



agriculture

Department:
Agriculture
PROVINCE OF THE EASTERN CAPE

BID FOR THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.

LOCATION: COFIMVABA TOWN

SCMU8-26/27-0061

Deputy Director: Supply Chain Management DEPARTMENT OF AGRICULTURE Chris Hani District Private Bag X7187 Komani, 5320 Contact: Name: Ms. N. Mquqwana Telephone: 045 807 7000 / 073 434 6177	Directorate: Engineering Services Engineer's Representative DEPARTMENT OF AGRICULTURE Chris Hani District Private Bag X7187 Komani, 5320 Contact: Name: Mr. Z. Nhantsi Telephone: 045 807 7080 / 083 262 2633
Tenderer	
CSD Number:	
LOGIS Number:	
Preference Points Claimed:	
Closing date on tender: 29 MAY 2026 at 11:00	
Total of the prices inclusive of applicable taxes: R	

The Tender

**EASTERN CAPE PROVINCIAL GOVERNMENT
DEPARTMENT OF AGRICULTURE**

**THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE
INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.**

Contents

Number | Heading

The Tender

Part T1: Tendering procedures

T1.1	Tender Notice and Invitation to Tender
T1.2	Tender Data
T1.3	Standard Conditions of Tender

Part T2: Returnable documents

T2.1	List of Returnable Documents
T2.1	Returnable Schedules

The Contract

Part C1: Agreement and Contract Data

C1.1	Form of Offer and Acceptance
C1.2	Contract Data

Part C2: Pricing data

C2.1	Pricing Instructions
C2.2	Activity Schedule or Bills of Quantities

Part C3: Scope of Work

C3.1	Scope of Work
C3.2	Specifications

Part C4: Site information

C4.1	Site Information
C4.2	Drawings

PART T1: TENDERING PROCEDURES

**EASTERN CAPE PROVINCIAL GOVERNMENT
DEPARTMENT OF AGRICULTURE**

**THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE
INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.**

T1.1 Tender Notice and Invitation to Tender

1.	<p>The DEPARTMENT OF AGRICULTURE, Eastern Cape Provincial Government, invites tenders for THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.</p> <p>The construction work shall include the following:</p> <ul style="list-style-type: none"> • Earthworks, • Replacement of roof sheeting at main Office • Aprons and pathways, • Remove & Replace Carpet Tiles to floor • Painting of Walls & Ceiling, • Plumbing works, • Roofing of Outer Office and Ceiling, • Electricity Repairs • Prefabricated Guard House, • Install seamless aluminium gutters, downpipes, tanks and tank stands. • Burglar proofing of Windows. <p>Time of completion for this contract is 18 weeks</p>
2.	<p>All tenderers must submit proof of valid registration with the CIDB in a GB class of construction works: It is estimated that tenderers must have a CIDB designation of level 3 GB or higher. Bidders exceeding their threshold of CIDB grading by more than 15% in combination with any other contract awarded to the contractor, which will be executed simultaneously, could be regarded as non-responsive.</p>
3.	<p>Tender documents will be available during working hours after 08:00 as of 08 May 2026 until the day before the tenders close and can be downloaded free of charge from the Departmental website (www.DOA.gov.za) or https://etenders.treasury.gov.za/.</p>
4.	<p>A compulsory site inspection and clarification meeting will be held on 19 May 2026 at 10:00 at Department of Health Boardroom, Cofimvaba Hospital, Cofimvaba will be taken to the site to familiarize themselves with the conditions site. No documents will be sold at the site inspection meeting. No late attendance will be entertained.</p>
5.	<p>The completed tender document and any supporting documentation shall be placed in a single sealed envelope clearly marked "CONTRACT NO: SCMU8-26/27-0061: THE RENOVATION OF AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT." and deposited in the tender box at: THE DEPARTMENT OF AGRICULTURE, Block H, Bathandwa Nondo Office Park, Komani, 5319, SCM OFFICES not later than 11:00 on 29 MAY 2026 when the tender box will close. Tenderers should ensure that tender documents are delivered timeously to the correct address. If the tender is late, it will not be accepted for consideration.</p>
6.	<p>Tenders will be opened in public immediately after closing time where the name of the tenderer, the financial offer, preference points claimed and proposed period for completion will be read aloud.</p>
7.	<p>All submitted certificates must be valid for 90 days after the Tender Closing Date.</p>

8.	In terms of Preferential Procurement Regulation of 2022, the 80/20 preference point system is applicable.																								
9.	<p>The Department is targeting specific goals in accordance to the Supply Chain Management Policy 2023 with reference to the Preferential Procurement Regulations 2022 The tenderers must submit verification documentation in proof of the preferential points claimed on SDB 6.1, according to table below:</p> <table border="1" data-bbox="236 360 1461 1249"> <thead> <tr> <th data-bbox="236 360 300 512">No</th> <th data-bbox="300 360 580 512">Specific Goals</th> <th data-bbox="580 360 751 512">Preference Points allocated out of the 20</th> <th data-bbox="751 360 1461 512">Documentation to be submitted by bidders to validate their claim for points</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 512 300 645">1</td> <td data-bbox="300 512 580 645">An EME or QSE which is at least 51% owned by black people</td> <td data-bbox="580 512 751 645">5</td> <td data-bbox="751 512 1461 645"> <ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) </td> </tr> <tr> <td data-bbox="236 645 300 763">2</td> <td data-bbox="300 645 580 763">Located in the Province where the services will be rendered/ item delivered.</td> <td data-bbox="580 645 751 763">2</td> <td data-bbox="751 645 1461 763"> <ul style="list-style-type: none"> • Municipal rates account OR • Letter from councilor confirming residence OR • Lease Agreement </td> </tr> <tr> <td data-bbox="236 763 300 891">3</td> <td data-bbox="300 763 580 891">An EME or QSE which is at least 51% owned by women</td> <td data-bbox="580 763 751 891">7</td> <td data-bbox="751 763 1461 891"> <ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) </td> </tr> <tr> <td data-bbox="236 891 300 1019">4</td> <td data-bbox="300 891 580 1019">An EME or QSE which is at least 51% owned by youth (up to 35 years of age)</td> <td data-bbox="580 891 751 1019">4</td> <td data-bbox="751 891 1461 1019"> <ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) </td> </tr> <tr> <td data-bbox="236 1019 300 1249">5</td> <td data-bbox="300 1019 580 1249">An EME or QSE which is at least 51% owned by people with disability</td> <td data-bbox="580 1019 751 1249">2</td> <td data-bbox="751 1019 1461 1249"> <ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) • Medical certificate • SASSA registration or confirmation of disability from a relevant authority. </td> </tr> </tbody> </table> <p data-bbox="236 1312 1513 1373">A trust, consortium or joint venture must obtain and submit documented proof for each party of such trust, consortium or joint venture.</p>	No	Specific Goals	Preference Points allocated out of the 20	Documentation to be submitted by bidders to validate their claim for points	1	An EME or QSE which is at least 51% owned by black people	5	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) 	2	Located in the Province where the services will be rendered/ item delivered.	2	<ul style="list-style-type: none"> • Municipal rates account OR • Letter from councilor confirming residence OR • Lease Agreement 	3	An EME or QSE which is at least 51% owned by women	7	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) 	4	An EME or QSE which is at least 51% owned by youth (up to 35 years of age)	4	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) 	5	An EME or QSE which is at least 51% owned by people with disability	2	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) • Medical certificate • SASSA registration or confirmation of disability from a relevant authority.
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10.	<p>All tenderers must be registered on the National Treasury Centralized Suppliers Data Base, the CIDB before the closing date of tenders and provide the information.</p> <p><u>Invalid or non-submission of the following documents will render the Bidder disqualified:</u></p> <ul style="list-style-type: none"> ➤ Tax compliance status and company directors of bidders will be verified on <u>CSD</u> for all price quotations and bids. <u>Therefore, Hard copies of Tax Certificate are no more required.</u> ➤ CK documents must be attached in the bid. ➤ Copy of CIDB contractor grading certificate ➤ JV Agreement (if Applicable) ➤ Proof of CSD registration (active & recently updated) 																								
11.	Part of the works cannot be sub contracted without prior approval from the Engineer.																								
12.	The tender with the lowest price or any tender offer will not necessarily be accepted.																								

