579	28.0071
Erand Water Pump Station	6th Road	-25.9798	28.1198
Florida North Water Pump Station	Bruno Drive	-26.1690	27.9368
Forest Hill Water Pump Station	Rifle Range Road	-26.2592	28.0437
Grand Central Water Pump Station	Dale Rd	-25.9935	28.1469
Hector Norris Booster Water Pump Station	Turf Road	-26.2315	28.0522
Helderkruijn Water Pump Station	Crous Drive	-26.1362	27.8632
Honeydew Water Pump Station	Boundary Road	-26.0767	27.9267
Horizon Water Pump Station	c/o Bickel and Du Toit Street	-26.1504	27.8844
Illovo Water Pump Station	Fricker Road	-26.1264	28.0465
J Fouche Booster Water Pump Station	Jim Fouche Road	-26.1401	27.9044
Lenasia Cosmos Water Pump Station	off Cosmos Street	-26.3765	27.8445
Lenasia Hospital Hill Water Pump Station	Lenasia South, Lenasia	-26.3745	27.8540
Linden Water Pump Station	c/o 2nd Street and 1st Street	-26.1255	27.9949
Northcliff Booster Pump Station	Lucky Ave	-26.1451	27.9693
Orange Farm Low Water Pump Station	Stretford, Vereeniging, 1805	-26.5027	27.8672
Orange Farm Pump Station	Orange Farm, 1805	-26.4633	27.8534
Pimville Booster Water Pump Station	Unomyayi Circle	-26.2645	27.9175
President Park Water Pump Station	Modderfontein Road	-26.0142	28.1639

Facility name	Location	Latitude	Longitude
Protea Glen Pump Station	off R559	-26.2657	27.7945
Rabie Ridge Water Pump Station	Mastiff Road	-26.0325	28.1757
Randjesfontein Water Pump Station	Bally James Duff Road	-25.9255	28.1727
Robertville Water Pump Station	Leader Avenue	-26.1969	27.9313
South Hills Water Pump Station	South Rand Rd	-26.2568	28.0816
Vuurlelie Booster Water Pump Station	Rosemary and Vuurlelie Street	-26.1013	27.8545
Waterval Water Pump Station	Vergesig Drive	-26.1619	27.9516
Witpoortjie Water Pump Station	Vermooten Road	-26.1385	27.8408
Yeoville Water Pump Station	c/o Hendon St & Kenmere Rd	-26.1881	28.0619
Zondi Water Pump Station	Sifuba Street	-26.2327	27.8570
Total facilities:	37		

The thirty-eight (38) different wastewater network pump stations to be verified are listed in the following table with their location:

Facility name	Location Address	Latitude	Longitude
Adelaar High School Sewer Pump Station	Vermooten Road	- 26.1401	27.8397
Akasia Sewer pump Station	Akasia Road	- 25.9600	28.0902
Alveda Park Sewer Pump Station	Beech Street	- 26.3234	27.9996
Beverley Sewer Pump Station	Riverside Road	- 25.9962	28.0226
Bushkoppies Sewer Pump Station	Stockwell Street	- 26.3106	27.9176
Dainfern Sewer Pump Station	Gateside Avenue	- 25.9854	27.9965
Devland (Freedom Park) Sewer Pump Station	Pluto Street	- 26.3042	27.9384
Elands Park Sewer Pump Station	Pauline Smith Road	- 26.2428	28.1187
Ennerdale Sewer Pump Station	Town Street	- 26.4034	27.8346
Fleurhof Sewer Pump Station	Ketel Avenue	- 26.2040	27.9201
Helderkruin Sewer Pump Station	Watson Street	- 26.1354	27.8701
Hurlingham Sewer Pump Station	Waggon Road	- 26.0944	28.0231

Facility name	Location Address	Latitude	Longitude
Jukskei Park Sewer Pump Station	Witkoppen Road	- 26.0288	27.9793
Kibler Park Sewer Pump Station	Kotze & Marie Road	- 26.3265	28.0121
King Street Sewer Pump Station	Aquarius and Kings Street	- 26.3055	27.9084
Kyalami Sewer Pump Station	Zinnia Road	- 25.9935	28.0595
Lanseria Sewer Pump Station	Lanseria Ext 26 and 27	- 25.9507	27.9127
Liefde & Vrede 1 New Sewer Pump Station	Swartkoppies	- 26.3194	28.0487
Longmeadow East Sewer Pump Station	Friesland Drive	- 26.1181	28.1330
Longmeadow West Sewer Pump Station	Nguni Street	- 26.1095	28.1298
Malanshof Sewer Pump Station	River Road	- 26.0924	27.9702
Nancefield Sewer Pump Station	Stockwell Street	- 26.3084	27.8896
Nupen Crescent Sewer Pump Station	Nupen Cress	- 26.0027	28.1351
Pistol Club Sewer Pump Station	Cecil Payne Road	- 26.1855	27.9315
Poortview Sewer Pump Station	Doreen Road	- 26.1066	27.8674
Pump station: Muldersdrift	CNR R114 and Abraham van Wyk Drive	- 26.0370	27.8494
Putcoton Sewer Pump Station	New Cananda Road	- 26.2081	27.9520
Steyn City Sewer Pump Station	Pioneer street	- 25.9580	27.9896
Suideroord Sewer Pump Station	Conroy Street	- 26.2789	28.0323
Thornhill Sewer Pump Station	Valley Street	- 26.1001	28.1568
Waterval Park Sewer Pump Station	Treur close	- 26.0136	28.1141
Whisken Sewer Pump Station	Wisken Street	- 25.9828	28.0831
Wilforden Sewer Pump Station	Penny Road	- 26.1626	27.8456
Woodmead Sewer Pump Station	Waterval Street	- 26.0469	28.0922
Zandspruit New Sewer Pump Sation	Ernest Woolf Drive	- 25.9984	27.9624
Zandspruit Old Sewer Pump Station	Ernest Woolf Drive	- 25.9984	27.9624
Glenvista Sewer Pump Station Decommissioned*	Kamstra Street	-26.30127	28.07257
Mulbarton Sewer Pump Station Decommissioned*	Vredenhof Road	-26.30146	28.05173

