REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: [PRASA/RFQ/001/10/2026]

REQUEST FOR QUOTATION (RFQ) FOR AS AND WHEN: MAINTENANCE AND REPAIR PLUMBING WORKS AT VARIOUS STATIONS, SITES, DEPOTS IN NGR

SECTION 1: SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)					
BID NUMBER:	PRASA/RFQ/001/10/2026	CLOSING DATE:	27/10/2026	CLOSING TIME:	12.:00
DESCRIPTION	**REQUEST FOR QUOTATION (RFQ) FOR AS AND WHEN: MAINTENANCE AND REPAIR PLUMBING WORKS AT VARIOUS STATIONS, SITES, DEPOTS IN NGR**				

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

BID RESPONSE DOCUMENTS MUST BE HAND DELIVERED TO **PRASA CRES OFFICES, DARK GREY BUILDING, CORNER PAUL KRUGER & SCHEIDING STREETS, PRETORIA STATION PRECINCT, PRETORIA, 0001** ON OR BEFORE CLOSING DATE. PLEASE ENSURE YOU SIGN SUBMISSION REGISTER.

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	**KHUTHAZWA PIKE**
TELEPHONE NUMBER	**012 748 7456**
E-MAIL ADDRESS	**pikek@prasa.com**

SUPPLIER INFORMATION

NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No: MAAA……..
2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
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 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER**

1.3. **PRESCRIBED IN THE BID DOCUMENT.**

1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID NVALID.

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

(Proof of authority must be submitted e.g. company resolution)

DATE: ……...

NB:

- ***Quotation(s) must be addressed to PRASA before the closing date and time shown above.***
- ***PRASA General Conditions of Purchase shall apply.***

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

2 COMMUNICATION

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

3 BIDDERS COMPLAINTS PROCESS

3.1 Bidders are advised utilize this email address (SCM.Complaints@prasa.co.za) for lodging of complains to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

3.1.1 Bid/Tender Description

3.1.2 Bid/Tender Reference Number

3.1.3 Closing date of Bid/Tender

3.1.4 Supplier Name

3.1.5 Supplier Contact details

3.1.6 The detailed compliant

4 LEGAL COMPLIANCE

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5 CHANGES TO QUOTATIONS

Changes by the Respondent to its submission will not be considered after the closing date and time.

6 PRICING

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

7 BINDING OFFER

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue.

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a Respondent will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a

respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at https://secure.csd.gov.za/.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in

their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

EVALUATION CRITERIA	**WEIGHTING**
Stage 1 – Compliance	
Stage 1A	Mandatory Requirements
Stage 1B	Other Mandatory Requirements
Stage 2	
Technical/Functional Requirements	Minimum Threshold of 60%
Stage 3	
Price	80
Specific Goals	20
TOTAL	**100**

13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

14 VALIDITY PERIOD

14.1 PRASA requires a validity period of 60 **Working Days** from the closing date.

14.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity

period. However, once the delegated authority has approved the process the validity of the successful respondent(s)' bid will be deemed to remain valid until finalization of the of award.

15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Respondents are to note that, bid awards, amendments and cancellations will be published on the e-tender portal (*where applicable*) and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's. *(where applicable*).

16 RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

15.1. Mandatory Returnable Documents

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ may result in a Respondent's disqualification. Respondents are therefore urged to ensure that all documents are returned with their Quotations.

SECTION 3

1 EVALUATION CRITERIA:

Stage 1A – Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, your bid will be automatically disqualified.

Only bidders who comply with stage 1A will be evaluated further.

If you do not submit/meet the following mandatory documents/requirements, your bid will be automatically disqualified:

No.	Description of requirement	X
a)	Bidder must have a CIDB grading of 3SO or higher. CIDB Reference number to be provided.	
b)	Signed Joint Venture / Consortium Agreement or Partnering Agreement (Where applicable)	
c)	Fully Completed Price Schedule/ BOQ	

Stage 1B –Other Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, PRASA may request the bidder to submit the information within two (2) working days. Should this information not be provided, your bid proposal will be disqualified.

Only bidders who comply with stage 1B will be evaluated further.

No.	Description of requirement	X
a)	Valid SARS Pin	
b)	CSD Report/ CSD Reference number	
c)	Copies of Directors ID documents	
d)	Letter of Good Standing (i.e. COIDA)	
e)	Poof of banking Account (i.e. letter issued by the bank	
f)	Company Registration, Certificate of incorporation or CK1	
g)	Completion of ALL RFQ documentation and declarations and commission	

2.1 Stage 2

Technical / Functionality Requirements

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality requirements is 60% as per the standard Evaluation Criteria presented in Table above. Bidders who score below this minimum requirement shall not be considered for further evaluation in Stage 3.

