

A	B	C	D	E	F	G	H	I	J
1	Turbine Hall		 <b>Johannesburg Water</b>						
2	ES Ntzeni Pilliso								
3	Newtown								
4									
5	P O Box 61542								
6	Marshalltown 2107								
7	Tel : (011) 688-1400 Fax : (011) 688-4556								
8									
9									
10	OLIFANSVLEI	Sophonia Nthebe							
11									
12	RFQJW056KM25- Repair and service steel roll-up doors at liquid and solid workshops								
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18									
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20	<b>ITEM NO.</b>	<b>DESCRIPTION OF ITEM OFFERED</b>		<b>UOM</b>	<b>QTY REQUIRED</b>	<b>PRICE QUOTED EXCL. OF V.A.T.</b>	<b>DISCOUNT</b>	<b>PRICE QUOTED INCL. OF V.A.T.</b>	
21									
22									
23		Repair and service steel roll-up doors at liquid and solid workshops							
24									
25		1.Repair, service and re-inforce loose steel doors tracks.		Each	4				
26		2. Replace ceased remote operated motor.		Each	2				
27		3. Scaffolding to be used on this job.		Each	1				
28		3. Safety file		Each	1				
29									
30		<b>NB: More details will be provided at the compulsory site briefing meeting.</b>							
31		<b>CIDB REQUIREMENTS: TENDERERS SHOULD HAVE A CONTRACTOR CIDB GRADING OF 1 GB OR HIGHER.</b>							
32									
33		<b>NB: Delivery Address is Olifantsvlei Wastewater Treatment Works</b>							
34		<b>Cavindish Road,</b>							
35		<b>Nancefield Industrials</b>							
36		<b>Date:17 April 2025</b>							
37		<b>Time :09:00</b>							
38									
39		<b>Compulsory Site Visit will be held at Olifantsvlei Wastewater Treatment Works.</b>							
40									
41		<b>For more information contact SOPHONIA NTHEBE on 082 466 1619</b>							
42		EME's OR QSE's- Businesses owned by people who are black- 51% or more							
43									
44									
45									
46									
47		<b>NB: All suppliers responding to RFQs should use their own company letter head not JW RFQ Template AND MAKE SURE THEIR EMAIL ADDRESS IS VISIBLE ON THEIR QUOTATION.</b>							
48		<b>NB: A copy of valid lease agreement or municipal account(not older than 3 months) should be submitted with a quote</b>							
49		<b>NB: MBD forms attached should be completed and submitted with the quote</b>							
50		<b>NB: All Quotes should be on PDF (MS WORD, MS EXCEL, PICTURES ARE NOT ALLOWED)</b>							
51		<b>NB: Copy of valid BBBEE CERTIFICATE or SWORN AFFIDAVIT to be submitted with the quote</b>							
52		<b>PLEASE NOTE THAT SUBMISSIONS MUST BE MADE ON E-TENDER PORTAL</b>							
53		<b>SUPPLIER DETAILS</b>							
54	<b>OFFICIAL STAMP</b>								
55		AUTHORISED BY: .....							
56		SIGNATURE:.....							
57		DATE:.....							
58									

QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM. 80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD)

JW SCM Contact Person : Khutso Mookamedi  
Email:khutso.mookamedi@jwater.co.za

1. QUOTATIONS RECEIVED AFTER CLOSE OF BUSINESS ON THE CLOSING DATE WILL NOT BE ACCEPTED.
2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED
3. PRICES QUOTED MUST BE AS PER THE UNIT INDICATED AND BE EXCLUDED OF VAT
4. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY
5. TOTAL QUOTATION VALUE TO INCLUDE VAT WHERE APPLICABLE



**HEALTH, SAFETY & ENVIRONMENTAL (SHE) SPECIFICATION: BASELINE RISK ASSESSMENT**

PROJECT NUMBER:	RFQ
PROJECT LOCATION:	Olifantsvlei Wastewater Treatment Works
PROJECT DESCR:	Repair and service steel roll-up doors at liquid and solid workshops