13.	For a project to the value of R 3.0 million and more, a Bidder/Contractor who is not from the Eastern Cape Province, must sub-contract 25% of the contract value to a Bidder/Contractor within the Eastern Cape Province.
14.	All tenders must be submitted on the official forms – (not to be re-typed). Telephonic, telegraphic, e-mail or facsimile will not be accepted.
15.	Failure to supply all supplementary information, certificates and documentation may result in the tender being rendered non-responsive.
16.	This tender is subject to the General Conditions of Contract (GCC 2015) and, if applicable, any other Special Conditions of Contract (SCC).
17.	Bidders must submit in terms of point 15 above, the following with the bid submission: i) CIDB certificate of the subcontractor(s). ii) Proof of the CSD registration of the subcontractor(s). iii) Provide details of which items in the bill of quantities will be part of the subcontracting agreement.
18.	NB: Bidders should note that this forms part of a batch of tenders included into the DOA infrastructure program within the Eastern Cape; the employer reserves the right not to award more than TWO projects to be executed simultaneously within the province. The department as a procuring entity will conduct a risk assessment based on amounts and nature of the commodity for the final decision vs the bidder's capacity.
19.	Administrative enquiries should be directed to: Ms. K Mbuqwa Tel: 045 807 7016/ 083 382 9352 Email: Khutala.mbuqwa@ecagriculture.gov.za
20.	Technical enquiries should be directed to: Mr. A. Tyebi Tel: 081 030 8819 Email: Ayanda.Tyebi@ecagriculture.gov.za

**PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (DEPARTMENT OF AGRICULTURE)					
BID NUMBER:	SCMU8-26/27-0061	CLOSING DATE:	29 MAY 2026	CLOSING TIME:	11:00
DESCRIPTION	THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

**DEPARTMENT OF AGRICULTURE
SUPPLY CHAIN MANAGEMENT OFFICES, Block H, Bathandwa Ndondo Office Park
Komani, 5319**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Ms. K Mbuqwa	CONTACT PERSON	Ms. A Tyebi
TELEPHONE NUMBER	045 807 7016/ 083 382 9352	TELEPHONE NUMBER	081 030 8819
FACSIMILE NUMBER	045 807 7058	FACSIMILE NUMBER	045 807 7080
E-MAIL ADDRESS	Nokude.Mquqwana@ecagriculture.gov.za	E-MAIL ADDRESS	Ayanda.Tyebi@ecagriculture.gov.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELL PHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA _____
SPECIFIC GOALS CLAIMED	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		ALL SUPPORTING DOCUMENTATION FOR THE GOALS CLAIMED ATTACHED	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	

[ALL DOCUMENTATION REQUIRED FOR THE CLAIM OF PREFERENCE POINTS AS PER THE SPECIFIC GOALS DETAILED IN THE EVALUATION CRITERIA.]

1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES	<input type="checkbox"/> 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:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>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.</p> <p>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."</p>

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

T 1.2

Tender Data

**EASTERN CAPE PROVINCIAL GOVERNMENT
DEPARTMENT OF AGRICULTURE**

**THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE
INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.**

T1.2 Tender Data

The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Construction Procurement (August 2019). (See www.cidb.org.za).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

The additional conditions of tender are:

Clause number	Tender Data
C.1.1	The employer is the DEPARTMENT OF AGRICULTURE, Eastern Cape Provincial Government.

C.1.2 The tender documents issued by the employer comprise:

T1.1 Tender notice and invitation to tender

T1.2 Tender data

T2.1 List of returnable documents

Part 1: Agreements and contract data

C1.1 Form of offer and acceptance

C1.2 Contract data

C1.3 Form of Guarantee

C1.4 Adjudicator's Contract

Part 2: Pricing data

C2.1 Pricing instructions

C2.2 Activity schedules / Bills of Quantities

Part 3: Scope of work

C3.1 Scope of work

C3.2 Specifications

Part 4: Site information

C4.1 Site information

C4.2 Drawings

Additional documents of which the Contractor are to obtain their own copies are:

“General Conditions of Contract for Construction Works – 3rd Edition 2015”.

This document is issued by the South African Institution of Civil Engineering. (Short title “General Conditions of Contract for Construction Works 2015”), and is obtainable separately. Tenderers shall obtain their own copies.

“South African National Standards”.

These documents are obtainable separately, and tenderers shall obtain their own copies of the applicable sections.

“The Occupational Health and Safety Act No 85 of 1993 and Amendment Act No 181 of 1993, and the Construction Regulations 2014”.

This document is obtainable separately, and tenderers shall obtain their own copies.

In addition, tenderers are advised, in their own interest, to obtain their own copies of the following acts, regulations and standards referred to in this document as they are essential for the tenderer to get acquainted with the basics of construction management, the implementation of preferential construction procurement policies and participation of targeted enterprise and labour.

The Construction Industry Development Board Act No 38 of 2000 and the Regulations in terms of the CIDB Act 38/2000, Government Notice No 692 of 9 June 2004,

SANS 1921:2004 Construction and Management

Part 1: General Engineering and Construction Works;
Part 6: HIV/AIDS Awareness.

SANS 10396:2003 Implementing Preferential Construction Procurement Policies using Targeted Procurement Procedures

SANS 1914:2003 Targeted Construction Procurement, Parts 1 to 6, dealing with Participation of Targeted Enterprises, Joint Ventures, Targeted Labour etc.

The DEPARTMENT OF AGRICULTURE Procurement Policy.

The Tender Document and the drawings shall be obtained from the Employer or his authorized representative at the physical address stated in the Tender Notice, upon payment of the deposit stated in the Tender Notice.