Details of the technical/functional requirements are presented in the Table below:

ITEM	CRITERIA	WEIGHT
1.	**Track record and experience**	35
2.	**Experience of Key Staff**	35
3.	**ownership or rental agreement**	30
5.	**TOTAL**	**100**

Scoring of Functionality:

The minimum threshold for Technical/functionality criteria is **60%** and bidders who score below this minimum will not be considered for further evaluation in terms of price and B-BBEE.

Technical / Functionality will be evaluated against the following detailed requirements:

Sub-Criteria	Description		Weightings
Track record and experience	Bidders should indicate the experience of previous plumbing work done in the **last 10 years**. Only projects with **a minimum value of R350 000.00** will be considered. Evidence required: The bidders are to submit the following documents: • Provide appointment letter/contract/purchase order to the minimum value of R350 000.00 for each project. • Provide a reference letter or Completion certificate relating to the appointment letter/contract/purchase order provided. The reference letter to indicate the following: company name, contact person and confirmation that work was completed. **NB: One of the documents provided must indicate value of the contract. Points will be awarded only if both documents are submitted.** NOTE – PRASA reserves the right to verify the legitimacy of the documents submitted by the bidder(s) to claim points.		**35%**
	0 Point: No submission or irrelevant submission or incomplete submission.	0	
	1 Point: Successfully completed 1 project.	1	
	2 Points: Successfully completed 2 projects.	2	

Sub-Criteria	Description		Weightings
	3 Points: Successfully completed 3 projects.	3	
	4 Points: Successfully completed 4 projects.	4	
	5 Points: Successfully completed 5 or more projects.	5	
Experience of Key Staff (assigned site personnel) in relation to the scope of work.	Bidders must submit ***CV's which clearly indicates the role of the Key staff required*** and proof of qualified plumber by submitting certified copies of valid Plumbing Trade Certificates. Certification of the copies by a Commissioner of Oaths must not be older than six (6) months from the tender closing date. **NB: Scores will be based on the number of Artisans (certified as a plumber) with a minimum of two (2) years relevant experience provided:**		**35%**
	No submission or Irrelevant submission/incomplete submission	0	
	Submission of one (1) Artisan (certified as Plumber) with minimum of two (2) years relevant experience including CV and qualifications attached with contactable references.	1	
	Submission of two (2) Artisans (certified as Plumber) with minimum of two (2) years relevant experience including CV and qualifications attached with contactable references.	2	
	Submission of three (3) Artisans (certified as Plumber) with minimum of two (2) years relevant experience including CV and qualifications attached with contactable references.	3	
	Submission of Four (4) Artisans (certified as Plumber) with minimum of two (2) years relevant experience including CV and qualifications attached with contactable references.	4	
	Submission of five (5) or more Artisans (certified as Plumber) with minimum of two (2) years relevant experience including CV and qualifications attached with contactable references.	5	
The bidder to submit proof of ownership or rental agreement /proof of intent letter to hire. list of vehicles suitable for the execution of the work.	Bidder must submit proof of certified copies of vehicles (Bakkies/ light bakkie vehicles /light vehicles/trucks) they own or hired for the purpose of this project. Attach proof of vehicles (Bakkies/ light bakkie vehicles/light vehicles/trucks) that you own or hired for this project. Note: Vehicle/s must be registered under the company/ director. In the case of letter of intent to hire, an agreement with a company letter head		**30%**

Sub-Criteria	Description			Weightings
Suitable vehicles include "bakkie" or light duty pickup truck/light vehicles.	No Proof provided or Irrelevant submission or incomplete submission	0		
	Proof of 1 vehicle/truck owned or hired	1		
	Proof of 2 vehicles/trucks owned or hired	2		
	Proof of 3 vehicles/trucks owned or hired	3		
	Proof of 4 or more vehicles/trucks owned or hired	4		
	Proof of 5 or more vehicles/trucks owned or hired	5		
Total				**100%**

Table: Technical Evaluation Criteria

2.2 Stage 3- Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	**100**

FORMULA FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE
THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$PS = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Ownership Level	Number of points claimed (80/20 system)(To be completed by the tenderer)	Evidence required for specific goals
Black Women Owned	4	100% black women		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners ***For JVs/Trust Deed/Consortiums:*** Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
	3	75% – 99%% black women		
	2	60% – 74% black women		
	1	51 – 59% black women		
	0	0 – 50% black women or irrelevant submission/No submission		
Black Youth Owned	4	100% black youth		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners ***For JVs/Trust Deed/Consortiums:*** Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
	3	75% – 99%% black youth		
	2	60% – 74% black youth		
	1	51 – 59% black youth		
	0	0 – 50% black youth or irrelevant submission/No submission		