**POSSIBLE RISKS FOR THIS PROJECT**

Task	Hazard	Risk	Consequence	Rating	Controls
<ul style="list-style-type: none"> <li>✓ Submission of Safety file</li> </ul>	<ul style="list-style-type: none"> <li>✓ Unapproved safety file/ working without safety file</li> </ul>	<ul style="list-style-type: none"> <li>✓ Unsafe work conducted in the clients premises.</li> <li>✓ Non adherence to the clients safety requirements.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Fatalities, injuries, damage to property</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Compile safety file and submit it to the OHS department for approval.</li> <li>✓ Employees need to be inducted.</li> <li>✓ Employees work and safety file will be audited and monitored while they are on site</li> </ul>
<ul style="list-style-type: none"> <li>Site establishment:</li> <li>✓ Preparation of the ground surface</li> <li>✓ Placing of office equipment</li> </ul>	<ul style="list-style-type: none"> <li>✓ Sharp objects/ wires</li> <li>✓ Uneven surface</li> <li>✓ Faulty connection</li> <li>✓ Poor ergonomics</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injury to employees</li> <li>✓ Property damage</li> <li>✓ Trip and fall injuries</li> <li>✓ Damage to Contraction of communicable diseases</li> </ul>	<ul style="list-style-type: none"> <li>✓ Pinch point injuries, personal injuries</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Supervisors to plan during site set up and induct employees.</li> <li>✓ Detailed Risk Assessment must be drawn before any work commences on site.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Isolate/lock out access to the work station</li> <li>✓ Electrical work</li> </ul>	<ul style="list-style-type: none"> <li>✓ Unauthorised persons</li> <li>✓ Un-barricaded working site</li> <li>✓ No Lock out/Tag out done on live equipment</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injury to passers-by, workers, trespassers,</li> <li>✓ Machine starting un expected</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Fatality</li> <li>✓ Burns</li> <li>✓ Electrocutation,</li> </ul>	<b>Extreme</b>	<ul style="list-style-type: none"> <li>✓ Take care to secure access points to prevent unauthorised persons accessing pump station</li> <li>✓ Use lock out procedure</li> <li>✓ Wear task specific PPE</li> <li>✓ Adhere to correct safe work procedure.</li> </ul>

					<ul style="list-style-type: none"> <li>✓ Only trained electrician working on isolated and to isolate.</li> <li>✓ Lock out procedure developed by a competent person</li> <li>✓ Inspect the equipment before any work can be carried.</li> <li>✓ PAT testing carried out on portable parts, fixed parts checked as part of the statutory electrical inspection.</li> <li>✓ Daily pre use inspections take place each evening. Units fitted with ~RCD protection devices.</li> <li>✓ Appoint an electrical equipment inspector, machinery equipment inspector.</li> <li>✓ Use lock out system to notify employees of the safety of the machinery</li> <li>✓ Display proper signage's.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Working at heights (Ladder)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Working unsafe at heights</li> </ul>	<ul style="list-style-type: none"> <li>✓ Falling from heights</li> </ul>	<ul style="list-style-type: none"> <li>✓ Disabling injuries.</li> </ul>	<b>Extreme</b>	<ul style="list-style-type: none"> <li>✓ Train and appoint fall protection planners.</li> <li>✓ Develop fall protection plan</li> <li>✓ Inspect fall protection/ arrest equipment.</li> <li>✓ Appoint ladder inspector.</li> <li>✓ Inspect ladders.</li> <li>✓ Develop rescue plan for working in elevated position and heights.</li> <li>✓ Openings on platforms must be closed or covered.</li> </ul>