Facility name	Location Address	Latitude	Longitude
Total facilities:	38		

The one hundred and twenty-eight (128) different reservoirs to be verified are listed in the following table with their location, however multiple reservoirs and or towers are located on some sights, for a total of eighty (80) different facility locations:

Facility name	Location	Latitude	Longitude
Aeroton Reservoir	c/o Lange Rd & Samuel Evans Rd	-26.2584	27.9797
Alan Manor Reservoir	Alan Manor	-26.2818	27.9939
Alexander Park Reservoir	off London Street	-26.2015	28.0910
Berea Reservoir	Lily Avenue	-26.1893	28.0569
Blairgowrie Reservoir	Equity Drive	-26.1105	28.0054
Boschkop Tower	Pikkewyn Avenue	-26.1033	27.9282
Boschkop_1 Reservoir	Pikkewyn Avenue	-26.1033	27.9282
Boschkop_2 Reservoir	Pikkewyn Avenue	-26.1033	27.9282
Braamficherville Reservoir (1)	Cemetery Road	-26.1896	27.8684
Braamficherville Reservoir (2)	Umbuluzi Ave	-26.1889	27.8493
Brixton Reservoir	c/o Fulham & Isleworth Rds	-26.1917	27.9994
Brixton Tower	c/o Fulham & Isleworth Rds	-26.1917	27.9994
Bryanston Tower	Cross Road	-26.0632	28.0259
Bryanston_1 Reservoir	Cross Road	-26.0632	28.0259
Bryanston_2 Reservoir	Cross Road	-26.0577	28.0255
Bryanston_3 Reservoir	Cross Road	-26.0577	28.0255
Bryanston_4 Reservoir	Cross Road	-26.0577	28.0255
Bryanston_5 Reservoir	Cross Road	-26.0577	28.0255
Chester Reservoir	Chester Road	-26.0763	28.0073
Chiawelo Reservoir	Bereng Street	-26.2763	27.8552
Constantia Kloof Tower	Golf Club Terrace	-26.1481	27.9071

Facility name	Location	Latitude	Longitude
Corporate Park Reservoir	Between Old Pretoria Main Road and Roan Crescent	-25.9387	28.1448
Corporate Park Tower	Between Old Pretoria Main Road and Roan Crescent	-25.9387	28.1448
Corriemore Reservoir	Off Washington Drive	-26.1553	27.9500
Cosmo City Reservoir	Boundary road	-26.0767	27.9267
Crosby Reservoir	Ashanti Street	-26.1891	27.9814
Crown Gardens Reservoir	Woodgreen Avenue	-26.2575	28.0068
Crown Gardens Tower	Woodgreen Avenue	-26.2575	28.0068
Diepkloof Reservoir	Viljoen Street	-26.2498	27.9584
Diepsloot Reservoir	Summit Road	-25.9308	28.0458
Dobsonville Tower	Jonas Moabi street	-26.2159	27.8606
Doornkop West Reservoir	Next to Adcock Street	-26.2152	27.8038
Dunkeld Reservoir	Kent Road	-26.1359	28.0425
Eagles Nest Reservoir	off Vereeniging Road	-26.2869	27.9836
Ennerdale 1 Reservoir	off Town Road	-26.4321	27.8363
Ennerdale 2 Reservoir	off Town Road	-26.4321	27.8363
Erand Large Ground Reservoir	6th Road	-25.9808	28.1193
Erand Small Ground Reservoir	6th Road	-25.9808	28.1193
Erand Tower	6th Road	-25.9808	28.1193
Fairland Reservoir	Tamsin Street	-26.1447	27.9445
Florida North Tower	off Bruno Drive	-26.1699	27.9368
Forest Hill Tower	Rifle Range Road	-26.2591	28.0430
Glenvista Reservoir	off VanBeek / Rolene / GreenAve	-26.2809	28.0377
Grand Central Reservoir	Dale Rd	-25.9931	28.1470
Grand Central Tower	New Road	-25.9939	28.1391
Helderkrui Reservoir	Crous Drive	-26.1372	27.8632

Facility name	Location	Latitude	Longitude
Honeydew Reservoir	Boundary road	-26.0767	27.9267
Honeydew Tower	Boundary Road	-26.0767	27.9267
Horison Finch Tower	Finch street	-26.1482	27.8860
Hursthill Reservoir No1	High Street	-26.1916	27.9897
Hursthill Reservoir No2	High Street	-26.1916	27.9897
Illovo Reservoir No1	Fricker Road	-26.1264	28.0470
Illovo Reservoir No2	Fricker Road	-26.1264	28.0470
Illovo Reservoir No3	Fricker Road	-26.1264	28.0470
Illovo Reservoir No4	Fricker Road	-26.1264	28.0470
Illovo Reservoir No5	Fricker Road	-26.1264	28.0470
Illovo Reservoir No6	Fricker Road	-26.1264	28.0470
Illovo Reservoir No7	Fricker Road	-26.1264	28.0470
Illovo Reservoir No8	Fricker Road	-26.1264	28.0470
Illovo Tower	Fricker Road	-26.1264	28.0470
Jabulani Reservoir	off Link Road	-26.2453	27.8597
Jabulani Tower	off Link Road	-26.2453	27.8597
Kensington 'B' Reservoir	Bayswater Rd	-26.0779	28.0063
Kensington-B- Tower	Bayswater Rd	-26.0779	28.0063
Kibler Park Reservoir	Peggy Vera Road	-26.2967	28.0100
Kite Street Tower	Kite Street	-26.1411	27.8800
Lanseria Reservoir	Lanseria, Extension 17, Stand no. 31/533 - JR	-25.9535	27.9237
Lanseria Tower	Lanseria, Extension 17, Stand no. 31/533 - JR	-25.9535	27.9237
Lawley Reservoir	Eleonar Street	-26.3707	27.8087
Lenasia High Level Reservoir	off Hani Street	-26.3751	27.8542
Lenasia Reservoir (Cosmos)	off Cosmos Street	-26.3761	27.8458