Black owned	4	100% black owned		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners ***For JVs/Trust Deed/Consortiums:*** Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
	3	75% – 99%% black owned		
	2	60% – 74% black owned		
	1	51 – 59% black owned		
	0	0 – 50% black owned or irrelevant submission/No submission		
Owned by Black people with Disability (PWD)	4	100% Owned by Black people with Disability (PWD)		Certified copy of ID Documents of the Owners and Doctor's note confirming the disability
	3	75% – 99%% Owned by Black people with Disability (PWD)		
	2	60% – 74% Owned by Black people with Disability (PWD)		
	1	51 – 59% Owned by Black people with Disability (PWD)		
	0	0 – 50% Owned by Black people with Disability (PWD)or irrelevant submission/No submission		

Black companies operating in rural, underdeveloped local communities Garankuwa/Mabopane/Soshanguve/Winterveld/Itsosengnext to mabopane/ Mamelodi/Cullinan/Nellmaphius/Atteridgeville/Lotus gardens/Saulsville/ Salvakop	4	Bidders who provided the necessary proof of operational address/ proof of residence		Proof of residence- Municipality rates certificate/Eskom bill/Letter from councilor confirming residential address not older than 3 months/Lease agreement signed by all parties.
	0	Bidders who DID NOT provided the necessary proof of operational address/ proof of residence or irrelevant submission/No submission		
TOTAL	**20**			

SECTION 4

PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule

1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.

2 Price offer is firm and clearly indicate the basis thereof.

3 Pricing Bill of Quantity is completed in line with schedule if applicable.

4 Cost breakdown must be indicated.

5 Price escalation basis and formula must be indicated.

6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.

7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.

8 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:

9 negotiate a market-related price with the Respondent scoring the highest points;

10 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points;

11 if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points;

12 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.

I / We _____ (Insert Name of Bidding Entity) of _____

_____

code _____

(Full address) conducting business under the style or title of:_____ represented by: _____ in my capacity as:_____ being duly authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract, at a lumpsum, of R _____(amount in numbers);_____

_____ (amount in words) Incl. VAT.

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within ……. working days from date of order. (To be completed by Service provider).

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On

dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements and fit for the purpose for which they are intended and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and sub-contracting

The successful Respondent awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Respondent and PRASA, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

SECTION 6 **SBD4**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person

having a controlling interest1 in the enterprise,
employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	**Identity Number**	**Name of State institution**

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
……
……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise

whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
…….
…….

3 DECLARATION

I, the undersigned, (name)……. in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

[1] the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 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 consortium will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

…… ……

Signature Date

…… ……

Position Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and Specific Goals	**100**

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of

2000).

3. FORMULA FOR PROCUREMENT OF GOODS AND SERVICES

3.2. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Owned	4	
Black Women Owned	4	
Black Youth Owned	4	
Owned by Black People with Disability	4	
Black companies operating in rural, underdeveloped local communities Garankuwa/Mabopane/Soshanguve/Winterveld/Itsoseng next to mabopane/ Mamelodi/Cullinan/Nellmaphius/Atteridgeville/Lotus gardens/Saulsville/ Salvakop	4	
TOTAL SPECIFIC GOALS	**20**	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm…….

4.3. Company registration number: ……...

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

……

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: …….

DATE: ……

ADDRESS: ……

……

……

……

1. Scope of Work

The purpose of this contract is to provide comprehensive plumbing maintenance services across various PRASA Stations, Buildings, Offices, Rental Properties, various sites etc. The project is aimed at ensuring the continued functionality, safety, reliability, and compliance of all plumbing infrastructure within the designated facilities through the implementation of both planned preventative maintenance and corrective maintenance activities.

The appointed contractors will be responsible for maintaining, repairing, and restoring plumbing systems and associated infrastructure to ensure uninterrupted service delivery and optimal operational conditions. The maintenance works will encompass a wide range of plumbing-related services, including sanitary installations, stormwater systems, drainage networks, and water supply infrastructure.

The “as and when service” is a term-based contract where pricing is based on rates, as quantities cannot be established upfront. The awarded contractor will be called by PRASA representative to attend to work packages as and when a need for the work arises in a formal email or phone call.

The scope of work includes, but is not limited to:
Sanitary Works involving the inspection, maintenance, repair, and replacement of above-ground sanitary plumbing systems connected to sanitary fixtures such as toilets, basins, taps, sinks, showers, and associated fittings.
Stormwater Works involving the maintenance and repair of roof drainage systems, gutters, downpipes, roof flashings, and associated infrastructure responsible for the collection and disposal of stormwater.
Drainage Works involving the maintenance and repair of below-ground sanitary drainage systems, including sewer and wastewater pipelines extending from above-ground systems to the disposal network.
Water Supply Works involving the repair and replacement of leaking pipes, faulty taps, damaged toilets, valves, and other water supply components to minimize water losses and ensure a reliable water supply.

In addition to routine maintenance activities, the contractor shall provide a 24-hour emergency standby service, available seven days a week, to respond promptly to plumbing emergencies and operational disruptions as and when required by PRASA.