					<ul style="list-style-type: none"> <li>✓ Ensure floors on elevated positions are stable.</li> </ul>
Assembling & dismantling scaffold	<ul style="list-style-type: none"> <li>✓ Incompetent scaffold erector</li> <li>✓ Defective scaffold</li> <li>✓ Openings on the scaffold</li> <li>✓ Employees wearing loosely fit safety harness and clothing</li> </ul>	<ul style="list-style-type: none"> <li>✓ Falling from height</li> <li>✓ Equipments/ tools falling from heights</li> <li>✓ Entangled harnesses</li> <li>✓ Clothing hooked on scaffold fittings</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Disabling injuries</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Place construction signs.</li> <li>✓ Barricade the area.</li> <li>✓ Supervisor should always be at work.</li> <li>✓ Appoint Scaffold Supervisor/ Inspector.</li> <li>✓ Provide employees with fall protection equipments</li> <li>✓ Develop scaffold SOP.</li> <li>✓ Install a catchment net under the scaffold to catch employees in cases of accidental fall</li> <li>✓ Employees should wear hard hats with chin strap, safety harness, overalls and safety shoes</li> <li>✓ Appoint a competent electrician.</li> <li>✓ Wear tool bags on your waist to prevent tools from falling.</li> <li>✓ Do not allow lone work .</li> </ul>
Installation of roll up doors	<ul style="list-style-type: none"> <li>✓ Defective roll up door mechanism/ chains/ door fittings</li> <li>✓ Exposure to electricity</li> </ul>	<ul style="list-style-type: none"> <li>✓ Hands/ fingers caught between the door and door frame</li> <li>✓ Poor ergonomics</li> <li>✓ Improper lockout</li> </ul>	<ul style="list-style-type: none"> <li>✓ Caught between injuries/ splint cuts</li> <li>✓ Back sprains and injuries</li> <li>✓ Burns</li> <li>✓ Electrocutation</li> </ul>	<b>Moderate</b>	<ul style="list-style-type: none"> <li>✓ Be alert and place a door stopper to prevent the door from closing on you accidentally,</li> <li>✓ Wear hand gloves</li> <li>✓ Encourage employees to assist each other when carrying heavy loads/tools and equipments.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ The use of portable hand tools</li> </ul>	<ul style="list-style-type: none"> <li>✓ Exposure to electricity</li> <li>✓ Incorrect use of hand tools</li> <li>✓ The use of damaged hand tools</li> </ul>	<ul style="list-style-type: none"> <li>✓ Electrocution</li> <li>✓ Fire</li> <li>✓ burns</li> </ul>	<b>Moderate</b>	<ul style="list-style-type: none"> <li>✓ Appoint Portable hand tools inspector.</li> <li>✓ Inspect hand tools.</li> <li>✓ Provide employees with hand gloves.</li> <li>✓ Report damaged hand tools.</li> <li>✓ Inspect electric wires/ lid for damages.</li> <li>✓ Remove damaged hand tools from site.</li> </ul>
<ul style="list-style-type: none"> <li>✓ The use of hand tools</li> </ul>	<ul style="list-style-type: none"> <li>✓ Damaged tools</li> <li>✓ Incompetent employees</li> </ul>	<ul style="list-style-type: none"> <li>✓ Incorrect use of tools.</li> <li>✓ Using the wrong tool for the task</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Appoint a competent Hand tool inspector.</li> <li>✓ Hand tools must be inspected before use.</li> <li>✓ Must be fit for purpose.</li> <li>✓ Must be stored in secured location without damaging equipment.</li> <li>✓ Must be removed from site if found damaged or defective.</li> <li>✓ Employees must be provided with the PPE as determined in the task risk assessment.</li> </ul>
<ul style="list-style-type: none"> <li>✓ Installation of roll up door motor</li> </ul>	<ul style="list-style-type: none"> <li>✓ Incompetent employee</li> <li>✓ Manual handling of heavy equipment</li> <li>✓ Overstressing of cables</li> <li>✓ Stepping/Walking on a cable while pulling cable</li> </ul>	<ul style="list-style-type: none"> <li>✓ Employees committing mistakes due to lack of knowledge.</li> <li>✓ Fingers trapped.</li> <li>✓ Lifting equipment can fail.</li> <li>✓ Not being aware of the risk job entails</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> <li>✓ Property Damage</li> <li>✓ Multiply injuries</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Only trained, authorised Electrician to operate and repair motor.</li> <li>✓ Daily pre use inspections take place.</li> <li>✓ All loose items of clothing, hair etc. are tied back.</li> <li>✓ Emergency stop buttons located at regular intervals.</li> <li>✓ Adhere to lock out/ tag out procedure</li> </ul>

		<ul style="list-style-type: none"> <li>✓ Ergonomics risk due to wrong pulling</li> </ul>			<ul style="list-style-type: none"> <li>✓ Isolate the main switch that will supply the motor with electricity</li> <li>✓ Appoint competent person to install motor</li> <li>✓ Anti-pinch (pop out) rollers fitted in relevant positions.</li> <li>✓ Warning siren prior to start up to warn persons in the vicinity.</li> <li>✓ All repairs conducted by qualified, authorised engineers only.</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Oil spillages</li> </ul>	<ul style="list-style-type: none"> <li>✓ Slip, trip &amp; fall</li> </ul>	<ul style="list-style-type: none"> <li>✓ Injuries</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Clean up spills immediately.</li> <li>✓ Install warning signs for wet / slippery floor areas (including freshly mopped floors).</li> <li>✓ Wear shoes with good support and slip-resistant soles appropriate for the job task.</li> <li>✓ Remove tripping hazards in walkways, doorways and stairs. Keep drawers and cabinet doors closed when possible.</li> <li>✓ Utilize handrails when ascending and descending stairs</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Manual handling</li> <li>✓ Heavy lifting</li> </ul>	<ul style="list-style-type: none"> <li>✓ Poor ergonomics</li> </ul>	<ul style="list-style-type: none"> <li>✓ Back pains</li> <li>✓ Muscle sprains</li> </ul>	<b>High</b>	<ul style="list-style-type: none"> <li>✓ Use a device to lift and reposition heavy objects to limit force exertion.</li> <li>✓ Reduce the weight of a load to limit force exertion.</li> <li>✓ Reposition a work table to eliminate a long/ excessive .reach and enable working in neutral postures.</li> </ul>