Facility name	Location	Latitude	Longitude
Lenasia Reservoir (Hospital Hill)	off Hani Street	-26.3751	27.8542
Linbro Park 1 Reservoir	c/o Clulee Rd & Clifford Ave	-26.1028	28.1325
Linbro Park 2 Reservoir	c/o Clulee Rd & Clifford Ave	-26.1028	28.1325
Linden 1 Reservoir	1st Ave	-26.1249	27.9953
Linden 2 Reservoir	c/o West & Judges Ave	-26.1244	27.9889
Linden Tower	1st Ave	-26.1249	27.9953
Linksfield Reservoir	off Linksfield Drive	-26.1676	28.1137
Marlboro 1 Reservoir	Ninth Avenue	-26.0946	28.0865
Marlboro 2 Reservoir	Ninth Avenue	-26.0946	28.0865
Marlboro 3 Reservoir	Ninth Avenue	-26.0946	28.0865
Meadowlands 1 Reservoir	Lekankagate St	-26.2058	27.8901
Meadowlands 2 Reservoir	Lekankagate St	-26.2058	27.8901
Meadowlands Tower	Lekankagate St	-26.2058	27.8901
Modderhill Reservoir	Stoneridge Drive	-26.1205	28.1430
Morningside Reservoir	West Street	-26.0925	28.0540
Naturena Reservoir	off Marguerite Cresc	-26.284	27.9609
Northcliff Reservoir	c/o Rocky & Musilis Drive	-26.1484	27.9739
Northcliff Tower	Lucky Ave	-26.145	27.9694
Olivedale A Reservoir	Windsor Way	-26.0568	27.9689
Olivedale B Reservoir	Windsor Way	-26.0568	27.9689
Orange Farm High Level Reservoir	off Golden Highway	-26.4633	27.8534
Orange Farm Low Level Reservoir	off R551	-26.5027	27.8672
Orange Farm Reservoir	off Golden Highway	-26.4634	27.853
Orange Farm Tower	off Golden Highway	-26.4633	27.8534
Orlando Reservoir	Moshoeshoe St	-26.2408	27.9357
Parktown 1 Reservoir	York Rd	-26.1773	28.0460

Facility name	Location	Latitude	Longitude
Parktown 2 Reservoir	York Rd	-26.1773	28.0460
Poortje Tower	off Ngomani St.	-26.4563	27.7722
Power Park Reservoir	off East Street	-26.2657	27.9209
President Park Reservoir 2	Modderfontein Road	-26.0142	28.1639
President Park Tower	Modderfontein Road	-26.0142	28.1639
President Park Reservoir 1	Modderfontein Road	-26.0142	28.1639
Protea Glen Reservoir	off R559	-26.2654	27.7942
Protea Glen Tower	off R559	-26.2654	27.7942
Quellerina Tower	off Maluti Ave	-26.1564	27.9438
Rabie Ridge Tower	Rethabile Drive and Banana St	-26.0325	28.1756
Rabie Ridge Reservoir	Rethabile Drive and Banana St	-26.0325	28.1756
Randjesfontein Reservoir	Bally James Duff Road	-25.9253	28.1726
Randjesfontein Tower	Bally James Duff Road	-25.9253	28.1726
Randjeslaagte Reservoir	Randjeslaagte Road	-26.1416	28.0915
Randpark Ridge Reservoir	c/o John Vorster & Beyers Naude Drive	-26.0986	27.9416
Robertville Reservoir	Dikbas Street	-26.197	27.9315
South Hills Tower	South Rand Rd	-26.2568	28.0816
Steyn City Reservoir	Zeven St	-25.9687	28.0112
Waterval Tower	Vergesig Drive	-26.1615	27.9559
Wilropark Tower	Mimosa Street	-26.1269	27.8501
Witpoortjie Tower	off Vermooten Road	-26.1384	27.8412
Witpoortjie Reservoir	off Vermooten Road	-26.1384	27.8412
Yeoville Concrete Tower	c/o Hendon St & Kenmere Rd	-26.1875	28.0634
Yeoville Steel Tower	c/o Hendon St & Kenmere Rd	-26.1875	28.0634
Yeoville Reservoir 1	c/o Hendon St & Kenmere Rd	-26.1875	28.0634
Yeoville Reservoir 2	c/o Hendon St & Kenmere Rd	-26.1875	28.0634

Facility name	Location	Latitude	Longitude
Yeoville Reservoir 3	c/o Hendon St & Kenmere Rd	-26.1875	28.0634
Zondi Reservoir 1	Sifuba Street	-26.2327	27.8570
Zondi Reservoir 2	Sifuba Street	-26.2327	27.8570
Zondi Tower	Sifuba Street	-26.2327	27.8570
Aeroton Tower	c/o Samuel Evans and Lange rd	-26.2576	27.9795
Total reservoirs:	128		

The physical verification will focus on ensuring there is completeness of components in the asset register (assets not on the AR will be collected as part of the project and those on the AR but not on-site will also be indicated). The table that follows provides an indication of the attributes per different asset types or specific components that will either need to be verified or collected as part of the physical verification. Verification of attributes will require the verification team to confirm that the data currently represented against the component is accurate or else they will need to provide an indication of data that should be corrected to ensure the component is correctly reflected in the asset register. Collection will require the information to be captured as new information where it is not currently available.