This contract shall remain in force for a period of thirty-six (36) months from the date of contract signature and the issuance of a signed Site Access Certificate. However, PRASA reserves the right to terminate the contract prior to the expiry of the contract period in cases of underperformance, non-compliance with contractual requirements, failure to meet service delivery obligations, or where workmanship fails to meet the required quality standards.

2. Definitions

2.1. *PRASA:* One of the subsidiaries of Passenger Rail Agency of South Africa (PRASA) group responsible for managing the property portfolio of the group and the maintenance thereof.

2.2. *Facilities Manager:* A manager of PRASA- responsible of building and infrastructure portfolio or any person authorised to act in that capacity.

2.3. *Normal Working Hours:* Hours of work as determined by a wage regulating measure or statutory enactment for any trade or activity, during which the basic minimum rate of pay is applicable and excludes all time for which a higher rate of pay is obligatory. Where no wage regulating measure is in force, the hours will be 07h00 to 17h00 Mondays to Fridays excluding a daily meal break.

2.4. *Contractor:* Successful tender who is appointed by PRASA- and will be responsible to carry out the works as per this specification.

2.5. **The bidder should adhere to south African national minimum wage gazetted rate as per the department of employment and labour. Failure to adhere to the south African national minimum wage Gazetted rate will automatically lead to disqualification**

3. Maintenance References

3.1. All plumbing works work will be in accordance with the following publications.

SABS 0400 other applicable Code of Practices
OHS Act 85 of 1993 as amended and
Other applicable Municipal By-Laws and Regulations

4. Maintenance

4.1. All planned work will be carried out during normal working hours at the cost tendered for in the Bill of Quantities. Visits to the premises will be as scheduled for the contractor to carry out maintenance work as per the specification. Sites have visitors' book which is to be properly completed by the Contractor on every visit and the reason for the visit recorded in the book.

4.2. The Contractor shall produce and issue to PRASA a written report or service sheet of any testing, inspection, examination, investigation and/or assessment undertaken and execution of any repairs by the Contractor. Reports will highlight.

the type of work or service done
problems experienced.
results of inspection
faults found and their priority thereof.
Quotations for any corrective work required shall be submitted to PRASA and on the approval of such quotations the Contractor will correct or repair accordingly.

4.3. PRASA- reserves the right to conduct an independent safety and quality audit to be carried out on the work completed by the contractor. The contractor shall provide his own quality controls to ensure compliance with the specifications and any changes to legislation or regulations applicable. Possible modernisation products to upgrade or to improve the reliability and performance of the installation will be brought to PRASA for consideration.

5. Contract Performance

5.1. The contractor will sign a service level agreement with PRASA. The performance of the Contractor will be discussed on the monthly basis at meetings scheduled to sit at PRASA offices. Performance Items to be discussed will Include:

the number of breakdowns for specific period
the turnaround time to attend to emergency callouts.
planned vs. actual progress.
submission of reports, invoices, and other administration duties
payment of invoices

5.2. Services Measure and Expectations
Response Times for:
Emergencies – within 3hrs
Urgent - within 5hrs
Non-Urgent - within 24hrs

5.3. Completion of works, upon the completion of work the service Provider must submit the following:

Signed job card by the Project Manager or leader (job completion form)
Guarantee/ Warranty certificates to cover a free maintenance period.
Material invoice
Maintenance programs or plan for
New installations for plumbing related items.
Maintenance manuals
After completion of the specified work order, the Service Provider shall submit a documentation via NGR Facilities Invoice (NGRFacilities.Invoice@prasa.com) within 10 working days.

5.4. **Proof of Work done** - the contractor will provide photos of before/during and after work completed with claim submitted. Photos can be submitted electronically.

5.5. **Quality of Work and Workmanship:**
Works with poor workmanship will not be signed off and PRASA reserve the right to withhold payments until satisfied with the quality of the works.

7. General Information

7.1.1. The contractor shall be or have in his employment qualified Artisans leading maintenance teams, proof of qualifications for maintenance team leaders shall be provided.

7.1.2. The Contractor must have the capacity to be able to work on more than one site at any given time.

7.1.3. Where day to day repairs is to be undertaken, the Contractor shall first estimate the labor and material cost based on the schedule of prices, before proceeding with the job.

7.1.4. All material removed to be returned to PRASA- unless otherwise stated.

7.1.5. The contractor shall supply all working tools, equipment, material, labour, and consumables, etc, necessary for undertaking and completing the works to the satisfaction of the client.

a) Accordingly, all bidders shall submit valid proof of residential address in the form of one or more of the following

- Municipal or ESKOM account/bill not older than three (3) months
- Letter confirming residence issued by the relevant Councillor, Induna or Chief not older than three (3) months; and/or
- Valid rental or lease agreement confirming the residential address accompanied by rental statement not older than three (3) months

b) Where a rental or lease agreement is submitted without the required rental statement, the rental or lease agreement will not be considered for purposes of verifying the bidder's municipal footprint and/or awarding the applicable preference points

c) All proof of residential address submitted shall be verifiable and must relate to the address being relied upon to demonstrate the bidder's footprint within or in proximity to the applicable station segment

d) The submitted residential address shall be assessed against the location of the applicable segment to determine the bidder's proximity and operational footprint

7.1.6.