					<ul style="list-style-type: none"> <li>✓ Use diverging conveyors off a main line so that tasks are less repetitive.</li> <li>✓ Install diverters on conveyors to direct materials toward the worker to eliminate excessive leaning or reaching.</li> <li>✓ Require that heavy loads are only lifted by two people to limit force exertion.</li> <li>✓ Establish systems so workers are rotated away from tasks to minimize the duration of continual exertion, repetitive motions, and awkward postures. Design a job rotation system in which employees rotate between jobs that use different muscle groups.</li> <li>✓ Staff "floaters" to provide periodic breaks between scheduled breaks.</li> <li>✓ Properly use and maintain pneumatic and power tools.</li> <li>✓ Use padding to reduce direct contact with hard, sharp, or vibrating surfaces.</li> <li>✓ Wear good fitting thermal gloves to help with cold conditions while maintaining the ability to grasp items easily</li> </ul>
✓ Poor housekeeping	✓ Poor housekeeping	Slip and fall injuries		<b>Low</b>	<ul style="list-style-type: none"> <li>✓ Ensure that everything has its storage place and everything is in its place.</li> <li>✓ Housekeeping should be done daily or after every activity</li> </ul>

### RISK ASSESSMENT MATRIX

Likelihood	Consequences				
	Insignificant (minor problem easily handled by normal day to day processes)	Minor (Some disruption possible e.g. Damage equal to R150k)	Moderate (significant time / resources required. E.g., damage equal to R500k)	Major (Operations severely damaged. E.g., damages equal to R1m)	Catastrophic (business survival is at risk. Damage equal to R5m – 10m)
Almost certain (90% chance)	High	High	Extreme	Extreme	Extreme
Likely (between 50-90%)	Moderate	High	High	Extreme	Extreme
Moderate (between 10-50%)	Low	Moderate	High	Extreme	Extreme
Unlikely (between 3-10%)	Low	Low	Moderate	High	Extreme
Rare (<3%)	Low	Low	Moderate	High	High



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Revision	00	Author:	OHS: Projects
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### 1. SCOPE OF WORK

**Repair and service steel roll-up doors at liquid and solid workshops.**

### 2. PURPOSE

The aim of the SHE specification is to ensure that any contractor which is appointed by Johannesburg Water to conduct any work complies with the SHE requirements of the SHE specification and any other legislative requirement applicable to the contract scope.

### 3. APPLICABILITY

This document is applicable to all contractors and suppliers conducting contractual activities for and on behalf of Johannesburg Water.

### 4. APPOINTMENTS

The contractor and its appointed sub-contractor must make the relevant legislative and non-statutory appointments, which must be maintained valid for the entire contract duration.

All appointees shall be suitably trained and found to be competent for the responsibilities there are assigned for.

Copies of all relevant appointments and the relevant competence certificates must be kept in the relevant SHE file.

Appoint:

1. Hand tool Inspector
2. Portable electrical Inspector
3. Ladder Inspector
4. Risk Assessor
5. Construction Supervisor (Electrician)
6. Scaffold Supervisor
7. Fall Protection Planner
8. Construction Health & Safety Officer

### 5. INSURANCE

The contractor and all its appointed sub-contractor(s) shall be registered with an appropriate compensation commissioner and have a valid letter of good standing from commissioner. The contractor is responsible for ensuring the Letter of Good Standing is valid for the entire duration of the project/contract. A copy of the letter of Good Standing must be kept in the SHE file.