Clause	Data
C.1.4	The employer's agent is: Dr. M. Dlova 045 807 7003 Mzwanele.Dlova@ecagriculture.gov.za
C.2.1	Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations for a 3 GB class of construction work, are eligible to have their tenders evaluated. Bidders exceeding the threshold of CIDB grade 3 in combination with any other contract awarded to the contractor which will be executed simultaneously could be regarded as non-responsive. Joint ventures are eligible to submit tenders provided that: 1. every member of the joint venture is registered with the CIDB; 2. the lead partner has a contractor grading designation in the 3 GB class of construction work; and

	<p>3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 3 GB class of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.</p>
C.2.2	The employer will not compensate the tenderer for any costs incurred during the tender process.
C.2.7	The arrangements for a clarification meeting are as stated in the Tender Notice and Invitation to Tender.
C.2.13.2	<p>Submit one original document completed in black ink.</p> <p>The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.</p> <p>Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery.</p> <p>Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of the standard conditions of tender in this part of SANS 10845 apply equally to the extended deadline.</p>
C.2.13.5	<p>The employer's address for delivery of tender offers and identification details to be shown on each tender offer package are:</p> <p>Location of tender box: THE DEPARTMENT OF AGRICULTURE, SCM OFFICES Block H, Bathandwa Nondo Office Park, Komani, 5319.</p> <p>Physical address: SCM OFFICES Block H, Komani Office Park, Komani, 5319.</p> <p>Identification details: Reference number, title of tender and the closing date and time of the tender.</p> <p>Postal address: DEPARTMENT OF AGRICULTURE Supply Chain Management Directorate Private Bag X7187 Komani, 5319</p>
C.2.13.9	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
C.2.15.	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender.
C.2.17.	Additional information/clarification could be requested after closure of the bid. Non-submission / late submission of such information/clarification, could result in the bid being declared non-responsive.

	The employer may also request additional information / bank ratings, in order to establish the financial capacity of the bidder. Non-submission / late submission of such information / bank ratings, could result in the bid being declared non-responsive.									
C.2.16.	The tender offer validity period is 90 days									
C.2.23.	<p>The tenderer is required to submit with his tender</p> <ul style="list-style-type: none"> • a Certificate of Contractor Registration issued by the Construction Industry Development Board and where a tenderer satisfies CIDB contractor grading designation requirements through joint venture formation, such tenderers must submit the Certificates of Contractor Registration in respect of each partner. • a Copy of CSD registration Proof (Active & Recently updated). • Joint Venture Agreement and Power of attorney in case of a Joint Venture. • ID certificates in case of one-man concerns. • Workman's Compensation Registration Certificate. • Documentation to proof preferential points claimed. 									
C.3.4	Tenders will be opened in public immediately after closing time where the name of the tenderer, the financial offer, preference points claimed and proposed period for completion will be read out loud.									
C.3.11.	<p>This bid will be evaluated in Four (4) phases as follows:</p> <p>Phase One: Prequalification: Only bids of bidders adhering to the minimum CIDB grading designation, and whose CIDB registration is active on date of closure will be further considered.</p> <p>Phase Two: Compliance, responsiveness to the bid rules and conditions, thereafter they will be evaluated on PPPFA.</p> <p>NB Failure to submit all the requested documents such as , key personnel, work program etc. will result in the bid not be further considered.</p> <p>Phase Three: Bidders passing all stages above will thereafter be evaluated on PPPFA.</p> <p>PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:</p> <table> <tr> <td>Maximum points on price</td> <td>-</td> <td>80 points</td> </tr> <tr> <td>Maximum points for Specific goals</td> <td>-</td> <td>20 points</td> </tr> <tr> <td>Maximum points</td> <td>-</td> <td>100 points</td> </tr> </table> <p>Important:</p> <ul style="list-style-type: none"> • Failure to submit a fully completed and signed bid document such as Bill of Quantities, work program etc. will result in the bid not being further considered. • Gross calculation errors, and omissions in the Bill of Quantities, will render the bid non-responsive. • Gross under and over pricing will also render the bid as non-responsive. 	Maximum points on price	-	80 points	Maximum points for Specific goals	-	20 points	Maximum points	-	100 points
Maximum points on price	-	80 points								
Maximum points for Specific goals	-	20 points								
Maximum points	-	100 points								

1. PHASE ONE: PRE-QUALIFICATION

1. Prequalification: Only bids of bidders adhering to the minimum cidb grading designation, and who's cidb registration is active on the closing date will be considered further.

2. PHASE TWO: RESPONSIVENESS TO THE BID REQUIREMENTS AND RULES

A. Bidders' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration:

1. Bid Document (This Document must be submitted in its original format)
2. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
3. Bidder must be registered with CIDB in the correct grading and class of works as per the tender notice and requirements. And must the status on CIDB be active during award stage. It is the responsibility of the bidder to keep the status on CIDB active throughout bidding process (advert till award stage).
4. Bidders must be a legal entity or partnership or joint venture or consortia.
5. Form of offer and Acceptance (fully completed and signed)
6. SBD 4- Declaration of Interest (fully completed and signed)
7. Compulsory Enterprise Questionnaire (Completed and signed)
8. Bid price must be all inclusive of all applicable taxes. Bidders are not entitled to claim the VAT if they are not VAT registered.
9. Certificate of Authority for Joint Ventures (if applicable). In the case of a joint venture, a signed JV agreement stating the share interest or percentage of each partner should also be made available to the department by the JV.
10. Resolution to Sign (if applicable)
11. Attendance of compulsory briefing meeting (where applicable)
12. Only one offer per item per bidder is allowed and alternative offers will not be considered. If more than one offer per item is received, none of the offers will be considered. Bidders are also not allowed to submit a bid/ quotation whilst they are in agreements with other bidders in the form of joint ventures or consortiums.
13. This tender will be awarded as a whole. All trades listed in the Bills of Quantities or Pricing schedule must be priced for (except provisional sums and allowances), failure to do so will result increase commercial risk of the bid and may lead to elimination or passing over of the bidder.
14. Past experience reports (Refer to Annexure K and H)
15. List of Key personnel and their CVs
16. Work program

B. Other Conditions of bid/ Non eliminating

1. DOA Policy applies.
2. Returnable Schedule: SBD1 – Invitation to bid must be completed and signed
3. The bidder must be registered on the Central Supplier Database (CSD) prior the award
4. All bidders' tax matters must be in order prior award. Bidders' tax matters will be verified through CSD.
5. Declaration of Employees of the State or other State Institutions.
6. Bidders must submit a minimum of three (3) written contactable references for projects successfully completed in the past (clearly indicating client name, contract value, contract term, contact person, contact details). Refer to Annexure I and Annexure M. This is not an elimination factor, but important for the department to make a decision. Unless it is used for Quality/functionality Points.
7. Bidders must submit a list of projects where he or she has submitted tender offers but tender results have not been confirmed by the client.
8. Bidders must submit their company profiles, list of available resources, plant and machinery and any other additional capacity with the bid.. This is not an elimination factor,

but important for the department to make a decision. Unless it is used for Quality/functionality Points.

9. The bidder must also list all projects where there are pending litigations or litigations have been concluded. The form for this is also attached after Annexure J.
10. Bidders submit all the required documented proof to validate the preferential points claimed on SBD 6.1. (Refer to Point 9 of the Tender Notice)
11. The Department will contract with the successful bidder by signing a formal contract.
12. This tender will be awarded as a whole. All trades listed in the Bills of Quantities or Pricing schedule must be priced for (except provisional sums and allowances which also need to be added to the total), failure to do so will increase commercial risk of the bid and may lead to elimination or passing over of the bidder.
13. Wherever a brand name is specified in this document (i.e. specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.