8. Safety and Provision of Materials

8.1.1. The contractor is responsible for supply of all material required to repair the faults as per job cards/work order.

8.1.2. All material used shall be of high standard (SABS approved)

8.1.3. Prasa Maintenance Manager / Supervisor reserve the right to query price of any material that is on the material list. He /she may request that the contractor justifies a copy of the material purchased, invoices or actual quotes from reputable suppliers.

8.1.4. The contractor will be responsible for the safety and protection of his personnel, machinery, equipment, material and partially completed work until the works are handed over to the client.

8.2. **Provision of a Safety File it's a requirement and must be submitted prior to any work commences. The provisional amounts including VAT of R7500.00 for year 1, and R4500.00 year 2 , R4500.00 for year 3 for a Safety File is included in the schedule of rates table, proof of cost will be required before the contractor claim the amount.**

8.3. **Contractor must provide medical certificates and all relevant document every year to update their file.**

NB: The contractor material supplier must be a reputable material supplier and only market related material prices will be accepted by PRASA.

9. Non -Compliance:

Safety – the contractor will at all times ensure that work is performed in accordance with all the prescribed legal prescripts.

NB: No work is to be done without approval of Safety File and valid signed site access certificate being issued to the contractor. No Contractor will be allowed on site without having attended the safety Induction training and proof is to be submitted to the Project Manager

Response time – if an appointed service provider as per the General provisions of the As and When fails to adhere to the priority levels as prescribed PRASA Facilities department hereby reserves the right to penalise the service provider a penalty fee of R 2000 per incident /site will be imposed and if this provision is continually violated the contract will be terminated.

The service provider shall provide the contact number that is available for 7days a week / 24hours without failure.

Qualified personnel- It is a requirement that personnel performing/overseeing works issued to the contractor be qualified in specific Trade.

In case PRASA find that the contractor's team is executing any plumbing activities without a qualified plumber the penalty of R1000 per incident /site will be imposed.

If during inspection, the workers are not found in proper PPE (Personnel protective equipment) a penalty of R 200 per employee per day will be imposed.

If the service provider fails to submit quotation/invoice within the stipulated period as per item 6.3, it will be considered as non-performance.

10. Specialized Works

the Contractor shall be responsible for the execution, technical management, and quality control of non-standard engineering operations, including but not limited to:

- **Civil Engineering & Infrastructure:** Construction, alteration, and structural reinforcement of civil works, including major earthworks, reinforced concrete structures, drainage systems, structural integrity analysis and site stabilization.
- **Geotechnical & Core Drilling:** Execution of diamond core drilling, rotary drilling, and continuous sampling for geotechnical investigations, and subsurface mapping in accordance with relevant standards.
- **Ground Improvement & Grouting:** Implementation of specialized ground treatment solutions, such as pressure grouting, rock bolting, soil nailing, and chemical stabilization to ensure subsurface load-bearing capacity.
- **Specialist Utility & Trenchless Technology:** High-precision directional drilling, pipe bursting, and utility locating/mapping using ground-penetrating radar (GPR) where conventional excavation is restricted.
- And or any other specialized work that may be required to ensure execution of general plumbing related works, this could be special skill or training

11. Specialised work procurement & quality assurance

For any **Specialized Works**, the Contractor shall adhere to the following procurement and quality control requirements:

- **Competitive Quotation Submission:** The Contractor shall procure and submit a minimum of three (3) itemized quotations from verified, reputable specialized industry suppliers possessing proven technical competence and relevant certifications.
- **Uncompromised Quality Standards:** Selection shall not be driven solely by lowest cost; the Contractor remains fully accountable for ensuring that selected suppliers meet all structural, performance, and material specifications without compromising execution quality or project standards.

12. Special Conditions

Negotiations will be conducted with the highest scoring bidders when deemed necessary.

13. Mandatory Requirements

If you do not submit the following documents/information, your submission will be disqualified automatically.
CIDB grade 3SO or higher

14. Estimated Quantities

The estimated quantities/hours/kilometres are only indicative; the actual could be more &/or less but should be within / not to exceed the overall contract price.

Health and Safety file checklist

ANNEXURE 1: Health Safety Requirements Template For Issuing of Site Access

CONTRACTOR SAFETY FILE CONTENTS LIST

The purpose of this checklist is to guide the contractors and their sub-contractors as to what documents are required for them to prepare a safety file that must be issues to PRASA Cres Regional Departments or Head Office for evaluation before a site access is issued.