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## 6. COSTING FOR SHE REQUIREMENTS

The contractor is responsible for ensuring that SHE costing is taken into consideration for the entire project/contract as this will ensure they comply with the SHE legislative requirements

## 7. INDUCTION

An initial induction shall be done with key personnel to familiarize them with the requirements on site and for compiling the SHE file.

Once labourers are appointed JW will conduct an induction on SHE requirements, and the contractor is also required to conduct their company specific induction.

## 8. SUBMISSION OF SAFETY FILE

- Once appointed the contractor can submit their safety file for approval.
- Approval will be granted when the critical items have been sufficiently addressed.

## 9. RISK ASSESSMENT

- Every Contractor who has been appointed contractually to conduct work for Johannesburg water shall do compile a baseline risk assessment prior to starting with work, subject to the approval of the Client.
- Thereafter the task-based risk assessments will be done daily with every task being done.

## 10. SAFE WORKING PROCEDURES / METHOD STATEMENTS

The following method statements / safe working procedures must be compiled:

- Incident investigation, emergency plan, waste management plan, PPE procedure, hand tool procedure, hazardous chemical substance procedure.
- Method statement for the entire works

## 11. HAND TOOLS

Hand tools include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.

Some examples include the following:

- If a chisel is used as a screwdriver, the tip of the chisel may break and fly off, hitting the user or other employees.



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- If a wooden handle on a tool, such as a hammer or an axe, is loose, splintered, or cracked, the head of the tool may fly off and strike the user or other employees.
- If the jaws of a wrench are sprung, the wrench might slip.
- If impact tools such as chisels, wedges, or drift pins have mushroomed heads, the heads might shatter on impact, sending sharp fragments flying toward the user or other employees. The employer is responsible for the safe condition of tools and equipment used by employees. Employers shall not issue or permit the use of unsafe hand tools. Employees should be trained in the proper use and handling of tools and equipment.

Employees, when using saw blades, knives, or other tools, should direct the tools away from aisle areas and away from other employees working in proximity. Knives and scissors must be sharp; dull tools can cause more hazards than sharp ones. Cracked saw blades must be removed from service.

Wrenches must not be used when jaws are sprung to the point that slippage occurs. Impact tools such as drift pins, wedges, and chisels must be kept free of mushroomed heads. The wooden handles of tools must not be splintered.

Iron or steel hand tools may produce sparks that can be an ignition source around flammable substance. Where this hazard exists, spark-resistant tools made of non-ferrous materials should be used where flammable gases, highly volatile liquids, and other explosive substances are stored or used.

## 12. PORTABLE ELECTRICAL TOOLS

Power tools must be fitted with guards and safety switches; they are extremely hazardous when used improperly. The types of power tools are determined by their power source: electric, pneumatic, liquid fuel, hydraulic, and power-actuated.

To prevent hazards associated with the use of power tools, workers should observe the following general precautions:

- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect tools when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters.
- Keep all people not involved with the work at a safe distance from the work area.
- Secure work with clamps or a vise, freeing both hands to operate the tool.



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- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
- Maintain tools with care; keep them sharp and clean for best performance.
- Follow instructions in the user’s manual for lubricating and changing accessories.
- Be sure to keep good footing and maintain good balance when operating power tools.
- Wear proper apparel for the task. Loose clothing, ties, or jewelry can become caught in moving parts.
- Remove all damaged portable electric tools from use and tag them: “Do Not Use.”

### 13. FALL PROTECTION

- A Contractor must:
  - Designate a competent person to be responsible for the preparation of a fall protection plan;
  - Ensure that the fall protection plan is implemented, amended where and when necessary and maintained as required;
  - And take steps to ensure continued adherence to the fall protection plan.
- A fall protection plan must include:
  - a risk assessment of all work carried out from a fall risk position and the
  - procedures and methods used to address all the risks identified per location;
  - the processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof.

### 14. WORKING AT HEIGHTS (Ladder)

- A competent person must compile a fall protection plan for all tasks which will be done at elevated position.
- The requirements as per the Construction regulations for working at heights shall be complied with by the contractor at all times.
- The fall protection plan shall be specific to the work that will be conducted at elevated position and proper provision must be made for rescue of employees at heights.
- Fall protection plan must include fall risk assessment detailing proper controls to be implemented.
- All employees who their duties entail working at heights must be declared medically fit by an Occupational Health Practitioner for working at heights.
- Employees who will be working at heights must be trained by a competent service provider for working at heights and must be trained on use of fall prevention/arrest devices to be used at heights.
- Employees working at height must be trained on the latest approved fall protection plan before work commences at height.