3. PHASE THREE: EVALUATION POINTS ON PRICE AND REGULATIONS OF 2022

The **80/20 preference point system** shall be applied for the purposes of this bid as per the requirements of the *Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)* and SPECIFIC GOALS/ PPPFA Regulations of 2022

Criteria	Points
POINTS ON PRICE	80
SPECIFIC GOALS	20
TOTAL	100

The 80/20 preference point system for acquisition of services, works or goods up to Rand value of R50 million:

- (a) The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a Rand value equal to, or above R 30 000 and up to Rand value of R 50 000 000 (all applicable taxes included):

The financial offer will be scored using the following formula:

$$A = (1 - \frac{P - P_m}{P_m})$$

The value of value of W_1 is:

- 1) 90 where the financial value inclusive of VAT of all responsive tenders received have a value in excess of R 50 000 000 or
- 2) 80 where the financial value inclusive of VAT of one or more responsive tender offers have a value that equals or is less than R 50 000 000.

C.3.13.

Tender offers will only be accepted if:

- a) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/>) unless it is a foreign supplier with no local registered entity
- b) the tenderer is in good standing with SARS according to the Central Supplier Database. Bidders must submit a CSD no. or tax status compliance pin.
- c) the preferred tenderer will be required to submit an approved insurer undertaking to provide the Performance Bond / Guarantee / Surety / Security to the format and/or standard as per contract data.
- d) the tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation;

- e) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- f) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect;
- g) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process;
- h) the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract;
- i) Bids which are late, incomplete, unsigned or submitted by facsimile or electronically will not be accepted.
- j) the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer;
- k) The tenderer undertakes to maximize the sourcing of building material or infrastructure input material from Eastern Cape based suppliers or manufacturers.
- l) the employer is reasonably satisfied that the tenderer has in terms of the Construction Regulations, 2014, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely.
- m) A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorized official can sign the bid.
- n) Prospective bidders must register on CSD prior submitting bids (open tenders). Any prospective bidder found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process. Preferred bidder/s will be afforded an opportunity to rectify their tax affairs within 7 days. A bidder that fails to rectify its tax matters with SARS will be eliminated.
- o) **NOTE:** The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in bidder's tender submission. If the Form of Offer and Acceptance has no value or figure, the bidder will be regarded as having made no offer.
- p) The department reserves the right not to award the bid to the most favorable tenderer, if any of the situations occur: if it is not assisting in the advancement of designated groups; risk profile of the favorable firm is too high; the bidder has been awarded a considerable number of projects by the department or provincial government; has performed unsatisfactorily in the past, etc
- q) Documents required for the specific goals:

No	Specific Goals	Documentation to be submitted by bidders to validate their claim for points
1	An EME or QSE which is at least 51% owned by black people	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)

	2	Located in the Province where the services will be rendered/ item delivered.	<ul style="list-style-type: none"> • Municipal rates account OR • Letter from councilor confirming residence OR • Lease Agreement
	3	An EME or QSE which is at least 51% owned by women	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)
	4	An EME or QSE which is at least 51% owned by youth (up to 35 years of age)	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)
	5	An EME or QSE which is at least 51% owned by people with disability	<ul style="list-style-type: none"> • ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) • Medical certificate • SASSA registration or confirmation of disability from a relevant authority.
C.3.17.	The number of paper copies of the signed contract to be provided by the employer is one.		

T1.3 STANDARD CONDITIONS OF TENDER

The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Construction Procurement (August 2019). (See www.cidb.org.za).

C.1 General

C.1.1 Actions

C.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

C.1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note: 1) *A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*

2) *Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.*

C.1.1.3 The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

C.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

C.1.3 Interpretation

C.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

C.1.3.2 These conditions of tender, the tender data and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.

C.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

- a) **conflict of interest** means any situation in which:
 - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfill his or her duties impartially;
 - ii) an individual or tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or

- iii) incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;

C.1.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

C.1.5 Cancellation and Re-Invitation of Tenders

C.1.5.1 An employer may, prior to the award of the tender, cancel a tender if-

- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;
- b) funds are no longer available to cover the total envisaged expenditure; or
- c) no acceptable tenders are received.
- d) there is a material irregularity in the tender process.

C.1.5.2 The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised

C.1.5.3 An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

C.1.6 Procurement procedures

a) C.1.6.1 General

Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

b) C.1.6.2 Competitive negotiation procedure

C.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

C.1.6.2.2 All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.

Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification,

fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

C.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

C.1.6.2.4 The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.

c) C.1.6.3 Proposal procedure using the two stage-system

C.1.6.3.1 Option 1

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

C.1.6.3.2 Option 2

C.1.6.3.2.1 Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

C.1.6.3.2.2 The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of these conditions of tender.

C.2 Tenderer's obligations

C.2.1 Eligibility

C.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

C.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

C.2.2 Cost of tendering

C.2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

C.2.2.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

C.2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

C.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

C.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

C.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

C.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

C.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.

C.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

C.2.10 Pricing the tender offer

C.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable fourteen (14) days before the closing time stated in the tender data.

C.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

C.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

C.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

C.2.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

C.2.12 Alternative tender offers

C.2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

C.2.12.2 Accept that an alternative tender offer must be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

C.2.12.3 An alternative tender offer must only be considered if the main tender offer is the winning tender.

C.2.13 Submitting a tender offer

C.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

C.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

C.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

C.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

C.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

C.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

C.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

C.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

C.2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

C.2.15 Closing time

C.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

C.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

C.2.16 Tender offer validity

C.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

C.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

C.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).

C.2.16.4 Where a tender submission is to be substituted, a tenderer must submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as "SUBSTITUTE".

C.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: *Sub-clause C.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.*

C.2.18 Provide other material

C.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), referencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment.

Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

C.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

C.2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

C.2.20 Submit securities, bonds and policies

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

C.2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

C.2.22 Return of other tender documents

If so instructed by the employer, return all retained tender documents within twenty-eight (28) days after the expiry of the validity period stated in the tender data.

C.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

C.3 *The employer's undertakings*

C.3.1 Respond to requests from the tenderer

C.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all tenderers who collected tender documents.

C.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

C.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three (3) working days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who collected tender documents.

C.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

C.3.4 Opening of tender submissions

C.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

C.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its specific goals and time for completion for the main tender offer only.

C.3.4.3 Make available the record outlined in C.3.4.2 to all interested persons upon request.

C.3.5 Two-envelope system

C.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

C.3.5.2 Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed based on specific goals set out by the department. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

C.3.6 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

C.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

C.3.8 Test for responsiveness

C.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

C.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

Important:

- **Failure to submit a fully completed and signed bid document such as Bill of Quantities, work program etc. will result in the bid not being further considered.**
- **Gross calculation errors, and omissions in the Bill of Quantities, will render the bid non-responsive.**
- **Gross under and over pricing will also render the bid as non-responsive.**

C.3.9 Arithmetical errors, omissions and discrepancies

C.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

C.3.9.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or c) arithmetic errors in:
 - (i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or (ii) the summation of the prices.

C.3.9.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

C.3.9.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

C.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

C.3.11 Evaluation of tender offers

The Standard Conditions of Tender standardize the procurement processes, methods and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Tender Data associated with a specific project.

Conditions of tender are by definition the document that establishes a tenderer’s obligations in submitting a tender and the employer’s undertakings in soliciting and evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures.

The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements:	
Requirement	Qualitative interpretation of goal
Fair	The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.
Equitable	Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.
Transparent	The only grounds for not awarding a contract to a tenderer who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments and conflicts of interest.
Competitive	The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.
Cost effective	The processes, procedures and methods are standardized with sufficient flexibility to attain best value outcomes in respect of quality, timing and price, and least resources to effectively manage and control procurement processes.