This checklist was revised to cater for **COVID 19** requirements as per RSA Government Disaster Management Act as amended and its Regulations.

Human Coronaviruses are common throughout the world. There are many different coronaviruses identified in animals but only a small number of these can cause disease in humans.

On 7 January 2020, 'Severe Acute Respiratory Syndrome Coronavirus 2' (SARS-CoV-2) was confirmed as the causative agent of 'Coronavirus Disease 2019' or COVID-19. The majority of the case-patients initially identified were dealers and vendors at a seafood, poultry and live wildlife market in China. Since then, the virus has spread to more than 100 countries, including South Africa.

The spread of the disease is thought to happen mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. Thus far, the majority of cases have occurred in people with close physical contact to cases and healthcare workers caring for patients with COVID-19.

Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with cough, sore throat, shortness of breath or fever.

The complete clinical picture with regard to COVID-19 is still not fully clear. Reported illnesses have ranged from infected people with little to no symptoms to people being severely ill and dying.

Name of the Contractor:

Project:

Safety File Assessor and Date:

SHE FILE CHECKLIST				
	Required by PRASA	**CONTRACTOR**	**PRASA RESPONSE**	**COMMENTS**
1	**Project SHE Specification**			
2	**Scope of work**			
3	**Notification of construction**			
4	**Letter of good standing**			
5	**Employee list with next of kin required**			
6	**Org structure**			
7	**SHE Policy**			
8	**SHE Plan**			
9	**Risk assessment**			

10	Tool register			
11	SHE induction			
12	Proof of medicals			
13	Appointments			
14	Tool inspections			
15	PPE matrix			
16	PPE Record			
17	Training records			
18	Method statement			
19	Safe work procedure			
20	Toolbox			
21	Equipment maintenance			
22	Chemical list			
23	MSDS			
24	Proof of training on MSDS			
25	Excavation plan			
26	Scaffolding plan			
27	Site Access certificated			
28	Fall Prevention Plan			
29	Demolition plan			
30	Explosives and blasting method statement			
31	Declaration of sub-contractor			

Note:

- Contents of the file to be overseen by the SHE Coordinator of the Department
- This document should be used as the standard guideline and all contractors should comply with this guideline
- It is the responsibility of the SHE Coordinator to ensure that all required documents are on file prior to approval.
- It is the responsibility of the Department that is overseeing the whole contract process to ensure that
  - A safety file is implemented at the site where the contractor works,
  - No contractor's duties are to commence without this file being approved.
  - The scope of work is discussed with the risk department. This is to ensure that all special details and requirements are addressed when compiling this file.

- The approved file will be kept at the appointed Metrorail supervisor over the contractor for the duration of the project.
- For record keeping after the end of project. The file must be filed with the IRM of the department.
- This file should be readily available at all times.

The contractor must implement a SHE working file where all records generated during the project will be filed. This file must be available at all times on site. The file will include, SHE Related records, Records of communication with the Client (Metrorail), toolbox talks, Inspections, risk assessments, etc

- The risk department, Metrorail management and or representatives has the right to
  - Request for the file at any given time
  - Inspect the contractor documents at any given time
  - Stop the work if he or she finds it necessary or is convinced that Safety, Health, and Environment is compromised. :

15. Material List pricing schedule

			Year 1		Year 2		Year 3	
No	**Work Description**	**Unit**	**Rate Excl Vat**	**Rate Incl Vat**	**Rate Excl Vat**	**Rate Incl Vat**	**Rate Excl Vat**	**Rate Incl Vat**
1	Vandal Resistant flat back Urinal with integral fixing brackets and Chromium plated back inlet spreader	Each						
2	Urinal spreader with Urinal Flush valve recessed into wall above Urinal bowl	Each						
3	Anti- vandal Wash hand basin, with one semi-punched tap holes or similar vanity basins	Each						
4	Time metering valve with Bubbler spout to be recessed into wall above WHB	Each						
5	Anti-vandal back inlet toilet pans	Each						
6	Wall recessed Push button flush mechanisms	Each						
7	G.I. BARREL NIPPLE 15MM	Each						
8	G.I. SCREW PLUG 15MM	Each						
9	G.I TEE PIECE 15MM	Each						
10	G.I ELBOW 15MM	Each						
11	G.I M/F BEND 15MM	Each						