The attributes to be verified or collected per asset type

Asset type	Attribute to verify or collect													
	Descriptor type	Descriptor size	Serial number	Extent	Condition grade	Condition Confidence grade	Performance grade	Utilisation grade	Failure mode Comment	Completeness	Grouping	Functional location	Floor plan	Photo
Building elements	V	V		V	V	C	C		C	C	V	V	C	C
Capital Spares	V	V	C/V	V	V	C	C	V	C	C		V		C
Civil Infrastructure	V	V			V	C	C		C	C		V		C
Electrical Infrastructure	V	V	C/V	V	V	C	C	V	C	C		V	C	C
External Infrastructure	V	V		V	V	C	C		C	C		V		C
Mechanical Infrastructure	V	V	C/V	V	V	C	C	V	C	C	V	V	C	C

Asset type	Attribute to verify or collect													
	Descriptor type	Descriptor size	Serial number	Extent	Condition grade	Condition Confidence grade	Performance grade	Utilisation grade	Failure mode Comment	Completeness	Grouping	Functional location	Floor plan	Photo
Metal work	V				V	C	C		C	C		V		C
Pipe work*	V	V		V	V	C	C		C	C	V	V		C
Roads and Stormwater	C	C		C	C	C	C		C	C	C	C		C
Specific components where additional attributes are to be collected or verified:														
Fire protection	C	C		C	C	C	C	C	C	C	C	C		C
Small buildings	V	V		C/V	C/V	C	C		C	C	V	V		C
Pressure vessel	V	V		C/V	V	C	C	V	C	C		V		C
Manholes					V	C	V		C	V		V		C
Pumps & motors	V	V	C/V	C/V	V	C	C	V	C	C		V	C	C
Valves	V	V		V	V	C	C	V	C	V		V		C
Hydrants	V			V	V	C	C		C	V		V		C
Meters	V	V	V	V	V	C	C		C	V		V		C

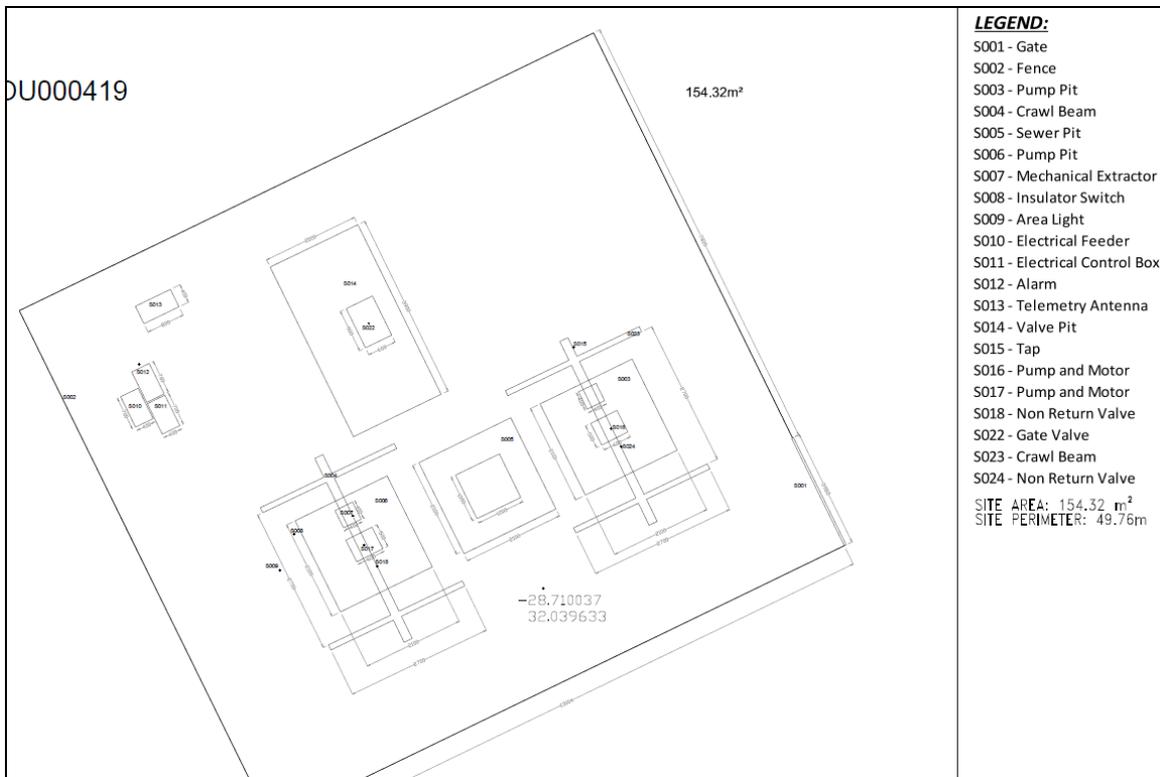
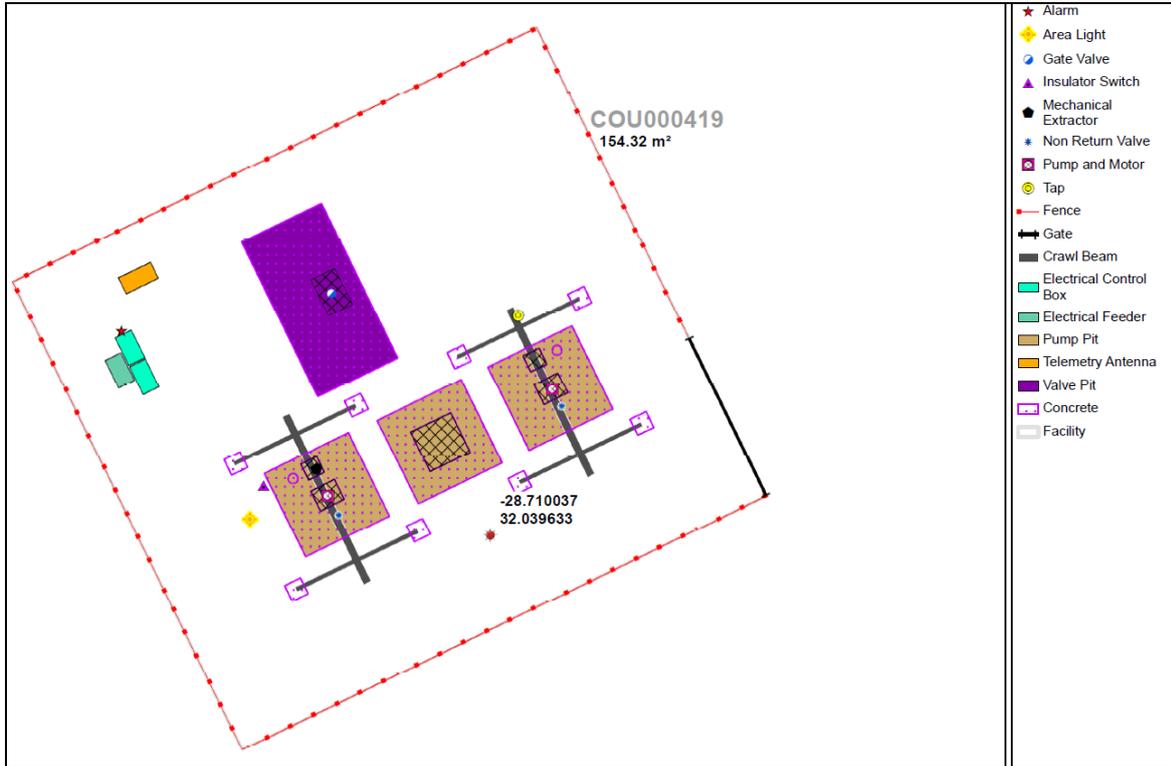
Legend:

V = Verify existing data

C = Collect new data

*excluding below ground components

Each component will also need to be spatially linked to a functional location. The functional location will be provided to a site level but the verification team is required to provide floor plans of the buildings and or site where separate functional locations are needed. The floor plans should be diagrams of the layout that indicate separate rooms within a building and any functional location. Functional locations being areas where there are unique equipment types. For example a pump house that has only one room but may have more than one pump would need a floor plan that details a number per pump plinth as a functional location. At a WWTW where there are multiple aerators, the different aerators would need to be numbered on the layout drawing – matched to any pre-existing numbering on site. Examples of types of floor plans that would be required follow. Both styles of drawings would be acceptable, however the first drawing does not distinguish between the two pumps and two motors, and so could cause confusion when the data is being analysed. The second figure distinguishes between the two pumps and motors.



The Verification Solution

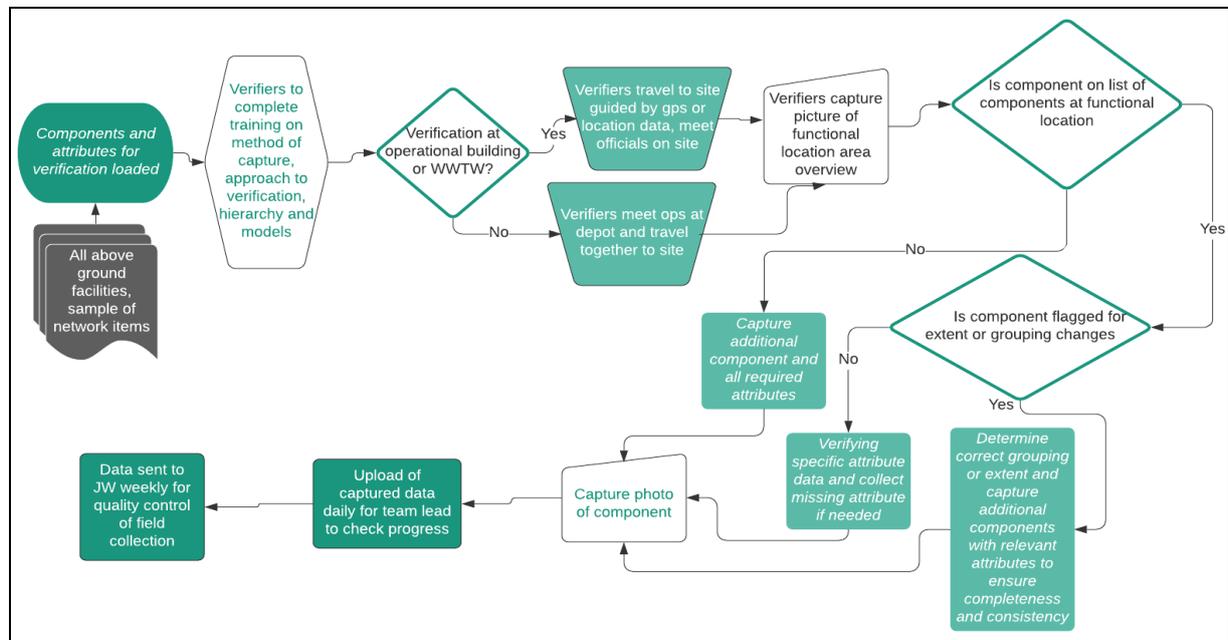
The physical verification required is a full verification of point facilities and a sample of specific assets along the network. The physical verification will focus on the completeness of assets at facilities and improving data on specific attributes of assets already captured on the asset register.

The Service Provider must review all prescribed aspects and propose any updates to the data collection approach and methodology, to be signed off by Johannesburg Water.

The Service Provider will be required to use a verification solution (devices and software) whose outputs can be seamlessly uploaded into the IMQS asset register. The service provider will use the Johannesburg Water verification application which will be provided to be used on the service provider's devices.