The activities associated with evaluating tender offers are as follows:

- a) Open and record tender offers received
- b) Determine whether or not tender offers are complete
- c) Determine whether or not tender offers are responsive
- d) Evaluate tender offers
- e) Determine if there are any grounds for disqualification
- f) Determine acceptability of preferred tenderer
- g) Prepare a tender evaluation report
- h) Confirm the recommendation contained in the tender evaluation report

d) C.3.11.1 General

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

C.3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer’s information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

C.3.13 Acceptance of tender offer

Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement;
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract;
- c) has the legal capacity to enter into the contract;
- d) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing;
- e) complies with the legal requirements, if any, stated in the tender data; and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

C.3.14 Prepare contract documents

C.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents and
- c) other revisions agreed between the employer and the successful tenderer.

C.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

C.3.15 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

C.3.16 Registration of the award

An employer must, within twenty-one (21) working days from the date on which a contractor's offer to perform a construction works contract is accepted in writing by the employer, register and publish the award on the cidb Register of Projects.

C.3.17 Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

C.3.18 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

PART T2 - RETURNABLE DOCUMENTS

**EASTERN CAPE PROVINCIAL GOVERNMENT
DEPARTMENT OF AGRICULTURE**

**THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU
LM OF THE CHRIS HANI DISTRICT.**

T2.1 List of Returnable Documents

The tenderer must complete the following returnable documents:

1 Returnable Schedules required only for tender evaluation purposes

- Certificate of authority for joint ventures (where applicable)
- Compulsory Enterprise Questionnaire
- Record of Addenda to Tender Documents
- Proposed Amendments and Qualifications
- Schedule of Subcontractors
- Schedule of Plant and Equipment
- Schedule of the Tenderer's Experience
- Schedule of current projects

2 Other documents required only for tender evaluation purposes

- Proof of registration on the CSD and copy of active and updated certificate attached.
- Certificate of Contractor Registration issued by the Construction Industry Development Board.
- Documented proof of points claimed for Specific goals.

3 Returnable Schedules that will be incorporated into the contract

- Preferencing Schedule SBD 6.1

4 Other documents that will be incorporated into the contract

- Declaration of validity of information.
- Declaration of Interest - SBD 4.
- POPI – Consent Form
- Certificate of tenderer's visit to site.
- Tenderer's financial standing.
- Surety and Bank details.
- Form of intent to provide a Performance Guarantee.
- Key personnel for project.
- Curriculum Vitae of key personnel.
- Preliminary Construction Programme.
- Alteration by tenderer.
- Contractor's Health and Safety declaration.
- Contractor's Health and Safety Plan.

5 The offer portion of the C1.1 Offer and Acceptance

6 C1.2 Contract Data (Part 2)

7 C2.2 Bills of quantities

CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures.

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

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

COMPULSORY ENTERPRISE QUESTIONNAIRE

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

Section 1: Name of enterprise: _____

Section 2: VAT registration number, if any: _____

Section 3: cidb registration number, if any: _____

Section 4: CSD number: _____

Section 5: Particulars of sole proprietors and partners in partnerships:

Name*	Identity number*	Personal income tax number*

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

Section 6: Particulars of companies and close corporations

Company registration number: _____

Close corporation number: _____

Tax reference number: _____

Section 7: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

Section 8: SBD 6 issued by National Treasury must be completed for each tender and be attached as a tender requirement.

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

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

Signed		Date	
Name		Position	
<i>Enterprise name</i>			

RECORD OF ADDENDA TO TENDER DOCUMENTS

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

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Attach additional pages if more space is required.

Signed		Date	
Name		Position	
Tenderer			

PROPOSED AMENDMENTS AND QUALIFICATIONS

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

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

Page	Clause or item	Proposal

Signed Date

Name Position

Tenderer

SCHEDULE OF PROPOSED SUBCONTRACTORS

We notify you that it is our intention to employ the following Subcontractors for work in this contract.

If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Subcontractor	Nature and extent of work	Previous experience with Subcontractor.
1.			
2.			
3.			
4.			
5.			

Signed _____ Date _____

Name _____ Position _____

Tenderer _____

SCHEDULE OF PLANT AND EQUIPMENT

The following are lists of major items of relevant equipment that I / we presently own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

(a) Details of major equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signed Date

Name Position

Tenderer

SCHEDULE OF THE TENDERER'S EXPERIENCE

The following is a statement of similar work in respect of this tender successfully executed by myself / ourselves during the past three (3) years:

Employer, contact person and telephone number.	Description of contract	Value of work inclusive of VAT (Rand)	Date contract started	Date contract completed (Date on Completion Certificate)

Signed _____ Date _____

Name _____ Position _____

Tenderer _____

SCHEDULE OF CURRENT PROJECTS

Tenderers must submit a max one-page description of all projects under construction/ on hold/ just handed over/ towards completion (if they exist). **Attach an Appointment letter for each of the project provided.**

The description of each project must include the following information:

1. Essential introductory information:
 - 1.1. Name of project.
 - 1.2. Name of client.
 - 1.3. Contact details of client.
 - 1.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
 - 1.5. The period during which the project was performed, and also, if this is different, the period during which the tenderer's team members were contracted.
 - 1.6. Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

NO.	NAME OF PROJECT.	NAME OF CLIENT.	CONTACT DETAILS OF CLIENT.	PROJECT VALUE	STAGE OF PROJECT
1					
2					
3					

Attach a separate page to address this issue (the above table is just for reference purposes).

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

Signed _____ Date _____

Name _____ Position _____

Enterprise name _____

CONTRACTORS CERTIFICATE OF REGISTRATION ON CSD

[The tenderer shall submit the Contractor's Certificate of Registration on the CSD. Failure to submit the certificate with the tender document will lead to the conclusion that the tenderer is not registered on the National Treasury Central Suppliers Database and therefore not eligible to tender].

CONTRACTORS CERTIFICATE OF REGISTRATION WITH CIDB

[The tenderer shall submit the Contractor's Certificate of Registration with CIDB. Failure to submit the certificate with the tender document will lead to the conclusion that the tenderer is not registered with the CIDB and therefore not eligible to tender].

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

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

(delete whichever is not applicable for this tender).

- 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
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

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

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

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:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
An EME or QSE which is at least 51% owned by black people	N.A.	5		
Located in the Province where the services will be rendered/ item delivered.	N.A.	2		
An EME or QSE which is at least 51% owned by women	N.A.	7		
An EME or QSE which is at least 51% owned by youth (up to 35 years of age)	N.A.	4		
An EME or QSE which is at least 51% owned by people with disability	N.A.	2		
Total	N.A.	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Y Partnership/Joint Venture / Consortium
 - Y One-person business/sole propriety
 - Y Close corporation
 - Y Public Company
 - Y Personal Liability Company
 - Y (Pty) Limited
 - Y Non-Profit Company
 - Y State Owned Company
- [TICK APPLICABLE BOX]

4.6. 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:

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

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.

1.2 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;
- 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 consortium² 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.