12	G.I UNION 15MM	Each						
13	G.1 BARREL NIPPLE 20MM	Each						
14	G.I SCREW PLUGS 20MM	Each						
15	G.I TEE PIECE 20MM	Each						
16	G.I ELBOW 20MM	Each						
17	G.I M/F BEND 20MM	Each						
18	G.I UNION 20MM	Each						
19	G.I BARREL NIPPLE 25MM	Each						
20	G.I TEE PIECE 25MM	Each						
21	G.I ELBOW 25MM	Each						
22	G.I M/F BEND 25MM	Each						
23	G.I UNION 25MM	Each						
24	G.I REDUCING BUSH 15-20MM	Each						
25	G.I REDUCING BUSH 20-25MM	Each						
26	BRASS HOSE TAP WITH CONNECTION 20MM	Each						
27	BRASS HOSE TAP WITH CONNECTION 15MM	Each						
28	C.P BIBCOCK 15MM	Each						
29	C.P BIBCOCK 20MM	Each						
30	C.P PILLAR TAP 15MM	Each						
31	BRASS STOPCOCK 15MM	Each						
32	BRASS STOPCOCK 20MM	Each						
33	COPPER CONNECTION 356MM ;15MM	Each						
34	FLEXI CONNECTOR 15MM X 350MM	Each						
35	G.I SOCKET 15MM	Each						

36	G.I SOCKET 20MM	Each						
37	PIPE POLYCOP 22MM X 6M	Each						
38	PIPE POLYCOP 15MM X 6M	Each						
39	FLEXI "P" TRAP 32 X 40MM	Each						
40	FLEXI "P" TRAP 40 X 40MM	Each						
41	VALVE REG 100KPA 20MM	Each						
42	VALVE RELIEF 100 KPA 20MM	Each						
43	VALVE BALL 15MM COMPLETE	Each						
44	WASHER BETTA VALVE 32MM	Each						
45	WASHER TAP 15MM	Each						
46	WASHER TAP 20MM	Each						
47	BETTA VALVE COMPLETE	Each						
48	GATE VALVE 15MM	Each						
49	GATE VALVE 20MM	Each						
50	G.I COUPLING 15MM	Each						
51	G.I COUPLING 20MM	Each						
52	G.I COUPLING 25MM	Each						
53	G.I PIPE 15MM /6.00M LONG	Each						
54	G.I PIPE 20MM /6.00M LONG	Each						
55	STRAIGHT COUPLER F.I X C 3/4 " X 22MM	Each						
56	ELBOW 90 C X C 22 X 22MM	Each						
57	TEE C X C X C 15 X 15 X 15MM	Each						
58	RED. TEE ALL END COPPER BRANCH RED. 22 X 22 X 15MM	Each						
59	RED. TEE ALL ENDS C-RUN EQUALLY RED. 15 X 15 X 22MM	Each						
60	TEE C X C X C 22 X 22 X 22 MM	Each						

61	REDUCING STRAIGHT COUPLER C X C 22MM X 15MM	Each						
62	STRAIGHT COUPLER M.I.X C 1/2" X 15MM	Each						
63	STRAIGHT COUPLER C X C 22MM X 22MM	Each						
64	STRAIGHT COUPLER C X C 15MM X 15MM	Each						
65	STRAIGHT COUPLER C X F.I. 1/2" X 15MM	Each						
66	RED. STRAIGHT COUPLER M.I. X C 3/4" X 15MM	Each						
67	STRAIGHT COUPLER M.I. X C 3/4" X 22MM	Each						
68	WALLPLATE ELBOW F.I. X C 1/2" X 15MM	Each						
69	ELBOW 90 F.I. X C 3/4" X 22MM	Each						
70	ELBOW 90 M.I. X C 3/4" X 22MM	Each						
71	ELBOW 90 F.I. X C 1/2" X 15MM	Each						
72	RED. ELBOW C X C 22 X 15MM	Each						
73	WALLPLATE 90 F.I. X C 3/4" X 22MM	Each						
74	EBOW 90 M.I. X C 1/2" X 15MM	Each						
75	RED. STRAIGHT COUPLER F.I. X C 3/4" X 15MM	Each						

76	BALL'OSTOP CP (STOPCOCK)	Each						
77	ELBOW 90 C X C 15MM X 15MM	Each						
78	CLAMP CASCADE 50mm	Each						
79	CLAMP CASCADE 110mm	Each						
80	CLAMP CASCADE 160mm	Each						
81	SUPAFLUSH SEALING WASHER (DPE)	Each						
82	STOPCOCK 25mm BRASS	Each						
83	VALVE GATE 25mm BRASS	Each						
84	PVC Pressure Pipe 50 mm Class 16 per 6 Mt length	Each						
85	PVC Pressure Pipe 63 mm Class 16 per 6 Mt length	Each						
86	PVC Pressure Pipe 100 mm Class 16 per 6 Mt length	Each						
87	PVC Pressure Pipe 110 mm Class 16 per 6 Mt length	Each						
88	PVC Pressure Pipe 160 mm Class 16 per 6 Mt length	Each						
89	PVC Pressure Pipe 50 mm Class 16	/Meter						
90	PVC Pressure Pipe 75 mm Class 16	/Meter						
91	Pipe PVC Sewer SV 110 mm x 6 Mt length	Each						
92	Pipe PVC Sewer UG 110 mm x 6 Mt length	Each						