The verification process envisaged is illustrated in the figure that follows. The existing component information will be uploaded to a server and the verification device will access it through the verification application. The verification teams will then use the existing data to determine if components on-site exist already or need to be captured. While on site the verification team will also be required to capture a floor plan of buildings where necessary to indicate functional locations. Photos of the overall site will be required, as well as photos of individual components. Finally, the data collected by the verification team will undergo internal quality assurance from the service provider, to ensure all the required data fields have been completed and there are photos available for all assets, then the data will be provided to JW for review.

The Verification process flow



Asset Data Verification for Large Volume Assets

The Service Provider will carry out sample verification for large valves, small valves, fire hydrants, PRV stations, water meters and sewer manholes. The sample of the total items in the register (which aligns to the number of components listed in the scope of work) is:

- Large valves (>300mm diameter): conduct 50% on-site verification
- Valves (<300mm diameter): conduct 5% on-site verification
- Hydrants: conduct 5% on-site verification
- Connections and meters: conduct 0.5% on-site verification
- Large meters: conduct 50% on-site verification
- Manholes: conduct 1% on-site verification
- PRV stations: 25% on site verification

Each sample for the network items is split across the 10 different depot areas. The methodology for the large volume assets will be the same as for the point facilities with the exception that the scope is a sample of the full items in the register.

Method of collection

The assessment process will be undertaken using handheld devices (tablets) that the verification team will need to have available, supplied by the service provider. The tablet devices employed in the process will need to have the hardware capacity and intelligent software to support the Johannesburg Water verification application. The data will be uploaded to a server that a user would be able to access once logged into the application. The component information required to be verified and the collected information are then also saved to this server and it provides a platform to track progress of the verification and allows the service provider to perform QA checks on the collected data before submitting it as complete to JW.

Making use of the tablets decreases the associated risk of interpreting non-digital data for updating a digital set of data like the Asset Register. It also allows the assessment process to be streamlined and less time consuming for the assessor. The software also enables built-in checks and controls for collected data, ensuring appropriately structured data is received from assessments. The tablets require all data to be captured electronically through a digital form that requires the following types of responses from the field assessor:

- Existing data verified and correct? (Yes/No) e.g. hierarchy, extent, etc.;
- Providing additional information/clarification on certain aspects e.g. location details, descriptor type, etc.;
- Selection input e.g. drop-down list for condition grade, etc.;
- Ability to take a photograph of component/facility; and
- Generation of coordinates.

The tablets will ensure consistency in data formatting, optimise efficiency and minimise human error. The tablets will generate the date, time and name of the person capturing the data, providing an audit trail from the field to the Asset Register. Captured data will need to be supplied to JW on a weekly basis, after internal quality assurance processes have been applied. Using the provided JW verification application also ensures the format of the data is

such that it can be uploaded to the IMQS system. The format of the data in the verification application will be the required format of the data being provided as a finished deliverable to JW.

To achieve the benefits listed above, the following has to occur:

- Training for use of the verification application;
- Workshop sessions explaining field assessment and the overview of assessment principles; and
- Benchmarking exercise at the end of the workshops to ensure all verifiers are producing consistent results.

For selected larger sites such as the wastewater treatment works and reservoir sites, 360 degree photos will be required within and outside the facilities in order to generate 3D models. For the photos to be usable for modelling a minimum quality specification is required.

The specification requirements to run the JW verification application are listed below, the tablets will require a minimum 9 inch screen size.

Android:

- Android 5.0 (Lollipop) or later
- Processor: ARMv7 or later
- OpenGL ES 2.0 support

iOS

- iOS 11 or later
- iPhone, iPad, iPod touch

Capturing of photos

The tablets should be used to capture photos of the assets for the audit trail. 360 degree photos of the components' functional location (facility or operating environment) should also be taken and flat images taken of components. Conceptually the photos provide proof of existence and condition at time of assessment as well as provide an indication of completeness. The photos are a support document for the verification and quality assurance of the data. Should serial numbers be captured for assets it is imperative that a photo of the serial number is accompanied by the asset verification data and that the number is clear with no possible ambiguity to the digits.

It should be noted that not all components require an individual photo. Component groupings (e.g. a valve chamber) all being in a condition of fair or better only require a layout photo of the room where each component is clearly visible. Should any component's condition be evaluated as poor or very poor then an individual photo is required as proof for the auditors of the condition on the day of assessment. The use of 360-degree cameras will be necessary for the larger facility types as described in the preceding section. The requirements for a 360 degree photo are noted as:

- JPEG or 8-bit TIFF format with no layers
- Only standard ASCII characters in the filename (examples of characters not allowed: ü, á, ě, etc.)
- Your panoramas must be 360° it must be equirectangular (2:1 aspect ratio)
- 15MP minimum

If additional equipment is required to meet these specifications then such equipment should be provided by the service provider.

For the flat images captured by the tablets, the required specifications to be met:

Flat Image:

- Pixel Size: 980 x 1280 minimum
- Resolution: 200 DPI
- Preferred File Format: JPEF of TIFF
- Approximate File size: 2-3 Mb

Training

JW will provide the necessary training, to explain what is expected of the field inspectors.

Training will cover the following aspects:

- Field assessment methodology;
- Required asset and functional hierarchy to be applied;
- Defined components and grouping rules;
- Application of grading scales;
- Tablet application navigation;
- Attributes and data to be collected or verified per component type, such as:
 - Hierarchy description;
 - Location data;
 - Extent, size and make/model;
 - Failure mode status; and
 - Completeness.
- Upload of captured data and QA.

Verifiers will undergo a classroom training session in the theory of assessment and the use of the application on the tablets. This will be followed by on-site demonstrations in the use of the application and typical scenarios which can be encountered. Emphasis will be placed on the interpretation of condition assessment grades and coaching will be provided in correct interpretation and application of the standard and more specific grading tables provided per component type. Attendance will be recorded, verifiers will be required to be present at all sessions to qualify to go out to the site.

With regard to failure modes, officials will specifically be trained in the interpretation of the grading scales until calibration is achieved. This process will be documented for audit purposes.