² 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.



agriculture

Department:
Agriculture
PROVINCE OF THE EASTERN CAPE

PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

CLIENT CONSENT

I / We the undersigned: _____

Hereby acknowledge that my / our personal and in certain circumstances special personal information is required by the Department of Agriculture in order to process the support which the Department of Agriculture has been mandated to provide and I / we agree to provide such information requested from Department of Agriculture on the express understanding that:

1. This constitutes my consent as required in terms of Section 11 (1) (a) of the POPIA 2013.
2. The Department of Agriculture officials will access my / our personal information which has been furnished to them for the purposes of the support to be provided and matters ancillary thereto.
3. The Department of Agriculture is authorized to release my / our personal information to the South African Revenue Services, other state departments and designated service providers relevant to the support to be provided.
4. Department of Agriculture does not intend to share my / our personal information for financial gain.
5. I / we acknowledge that my / our contact details will be added to the Producer Farmer Register.
6. The Department of Agriculture will store my / our information in accordance with the POPIA prescripts.
7. The Department of Agriculture have implemented proper Data Privacy rules in respect of management of client information as well as proper internet usage rules and cyber security principles in order to minimize the risk of my / our information being exposed to cyber risks. I acknowledge that I have the opportunity to read through the rules and policies as published on the Department of Agriculture's website and understand that it is my own responsibility to protect my own internet and email connections against interceptions and viruses.
8. I / we confirm that:
 - I / we have had the opportunity to review the POPIA policies and rules of the Department of Agriculture.
 - I / we have had the opportunity to ask questions regarding my / our information, why it is collected and how it is processed and where it is stored and with whom it is shared.
 - I / we consent to the collection, processing and necessary sharing of my / our information by DOA to fulfil its mandate to render agricultural support to me / us.

SIGNATURE

DATE

PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 CONSENT – DOA

CERTIFICATE OF TENDERER'S VISIT TO SITE

This is to certify that, I

representative of (tenderer)

.....

.....

of (address)

.....

.....

.....

Telephone number:

Fax number:

in the company of (Engineer's representative)

visited and examined the site on (date)

I further certify that I have made myself familiar with all local conditions likely to influence the work and the cost thereof, that I am satisfied with the description of the work and the explanations given by the said Engineer's Representative and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

TENDERER'S REPRESENTATIVE: (Signature).....

(Name).....

ENGINEER'S REPRESENTATIVE: (Signature).....

(Name).....

FORM OF INTENT TO PROVIDE A PERFORMANCE GUARANTEE

[The tenderer must provide a letter from the bank or institution. with whom he has made the necessary arrangements, to the effect that the said bank or institution will be prepared to provide the required performance guarantee when asked to do so].

KEY PERSONNEL

In terms of the Project Specification and the Conditions of Tender, unskilled workers may only be brought in from outside the local municipality if such personnel are not available locally.

The tenderer shall list below the personnel, which he intends to utilise on the Works, including key personnel, which may have to be brought in from outside if not available locally.

EMPLOYEE SKILLS TEAM No ____	NUMBER OF PERSONS			
	KEY PERSONNEL, PART OF THE CONTRACTOR'S ORGANISATION	KEY PERSONNEL TO BE IMPORTED IF NOT AVAILABLE LOCALLY	UNSKILLED PERSONNEL TO BE RECRUITED FROM LOCAL COMMUNITY	YEARS EXPERIENCE
Director				
Contracts Manager				
Site Agent				
Skilled Worker				
Semi-skilled Worker				
Unskilled Worker				
Other				
Other				
Other				
Other				
Other				

DATE **SIGNATURE OF TENDERER**

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

PRELIMINARY CONSTRUCTION PROGRAM

The tenderer shall submit a preliminary program reflecting the proposed sequence and duration of the various activities comprising the work for this Contract to include the projected cash flow for each activity. The program shall be in accordance with the information supplied in the Contract, requirements of the Project Specifications and with all other aspects of his tender.

[Note: The program must be based on the completion time as specified in the Contract Data.]

Schedule	Abbreviated description	Days per action	Cumulative project construction days
1	Site Establishment		
2	Site clearing, grubbing and levelling of site		
	<i>Main Building</i>		
3	Removing of old roof sheeting.		
4	Repair of roof trusses.		
5	Installation of new roof covering		
6	Remove old ceiling, replace brandering and install new ceiling.		
7	Aprons around the building		
8	Cleaning of walls, fill wall cracks, and painting.		
9	Remove and replace carpet floor tiles		
10	Plumbing works		
11	Wall tiling at Toilets		
12	Guttering, Facia boards and Barge boards		
13	Water reticulation and tank installation		
14	Replacement of the toilets and doors		
15	Supply, compact G5 material and conduct compaction tests on fill material.		
	<i>Outside Office Building</i>		
16	Replacement of the toilets and doors		
17	Roofing of Structure		
18	Electrification		
19	Ceiling and Painting		
20	Supply and delivery of Guard House		
21	Clean site and remove establishment on site		

PROPOSED CONSTRUCTION PERIOD _____ WEEKS

DATE SIGNATURE OF TENDERER
 (of person authorised to sign on behalf of the Tenderer)

BASELINE RISK ASSESSMENT

PROJECT TITLE	THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.
SCMU NUMBER	SCMU8-26/27-0061
PLEASE NOTE THAT THIS IS A BASELINE RISK ASSESSMENT AND NOT A DETAILED RISK ASSESSMENT OF ALL ANTICIPATED ACTIVITIES ON SITE	

Activity	Risk to Safety	Risk to Health	Risk to Environmental	Risk to Public Safety	Control Measures
<i>Working at height of 2-9m</i>	<i>Medium</i>	<i>Low</i>	<i>N.A.</i>	<i>Low</i>	<i>Make use of appropriate scaffolding and ladders.</i>
<i>Working in single story roof</i>	<i>Medium</i>	<i>Low</i>	<i>N.A.</i>	<i>Low</i>	<i>Make use of appropriate safety gear.</i>
<i>Excavations of up to 1.5m</i>	<i>Medium</i>	<i>Low</i>	<i>N.A.</i>	<i>Medium</i>	<i>Barricade excavation areas.</i>
<i>Movement of machinery and vehicles on site</i>	<i>Low</i>	<i>Low</i>	<i>N.A.</i>	<i>Medium</i>	<i>Fence site, and put access control measures in place.</i>

You can list all activities on a separate page to address this issue (the above table is just for reference purposes).

Signed _____ **Date** _____
Name _____ **Position** _____
Enterprise name _____

CONTRACTORS HEALTH AND SAFETY DECLARATION

In terms of Clause 5(1)(h) of the OHS Act 1993 Construction Regulations 2014 (referred to as "the Regulations" hereafter), a Contractor may only be appointed to perform construction work if the Employer is satisfied that the Contractor has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act No 85 of 1993 and the OHS Act 1993 Construction Regulations 2014. To that effect a person duly authorised by the tenderer must complete and sign the declaration hereafter in detail.

Declaration by Tenderer

1. I the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and the OHS Act 1993 Construction Regulations 2014.
2. I hereby declare that my company has the competence and the necessary resources to safely carry out the construction work under this contract in compliance with the Construction Regulations and the Employer's Health and Safety Specifications.
3. I hereby confirm that adequate provision has been made in my tendered rates and prices in the Bill of Quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHS Act 1993 Construction Regulations 2014, including the cost of the specific items listed in the tables hereafter.