93	Pipe PVC Waste SV 50 mm x 5.5 Mt Length	Each						
94	15mm Single Basin mixture	Each						
95	15mm Double Basin mixture	Each						
96	15mm Sink mixture	Each						
97	15mm Toilet Bottom inlet	Each						
98	15mm Toilet site inlet	Each						
99	Toilet flushing mechanism top flush	Per /Set						
100	Toilet flushing mechanism side flush	Per /Set						
101	Toilet flushing mechanism bottom flush	Per /Set						
102	110mm Pan connector	Each						
103	110mm Flexible connector	Each						
104	A complete urinal solenoid valve set operating on low voltage DC 24V for electronic or smart systems) or mains AC 240V for public sensor setups and features standard G1/2	Per /Set						
105	A complete toilet solenoid valve set operating on low voltage DC 24V for electronic or smart systems) or mains AC 240V for public sensor setups and features standard G1/2	Per /Set						
106	A complete urinal solenoid valve set operating on low voltage DC 24V for electronic or smart systems) or mains AC 240V for public sensor setups and features standard G3/4	Per /Set						
107	A complete toilet solenoid valve set operating on low voltage DC 24V for electronic or smart systems) or mains AC	Per /Set						

	240V for public sensor setups and features standard G3/4							
108	20mm x 30m Heavy duty garden hose pipe with spray nozzle and universal fitting	Each						
109	160mm Flange valve	Each						
110	40mm gate valve	Each						
111	50mm gate valve	Each						
112	75mm gate valve	Each						
113	90mm gate valve	Each						
114	110mm gate valve	Each						
115	160mm gate valve	Each						

16. Labour Pricing Schedule

16.1. Labor Pricing					NON- VAT VENDORS TO ONLY COMPLETE AMOUNT EXCLUDING VAT COLUMN			NON- VAT VENDORS TO ONLY COMPLETE AMOUNT EXCLUDING VAT COLUMN			NON- VAT VENDORS TO ONLY COMPLETE AMOUNT EXCLUDING VAT COLUMN		
					YEAR 1			YEAR 2			YEAR 3		
Item	Description		Unit	Estimated Quantity	Rate (Excl. VAT)	Amount (Excl. VAT)	Amount (Incl. VAT)	Rate (Excl. VAT)	Amount (Excl. VAT)	Amount (Incl. VAT)	Rate (Excl. VAT)	Amount (Excl. VAT)	Amount (Incl. VAT)
1	Provisional Sum (Material)	Material	Sum	Value	N/A	R 200 000.00	R230 000.00	N/A	R210 000.00	R 241 500	N/A	R 220 550	R 253 632.50
2	Provisional Sum (Specialised work)	Specialised work	Sum	Value	N/A	R 20 000.00	R 23 000.00	N/A	R 21 000.00	R 24 150	N/A	R 22 050.00	R 25 357.50
3	Percentage mark-up for materials (not listed on the BOQ)	Material (% x estimated quantity)	%	Value	-	R	R	-	R	R	-	R	R
4	Percentage mark-up for specialised work	Specialised work (% x estimated quantity)	%	Value	-	R	R	-	R	R	-	R	R
5	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during **Normal**	Artisan	Rate/ hour	2200 hours	R	R	R	R	R	R	R	R	R
6		General Worker	Rate/ hour	4400 hours	R	R	R	R	R	R	R	R	R

	working hours (07:00 – 17:00). This cost shall exclude material, which has previously been dealt with in this schedule.												
7	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during **After working hours and Saturdays (17:00 – 07:00)**. This cost shall exclude material, which has previously been dealt with in this schedule.	Artisan	Rate/ hour	250 hours	R	R	R	R	R	R	R	R	R
8		General Worker	Rate/ hour	500 hours	R	R	R	R	R	R	R	R	R

9	The Service Provider is to tender their total cost per hour on site per qualified Artisan and an assistant to perform service and repairs during **Sunday and Public Holiday**. This cost shall exclude material, which has previously been dealt with in this contract	Artisan	Rate/ hour	100 hours	R	R	R	R	R	R	R	R	R
10		General Worker	Rate/ hour	200 hours	R	R	R	R	R	R	R	R	R
11	Call-out rate (only when there is no fault found)		Sum	1	R	R	R	R	R	R	R	R	R
12	Travel cost		Rate/ km	20 000 kilometres	R	R	R	R	R	R	R	R	R

16.2. Provision for Health and Safety File

Description	Unit	YEAR 1 (Including VAT, Amount)	YEAR 2 (Including VAT, Amount)	YEAR 3 (Including VAT, Amount)
13.2.1 Provisional Sum for Approval of Safety File as per Annexure 1	**Sum**	**R 7 500.00**	**R 4 500.00**	**R 4 500.00**