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- A Programme for the training of employees working from a fall risk position and the records thereof.
- The procedure addressing the inspection, testing and maintenance of all fall protection equipment.
- Rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.

### 15. SCAFFOLDING

- A contractor must appoint a competent person in writing who must ensure that all scaffolding work operations are carried out under his or her supervision
- All scaffold erectors, team leaders and inspectors are competent to carry out their work.
- A contractor using access scaffolding must ensure that such scaffolding, when in use, complies with the safety standards.

### 16. ELECTRICAL WORK

- Wear job specific personal protective equipment (PPE) and follow safe electrical work practices.
- Equipment must be installed and serviced only by qualified electrical personnel.
- Turn off all power supplying on equipments before working on or inside equipment.
- Always use a properly rated voltage sensing device to confirm power is off.
- Turn off all power supplying this equipment before working on or inside equipment.
- Always use a properly rated voltage sensing device to confirm power is off.
- Adhere to lock-out/tag-out procedures.
- Circuit breaker and switch contacts must be opened and all springs discharged before performing maintenance work, disconnection, or removal of a circuit breaker.
- Move circuit breakers to the disconnected position before removing rear access panels.
- Conduct electrical testing to confirm no short- circuits were created during installation, maintenance, or inspection.
- Never insert a circuit breaker into a circuit breaker compartment that is not complete and functional.
- The complete assembly arrangement determines if the top or bottom contacts are the line side; both can be energized when the circuit breaker is removed from the compartment.
- Disconnect all high voltage to the switchgear before accessing the horizontal bus compartment.
- Do not use liquid fire extinguishers or water on electrical fires! Before extinguishing fires within the assembly, be absolutely certain the main power source is disconnected and the main and all feeder circuit breakers are tripped.
- Carefully inspect your work area, and remove any tools and objects left inside the equipment.



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- Replace all devices, doors, and covers before turning on power to this equipment.
- All instructions in this manual are written with the assumption that the customer has taken these measures before performing maintenance or testing.
- The project Safety Officer is responsible for ensuring that all operations are carried out with due regard to the safety of all project personnel & property.

### 13. MEDICAL SCREENING REQUIREMENTS

- The contractor shall ensure that a medical surveillance programme is implemented for all employees.
- The medical examination shall be conducted in line with the employee job profile/job description.
- A valid medical fitness certificate must be submitted together with the SHE File for approval for all employees who will be doing work for Johannesburg Water.
- Any employee(s) who are declared conditionally fit must be provided with employment which does not aggravate their medical condition as to endanger themselves or other employees.
- The following tests shall be done:
  - Audiograms.
  - A cardio-respiratory examination
  - Lung function tests.
  - Eye/ sight tests.
  - A general physical examination.
  - A review of previous medical history.
  - Blood pressure tests
  - Glucose tests
  - Vaccinations (Hepatitis A & Typhoid)

### 14. TOOLBOX TALKS

- The contractor shall ensure they conduct toolbox talks with their employees on a weekly basis and records of these must be kept in the SHE file.
- The objective of toolbox talks should be to communicate relevant site information to assist in improvement of occupational health and safety performance.
- Employees must acknowledge the receipt of toolbox talks and this record must also be kept in the SHE file.



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### 15. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Contractor must issue their employees SABS approved PPE. A copy of the PPE issue register signed by the employee issued with the PPE must be kept in the SHE file.
- Contractor Supervisors are required to conduct continuous inspections of the PPE issued to their employees to ensure that they are still in good condition to be used by the employee or they still comply with manufacture requirements.
- The contractor is responsible for ensuring that employees are trained on the safe use of the PPE issued to them, how to maintain it and the limitations of the PPE.
- NO SHORTS OR DRESSES WILL BE ALLOWED ON SITE

### 16. WORKPLACE SIGNAGE

- Appropriate symbolic signage must be displayed where it is required by legislation.
- Appropriate warning, mandatory and information signs must be placed where required.
- All signs must comply to SANS/SABS requirements.
- Contractors shall use mandatory and prescribed symbolic safety signs at their lay down and site areas.

### 17. INCIDENT REPORTING AND INVESTIGATION

- All incidents shall be reported to the Client before the end of the shift or within 24hrs of occurrence.
- Section 24 incidents shall be reported to DOL using the prescribed format.
- The contractor shall develop an incident management procedure and communicate with all employees.