(Tables to be completed by tenderer)

TABLE 1: COST OF SAFETY PERSONNEL

PERSONNEL	COSTS AS ALLOWED IN TENDER	NOMINATED PERSON/S
Construction Supervisor		
Construction Safety Officer		
Health and Safety		
Health and Safety Committee		

TABLE 2: COST OF SAFETY EQUIPMENT

EQUIPMENT	STATE YES or NO	COST ALLOWED FOR IN TENDER
Hard hats		
Safety boots		
Add items as per risk assessment:		

4. I hereby undertake, if my tender is accepted, to provide, before commencement of the works under the contract, a suitable and sufficiently documented Health and Safety Plan in accordance with Regulation 7(1)(a) of the Construction Regulations, which plan shall be subject to approval by the Employer.
5. I confirm that copies of my company's approved Health and Safety Plan, the Employer's Safety Specifications as well as the OHS Act 1993 Construction Regulations 2014 will be provided on site and will at all times be available for inspection by the Contractor's personnel, the Employer's personnel, the Engineer, visitors, and officials and inspectors of the Department of Labour.
6. I hereby confirm that, I will be liable for any penalties that may be applied by the Employer in terms of the said Regulations (Regulation 33) for failure on the Contractor's part to comply with the provisions of the Act and the Regulations.

7. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer will mean that I am unable to comply with the requirements of the OHS 1993 Construction Regulations 2014, and accept that my tender will be prejudiced and may be rejected at the discretion of the Employer.

DATE **SIGNATURE OF TENDERER**
(of person authorised to sign on behalf of the Tenderer)

CONTRACTORS HEALTH AND SAFETY PLAN

[Not applicable for tender purposes]

[The successful Tenderer, only, shall be required to submit the Contractor's Health and Safety Plan as required in terms of Regulation 7 of the Occupational Health and Safety Act 1993 Construction Regulations 2014, and referred to in T2.1, List of Returnable Documents point 4 (other documents that will be incorporated into the contract) after acceptance of the tender]

EVALUATION SCHEDULE 1 – PROJECT REFERENCE FORMS - 1

Project title:	THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.
Project Number:	SCMU8-26/27-0061

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of
 _____ (company name) declare
 that I was the Project Manager on the following building construction project successfully executed by
 _____ (name of tenderer):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

- Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting “Yes” in the relevant box below:

Key Performance Indicators	Very Poor	Poor	Fair	Good	Excellent	Total
	1	2	3	4	5	
1. Project performance						
2. Quality of Service						
3. Resources: Personnel						
4. Time management / programming						
5. Financial management / Project budget management/cash flow, etc.						
TOTAL						

- Would you consider / recommend this tenderer again:

YES	NO

- Any other comments:

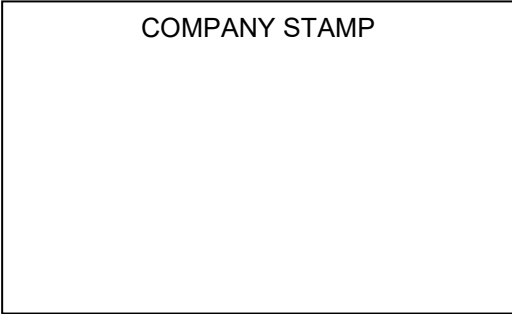
• My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 20__

Signature of principal agent



NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tenderer to put referees who are reachable.

Name of Tenderer

Signature of Tenderer

EVALUATION SCHEDULE 1 – PROJECT REFERENCE FORMS - 2

Project title:	THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.
Project Number:	SCMU8-26/27-0061

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of
 _____ (company name) declare
 that I was the Project Manager on the following building construction project successfully executed by
 _____ (name of tenderer):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

- Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting “Yes” in the relevant box below:

Key Performance Indicators	Very Poor	Poor	Fair	Good	Excellent	Total
	1	2	3	4	5	
1. Project performance						
2. Quality of Service						
3. Resources: Personnel						
4. Time management / programming						
5. Financial management / Project budget management/cash flow, etc.						
TOTAL						

1. Would you consider / recommend this tenderer again:

YES	NO

2. Any other comments:

3. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 20__

Signature of principal agent



NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tenderer to put referees who are reachable.

Name of Tenderer

Signature of Tenderer

EVALUATION SCHEDULE 1 – PROJECT REFERENCE FORMS - 3

Project title:	THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.
Project Number:	SCMU8-26/27-0061

NOTE: This returnable document must be completed by the person who was the Engineer/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of
 _____ (company name) declare
 that I was the Project Manager on the following building construction project successfully executed by
 _____ (name of tenderer):

Project name: _____

Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

4. Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting “Yes” in the relevant box below:

Key Performance Indicators	Very Poor	Poor	Fair	Good	Excellent	Total
	1	2	3	4	5	
1. Project performance						
2. Quality of Service						
3. Resources: Personnel						
4. Time management / programming						
5. Financial management / Project budget management/cash flow, etc.						
TOTAL						

1. Would you consider / recommend this tenderer again:

YES	NO

2. Any other comments:

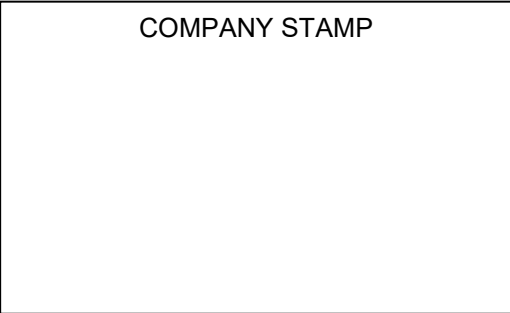
3. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 20__

Signature of principal agent



NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tenderer to put referees who are reachable.

Name of Tenderer

Signature of Tenderer

The Contract

PART C1: AGREEMENT AND CONTRACT DATA

C 1.1

Form of Offer and Acceptance

**EASTERN CAPE PROVINCIAL GOVERNMENT
DEPARTMENT OF AGRICULTURE**

THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.

C1.1 Form of Offer and Acceptance

*Note: 1 This form of offer and acceptance is identical to that contained in Annex F of SANS 10845 - 1: Construction Procurement Processes, Procedures and Methods.
2 SAICE's Practice Manual #1, The use of South African National Standards in Construction Procurement, provides guidance on the formulation of the wording for the actual offer where it is not based on the offered total of prices.*

Offer

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of: **SCMU8-26/27-0061: THE RENOVATION OF AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU LMOF THE CHRIS HANI DISTRICT.** The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS.....

..... Rand (in words);

R (in figures) (or other suitable wording)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s)		Date:	
Name(s)			
Capacity:			
For tenderer: (Name and address)			
Name & Signature of witness:		Date:	

ACCEPTANCE

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1 Agreements and contract data, (which includes this agreement)

Part C2 Pricing data

Part C3 Scope of work

Part C4 Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five (5) working days of the date of such receipt notifies the employer in writing of any reason why he/she cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature(s)		Date:	
Name(s)			
Capacity:			
For the employer: (Name and address)			
Name & Signature of witness:		Date:	

SCHEDULE OF DEVIATIONS

Notes:

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

1 Subject _____

Details: _____

2 Subject _____

Details: _____

3 Subject _____

Details: _____

4 Subject _____

Details: _____

By the duly authorized representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

For the Tenderer:

For the Employer:

..... Signature

..... Name

..... Capacity

Name and address of organization:

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

Name and address of organization:

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

.....

Witness Signature

.....

.....

Witness Name

.....

.....

Date

.....