Transport

The verification team will need to be able to get to the different sites, sometimes multiple in a day and timeously to keep to the schedule. A reliable method of transport for each team, must be provided, for use in the verification.

Health and Safety

The following summary gives an indication of the required PPE that must be provided to all members of the teams that will be going to different sites. For access and safety on the project the full list of verifiers with names, ID numbers and photos should be submitted at the start of the project, as part of the verification plan. Each verifier must have a project identification badge, indicating these details, with them at all times when conducting the verification. This is to allow JW personal on site to identify the team as part of this project.

In addition, an agreement in terms of the Occupational Health and Safety Act will be completed by the contractor after the tender has been awarded to the successful contractor.

Covid 19 health and safety protocols in place at the time of verification must be adhered to.

Safety equipment required for site verifiers for different asset group types

Asset sub-category	Asset group type	Safety boots	Hard hat	Reflective vest	Mouth mask	Gloves	Ear plugs	Safety glasses
Sanitation network	Outfall sewers	✓	✓	✓	✓	✓		
	Pump station	✓	✓	✓	✓	✓	✓	
	Reticulation	✓			✓	✓		
	Wastewater treatment plant	✓	✓	✓	✓	✓	✓	✓
Water supply network	Bulk mains	✓			✓			
	Distribution	✓			✓			
	Pump station	✓	✓	✓	✓		✓	
	Reservoir	✓		✓	✓			
Buildings	Depots/workshops	✓	✓	✓	✓	✓	✓	

Deliverables

All deliverables will need to be signed off by JW after submission to be accepted as complete. The key deliverables for the assignment are:

- A detailed schedule of verification, including proposed daily planned sites per team
- A detailed quality management plan for checking the data prior to submission to JW

- Verification and collection of the indicated attribute data/shapefiles and photos for all assets in scope, in a prescribed format to incorporate into the current Technical Register.
- Floor plans of buildings to clearly indicate functional locations of assets
- Final verification reports detailing assets verified, exceptions, capacity building outcomes, challenges experienced and recommendations.

Deliverables will not be accepted if key data indicated to be verified or collected is missing or incomplete. All deliverables submitted to JW will be checked against the proposed quality management plan and not accepted as complete if gaps are evident that should have been picked up in the service providers quality assurance. Payments will be made on the basis of signed off deliverables that meet the quality control criteria as agreed in the quality management plan. Furthermore, if the quality of photos or reports is not adequate they will need to be re-submitted until they reach a satisfactory level for JW to sign off. 10% retention payable on successful completion of the project.

The verification process needs to be scheduled from training through to debriefing. Field verification is scheduled per asset group to ensure availability and access for the assessment process. A detailed schedule with task descriptions and allocated responsible teams should be provided along with a total time estimate for the verification. The project period is 6 months but this includes all project related activities.

C3.4 Use of Reasonable Skill and Care

The Service Provider shall exercise reasonable skill and care in respect of the services required as per the Extent of Services section.

C3.5 Co-operation with other Service Providers and Contractors

The Service Provider shall be required, for the successful execution of his service provision, to interact with other service providers and the Employer. This interaction shall include provision of:

- a) Progress reports, project reports and documents, attending of meetings with the Employer;
- b) input in the health and safety specifications for projects that form part of the Contract, in terms of the Occupational Health and Safety Act 183 (1993);and
- c) monitoring health and safety plan compliance.

C3.6 Reference Data

Where data/information has been compiled by the Employer or its agents in the form of models or on past projects, such data/information shall be made available to the Service Provider. However, such specification shall not be incorporated into designs, reports or documents or issued to others by the Service Provider, without ensuring the applicability and correctness thereof to such project.

C3.7 Particular Specifications

For the purpose of this Contract: Where gender terms are used, it shall be applicable to both male and female

C3.8 Applicable National and International Standards

The following National and International standards shall be applicable to the service provision under this Contract:

- a) ISO 55001;
- b) SANS 55001; and
- c) Occupational Health and Safety Act 183 (1993).

Any other standards as may be deemed necessary depending on the type of activity.

C3.9 Approvals and Wayleaves

The Service Provider shall obtain approval from the Employer with regard to the authorization of:

- a) stopping sections of the work or complete works, unless the reason for stopping section of the works or the complete works is required to ensure the safety of the public, employees or service provider; and
- b) generally, any decision resulting in a financial change to the project.

C3.10 Procurement

The Service Provider will take account of the Employer's Preferential Procurement Policy and broad-based black economic empowerment ownership participation requirements for this Contract and note that:

- a) The Employer reserves the right to conduct broad-based black economic empowerment ownership participation audits during the Contract Period of Performance to ensure that the appointed broad-based black economic empowerment ownership is either maintained or improved during such period. Thus the Employer reserves the right to verify or re-verify the Service Provider's or any sub-contractor appointed by the Service Provider's Broad-based black economic empowerment status should he deem it necessary, without having to specify any reason. Such verification may be extended to include other preferential procurement criteria, should the Employer deem it necessary.
- b) where broad-based black economic empowerment ownership participation is altered during the Contract Period of Performance, the Service Provider shall formally notify the Employer and indicate *how and when* such 'lost' broad-based black economic empowerment ownership participation shall be re-established.

C3.11 Access to land / buildings / sites

The Employer shall make all necessary provisions for the Service Provider to have access to the Land / Building / site. For the Wastewater treatment works and the operational depot facilities there will be staff onsite to assist the service provider with access. For all other sites the service provider will have to meet up with the operations team at the relevant depot to coordinate the provision of access to facilities for the day.

C3.12 Planning and Programming

C3.12.1 Planning

The Service Provider shall ensure that he/she:

- a) is well informed with regard to the Employer's overall implementation programme for construction and investigative projects and make available resources as required to efficiently complete required services; and
- b) compile designs, procurement documentation, tender evaluation reports timeously as not to unnecessarily delay the implementation of the construction or investigative projects.