### 18. NOTIFICATION OF CONSTRUCTION WORK

- The contractor shall notify the DOL in the prescribed format of the intended work prior to work.

### 19. COMPLIANCE MONITORING

- Weekly inspections and monthly audits will be conducted on site.

### 20. PROJECT COMPLETION

- Upon completion of the project the SHE file shall be returned to the Client for retention and close out.



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Project details				
<b>Project Scope: Repair and service steel roll-up doors at liquid and solid workshops</b>				
<b>Depot / Site / Department: Olifantsvlei WWTW</b>				
<b>Estimated duration:</b>		<b>TBC</b>		
Documents required				
Letter of Good Standing	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
			N/A	<input type="checkbox"/>
SHE plan	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
			N/A	<input type="checkbox"/>
Risk Assessment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
			N/A	<input type="checkbox"/>
Safe working Procedures	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
			N/A	<input type="checkbox"/>
Notification of Construction work	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
			N/A	<input type="checkbox"/>
Inspection registers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
			N/A	<input type="checkbox"/>
Items required before starting				
Medicals	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
			N/A	<input type="checkbox"/>
Vaccinations	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
			N/A	<input type="checkbox"/>
PPE (boots, hard hats, overall)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
			N/A	<input type="checkbox"/>
Induction	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
			N/A	<input type="checkbox"/>
Approval from OHS	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
			N/A	<input type="checkbox"/>
APPOINTMENTS AND COMPETENCIES				
<b><u>Construction Supervisor</u></b>				
Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
			N/A	<input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<i>Electrician &amp; Scaffold Supervisor</i>			N/A	<input type="checkbox"/>
<b><u>Safety Officer</u></b>				
Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
			N/A	<input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
			N/A	<input type="checkbox"/>
<b>NB* Other appointments will be based on the number of employees on site as required by law.</b>				



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**RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES**

<b>CONTRACTOR:</b>	
--------------------	--

I, the undersigned, hereby acknowledge that I have obtained copies of the following listed documentation and confirm that I fully understand the contents thereof and the consequences of non-compliance. The Contractor furthermore reiterates its commitment to compliance of the requirements contained within the following provided documentation:

- Johannesburg Water SOC Ltd, Safety, Health & Environmental (SHE) Specification, Annexure 1: Baseline risk assessment conducted for or on behalf of Johannesburg Water SOC Ltd;

Signed at ..... on this ..... Day of ..... 20.....

CONTRACT MANAGER			
NAME	DESIGNATION	DATE	SIGNATURE
CONTRACT SUPERVISOR			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (1)			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (2)			
NAME	DESIGNATION	DATE	SIGNATURE

## **Guide: How to submit a response on the E-tender Portal**

- Submit on E tender portal, following the below:
  1. (<https://www.etenders.gov.za/>)
  2. Search/Click Browse Opportunities by organ of state (Johannesburg Water)/search by RFQ reference number .
  3. Click the **+ sign** to expand the tender/ RFQ information.
  4. start the e submission process.
  5. Supplier login
  6. Use your CSD Credentials to Login. Contact CSD on ([csd@treasury.gov.za](mailto:csd@treasury.gov.za)) in case you forgot your login credentials. “My profile should show if you have logged in successfully”.
  7. select supplier.
  8. check the submission checklist and attached the compulsory documents.
  9. confirm and proceed .

### **If the application is not going through on the E-tender portal Contact:**

eTenders Contact Centre

+27(0)12 406 9222 / 012 406-9229 / 012 312-5000

[etenders@treasury.gov.za](mailto:etenders@treasury.gov.za)

<https://etenders.treasury.gov.za>

# POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

In terms of the Protection of Personal Information Act, 213 (Act 4 of 2013), also called the POPI Act or POPIA, Johannesburg Water SOC Limited, undertakes all reasonable measures to protect personal information and to keep it private and confidential.

## 1. Privacy Notice applies to:

Suppliers, vendors, contractors, service providers, etc whether appointed or prospective.

## 2. Definitions of personal information

According to the Act “personal information” means information relating to an identifiable living, natural person, and where it is applicable, an identifiable, existing juristic person. All addresses including residential, postal and email addresses.

## 3. About the Public Entity

Johannesburg Water (SOC) Limited, registration number 2000/029271/30

### 3.1 The information we collect

We collect information directly from you where you provide us with your personal details. Where possible, we will inform you what information you are required to provide to us and what information is optional.