C3.12.2 Programming

The Service Provider shall for the Period of Performance provide and regularly (maximum monthly) update a Contract Programme for the project which needs to be submitted to the Employer.

The programme shall at minimum contain:

- a) Time Scale (minimum): Weeks.
- b) Time Scale (maximum): Months.
- c) Tasks: Health and Safety Specifications; Health and Safety Plans shall be presented. Where phases or stages are anticipated, this shall be the highest level of division and all tasks related to the successful accomplishment of that phase of the project shall be grouped. Resources allocation and task dependency shall be indicated.
- d) Start and Finish Dates: All tasks shall have specific start and finish dates.
- e) Critical Path: All tasks forming the programme line that will establish any delays in the overall project period shall be clearly indicated and an indication of their sensitivity characteristics shall be provided.

- f) Progress Tracking: The Service Provider shall be required to periodically indicate the project progress per task graphically and on a percentage basis.
- g) Non-working Time: All South African public holidays, weekends and the local traditional annual builder's break shall be incorporated in the programme.

C3.13 Software Applications

Only Windows Microsoft Project programming software package will be accepted for programming purposes, if the programme is provided through a software application. Johannesburg Water will provide the service provider with the required verification application to be used.

C3.14 Format of Communications

All Contract communication shall be in English and in writing (letters, faxes and electronic mail).

C3.15 Key Personnel

The Service Provider shall be required to allocate sufficiently experienced personnel to execute the Contract successfully. The **minimum** required qualifications, Registrations and experience required to execute the project is as indicated in **T 2.1.6 of Returnable Documents**

C3.16 Management Meetings

The Service Provider shall be required to attend monthly:

- a) Technical coordination meetings with the Employer every second week; and
- b) Contract progress meeting with the Employer, at dates and venues to be agreed.

C3.17 Forms for Contract Administration

The Service Provider shall maintain a file (hard copy and electronically) for the project, which shall contain:

- a) the details of the service provider;
- b) project programme, with commencement and completion date;
- c) procurement information;
- d) progress reports, minutes, letters, faxes, emails of all project or project related correspondence;
- e) record documentation, reports, and floor plans;
- f) a copy of the Health and Safety Plan;
- g) record of cost implications, variations, claims and disputes; and
- h) empowerment (labour, training and subcontracting) records.

At the end of this Period of Performance the Service Provider shall hand-over such hard copy files to the Employer, including all electronic records, documentation, reports and floor plans.

C3.18 Electronic Payments

The Service Provider shall provide all necessary information to facilitate effective electronic payment, as require by the Financial Department of the Employer.

C3.19 Daily Records

Where the Employer requires the Service Provider to perform work on a time-and-cost basis, such work shall be remunerated on actual time and cost incurred by the PSP, who will be required to submit proof. All such work would need prior written approval from the Employer.

C3.20 Payment Supporting Documents

The Service Provider shall be required to complete a progress report required to be submitted with his tax invoice. To this end the Service Provider shall make himself available for a progress reporting training session or presentation to be facilitated by the Employer.

C3.21 Use of Documents by the Employer

All information (communications, designs, drawings, documents or reports) provided to the Employer by the Service Provider, in the course of performing the service required for this Contract, are intended to ensure that the programme are implemented successfully.

C3.22 Property provided for the Service Provider's use

The Service Provider shall provide all physical resources, including properties, for the successful execution of the project. This includes, but is not limited to, the tablets and vehicles required to successfully complete the asset verification. The JW verification application will be provided to the service provider for use.

C3.23 Proof of Compliance with the Law

The Service Provider shall ensure that he complies to all prevailing legislation that applies to the provision of his services as part of this Contract and indemnifies the Employer where he deliberately neglects compliance with such legislation.

C3.25 Transfer of Knowledge & Skills

C3.25.2 Exempted Micro - Enterprises (EME's)

The commitment of the Employer to Government Policy concerning the empowerment of the EMEs shall be noted and adhered to by service provider. The Employer will use these term contracts to pave entry for emerging service providers and entities owned and managed by historically disadvantage individuals (HDI's).

The Employer reserves the right to appoint more than one Service Provider wherein an attempt will be made to transfer skills from established Service Providers to Service Providers owned by Historically Disadvantaged Individuals (HDIs). In cases where such an appointment is done, performance management will be monitored on the basis of skills transfer plan that will be entered into at the beginning of the project.

The Service Provider needs to discuss their approach to transfer of knowledge as well as their cooperation and willingness to participate in this objective of the Employer in their proposal submission. The Service Providers will have to provide reference(s) to previous occasions where the Service Providers were involved in the transfer of skills both the organization as well as the receiving parties detail will be required.

C3.26 Pairing

The Employer reserves the right to appoint a Service Provider in a JV with another Service Provider when the Employer is of the opinion that the appointed Service Provider requires assistance. The Employer also reserves the right to combined Service Providers (Electrical, Mechanical, Structural and Civil) from the Resource Database in order to make up the best possible team for any given projects.

C3.27 Quality Assurance

The Service Provider needs to discuss their quality assurance system that will be employed during contract period in their proposal submission. The Service Provider needs to highlight the quality assurance system that will be used and how it will ensure quality. A quality management plan will need to be submitted after the award of the tender, which incorporates the quality assurance system indicated by the service provider in submission. All deliverables submitted to the Employer will be checked against the proposed quality management plan and not accepted as complete if gaps are evident that should have been picked up in the service providers quality assurance.

C3.28 Performance Monitoring

Performance against the project plan will be assessed monthly through the submission of the progress report. Performance on deliverables will be assessed based on the quality management plan and deliverables will not be signed off if they do not meet the criteria.

Payments will be made on the basis of signed off deliverables that meet the quality control criteria as agreed in the quality management plan. 10% retention payable on successful completion of the project with all deliverables signed off.

-END OF SECTION-