### 3.2 How Johannesburg Water use your information

We will use your personal information only for the purposes for which it was collected and agreed with you. For example: to gather contact information, to confirm and verify your identity, for the evaluation and adjudication of bids and quotations for tenders, request for quotations, and other personal information for the procurement of goods and services by the Entity.

### 3.3 Disclosure of information

We may disclose your personal information to our Shareholder, the City of Johannesburg, and other Government agencies such as National Treasury, and the Auditor-General of South Africa. We have agreements in place to ensure that they comply with the privacy requirements as required by the Protection of Personal Information Act.

We may also disclose your information:

- Where we have a duty or a right to disclose in terms of law;
- Where we believe it is necessary to protect our rights.

### 3.4 Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorised access and use of personal information. We will, on an ongoing basis, continue to review our security

# POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

controls and related processes to ensure that your personal information remains secure.

When we contract with third parties, we impose appropriate security, privacy and confidentiality obligations on them to ensure that personal information that we remain responsible for, is kept secure. We will ensure that anyone whom we pass your personal information agrees to treat your information with the same level of protection as we are obliged to.

## **3.5 Your rights: Access to Information**

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at [informationofficer@jwater.co.za](mailto:informationofficer@jwater.co.za), and specify what information you require.

## **3.6 Correction of your personal information**

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your identification document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate and up to date.

## **3.7 How to contact us**

If you have any queries about this document; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers listed on our website or send an email to [informationofficer@jwater.co.za](mailto:informationofficer@jwater.co.za).



a world class African city



City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall  
65 Ntsemi Piliso Street  
Newtown  
Johannesburg

Johannesburg Water  
PO Box 61542  
Marshalltown  
2107

Tel +27(0) 11 688 1400  
Fax +27(0) 11 688 1528

[www.johannesburgwater.co.za](http://www.johannesburgwater.co.za)

**PLEASE SUPPLY THE FOLLOWING DOCUMENTS TO ENABLE US TO EVALUATE YOUR SUBMISSION :**

<b>Returnable Documents</b>	<b>Description</b>	<b>Yes/No</b>	
1	Original Valid Tax Clearance Certificate /valid SARS PIN		<b>COMPULSORY</b>
2	A, certified /original/valid, BBEE certificate /sworn affidavit (Please note that the Sworn Affidavit must be compliant as per B-BBEE Practice Guide 01 of 2018 , NON COMPLIANT AFFIDAVIT WILL BE SCORED ZERO)		<b>COMPULSORY</b>
3	Municipal rates and taxes (Must not be older than 90 days in arrears in line with regulation 38.		<b>COMPULSORY</b>
4	Signed Declaration of Interest form (MBD 4)		<b>COMPULSORY</b>
5	Declaration of Bidders past supply chain management practices (MBD 8)		<b>COMPULSORY</b>
6	Certificate of Independent Proposal Determination (MBD 9)		<b>COMPULSORY</b>
7	Proof of CSD registration /MAAA Supplier Number		<b>COMPULSORY</b>
8	Preference points claim form in terms of the preferential procurement regulations 2022 (MBD 6.1)		<b>COMPULSORY</b>
9	Company registration documents with ID copies of directors / shareholders.		<b>COMPULSORY</b>

**Directors:**

Ms Gugulethu Phakathi (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),  
Mr Johan Koekemoer (Financial Director and Executive Director), Mr Phetole Modika, Mr Siphamandla Mnyani, Mr Siyabonga Mthembu,  
Mrs Zandile Meeleso, Mr Pholoso Matjele, Mr Kgaile Mogoye, Mr Sandiso Mgengwana, Mr Molate Mashifane, Ms Pamela Mabece,  
Mr Lunga Bernard

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30

## MBD 4

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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, hareholder<sup>2</sup>):.....

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. ....

.....

<sup>1</sup>MSCM 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.

<sup>2</sup> 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.

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:

.....

.....

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

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

## 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.

### 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

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 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 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.
- 1.6 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. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 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

##### 3.1.1. POINTS AWARDED FOR PRICE

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right) \circ$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest 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)	Number of points claimed (80/20 system)	Proof of documents per specific goals
EME's OR QSE's- Businesses owned by people who are black-51% or more	<b>20</b>		Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI/CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath

**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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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 (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 consortium<sup>3</sup> 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.

<sup>3</sup> 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

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