CONFIRMATION OF RECEIPT

The Tenderer, (now Contractor), identified in the form of Offer part of the Agreement, hereby confirms receipt from the Employer. Identified in the Acceptance part of the Agreement, of one fully completed original copy of this Agreement. Including the Schedule of Deviations (if any) today:

The(day) of (month) 20.....(year), at
..... (place)

For the Contractor:

Signature:

Name:

Capacity:

Signature and name of witness:

Signature:

Name:

C 1.2

Contract Data

**EASTERN CAPE PROVINCIAL GOVERNMENT
DEPARTMENT OF AGRICULTURE**

**THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE
INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.**

C1.2 Contract Data

The General Conditions of Contract for Construction Works (2015) published by the South African Institution of Civil Engineering, is applicable to this contract. Copies of these conditions of contract may be obtained from the South African Institution of Civil Engineering (Tel 011-805 5947).

The General Conditions of Contract for Construction Works make several references to the Contract Data for specific data, which together with these conditions collectively describe the risks, liabilities and obligations of the contracting parties and the procedures for the administration of the Contract. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the general conditions of contract.

The Contract Data and General Conditions of Contract shall have precedence over the Drawings, Scope of Work and Standardised Specifications in the interpretation of any ambiguity or inconsistency.

Contract Specific Data

The following contract specific data, referring to the General Conditions of Contract for Construction Works, Third Edition, 2015, are applicable to this Contract:

Clause	Data
1.1.1.5	"Commencement Date" means the date the Contractor is given right of access to site (Site handover date)
1.1.1.13	The Defects Liability Period is 180 days .
1.1.1.14	The time for achieving Practical Completion is 18 weeks , inclusive of the 14 day period referred to in Clause 5.3.2 below, and inclusive of non-working days referred to in Clause 5.8.1 below, but exclusive of special non-working days (Clause 5.8.1).
1.1.1.15	The name of the Employer is DEPARTMENT OF AGRICULTURE
1.1.1.16	The name of the Employer's Agent is Dr. M. Dlova (District Director – DOA)
1.1.1.17	The name of the Employer's Agent Representative is Mr. Z. Nhantsi
1.1.1.26	The Pricing Strategy is Re-measurement Contract
1.1.1.34	"writing" means any hand-written typed or printed communication (comprising words, figures or drawings) including electronic communication through means of email, but excluding communication via social media (WhatsApp, Facebook etc.) resulting in a permanent record. "In writing" and "written" shall have corresponding meaning.

1.1.1.35	“Drawings” means all drawings, calculations and technical information forming part of the Contract Documents and any modifications thereof or additions thereto from time to time approved in writing by the Employer’s Agent or delivered to the Contractor by the Employer’s Agent.
1.1.1.36	Letter of Notification ” means the letters of formal notification, signed by the Employer, of the decision of the Supply Chain Management Bid Adjudication Committee sent to all tenderers. The notification of the decision does not form part of the Employer’s Acceptance of the successful tenderer’s Offer and no rights shall accrue.
1.2.1	DELIVERY OF NOTICES The following three additional sub-clauses, covering alternative methods of communication, apply: -
1.2.1.3	Sent by electronic post (e-mail) between parties to the email addresses listed during the site handover meeting.
1.2.1.4	Posted to the addressee for certified delivery by the postal Authorities The Chief Engineer Chris Hani District Private Bag X7187 Komani, 5320
1.2.1.5	Delivered by a courier service and signed for by the addressee
1.2.1.2	The Employer's address for receipt of communications is: The Acting Chief Engineer DEPARTMENT OF AGRICULTURE Chris Hani District Block H Bathandwa Ndongdo Office Park Komani

2.1.4	<p>The following additional clause applies: -</p> <p>"Without limiting the generality of the afore going, the Schedule of Rates and Prices shall include:</p> <ul style="list-style-type: none"> (a) The provision and use of all labour, plant, tools instruments, templates, materials, transport and all other appliances that may be required for satisfactorily protecting and efficiently carrying out the works without interruption or delay. (b) The provision and housing of adequate staff and labour force and the provision of false work of every kind and description necessary for the due and proper performance of the Contract. (c) The execution of the Works in orderly and progressive manner until it has been completed. Time being of the essence of the Contract the progressive development of the Works shall be arranged so that the time from the start to the finish of the construction of the said Works shall not exceed the time laid down in the Tender. (d) The inclusion in the tendered rates for all and any of the general liabilities such as Establishment Charges, legal contingencies, regulations, risks or damage, Royalties and all other overhead charges. <p>The submission of a tender shall be considered prima facie evidence that the Contractor has complied with the requirements of this clause and has satisfied him/herself as to all circumstances and local conditions which may influence or affect his Tender."</p>
2.4.1	<p>The following additional clause applies: -</p> <p>In the event of any discrepancy or conflict between any parts of the Contract Documents, the order of precedence shall be as follows:</p> <ol style="list-style-type: none"> 1. Project Particular Specifications 2. Special Conditions of Contract 3. General Conditions of Contract 4. Conditions of Tender 5. Generic Specifications 6. Contract Drawings 7. Bill of Quantities
3.2.3	<p>The Employer's Agent shall obtain the specific approval of the Employer before executing any of his functions or duties according to the following Clauses of the General Conditions of Contract:</p> <ul style="list-style-type: none"> Clause 3.3.1 Nomination of Employer's Agent Representative Clause 3.3.4 Employer's Agent authority to delegate Clause 5.8.1 Non-working times Clause 5.11.2 Suspension of the Works Clause 5.12.4 Acceleration instead of extension of time
3.3.7	<p>The following additional clause applies: -</p> <p>The onus rests with the Contractor to raise any item about which the Contractor may be uncertain, with the Engineer's Representative. Any advice given to the Contractor by the Engineer's Representative in response to matters so raised shall not be construed as instructions and shall be held to have been given without prejudice.</p>

3.3.8	<p>The following additional clause applies: -</p> <p>The Employer or the Employer's Agent under delegated authority, reserves the right to obtain the services of consultants on any matter pertaining to this contract; the employment of such consultants forms no part of this contract; a consultant's advice and/or documentation is to be followed only if the Employer's Agent or the Employer's Agent Representative so instructs.</p>
4.1	<p>All references to "design" are deemed to be deleted and the Contractor shall bear no liability in respect of the Projects design, other than the temporary works and items clearly indicated to design on drawings and the Project Particular Specifications.</p>
4.3.3	<p>The following additional clause applies: -</p> <p>The Employer and the Contractor shall enter into an agreement to complete the work required for the construction of the works in terms of the provisions of Section 37(2) of the Occupational Health and Safety Act (Act 85 of 1993) and the Construction Regulations promulgated there under.</p> <p>An agreement is included in the Contract Document (at the end of Contract Data) and shall be completed and submitted to the Employer together with a letter of good standing from the Compensation Commissioner (if not insured with a Licensed Compensation Insurer) within fourteen (14) days after the Commencement Date. The Contractor shall ensure that any letter of good standing shall be timeously renewed in order that it remains in full force for the duration of the Contract.</p>
5.3.1	<p>The documentation required before commencement with the Works execution are:</p> <ol style="list-style-type: none"> 1 Health and Safety Plan (Refer to Clause 4.3) 2 Initial programme (Refer to Clause 5.6) 3 Security (Refer to Clause 6.2) 4 Insurance (Refer to Clause 8.6) 5 Letter of Good Standing from the Compensation Commissioner (if not insured with a Licensed Compensation Insurer)
5.3.2	<p>The time to submit the documentation required before commencement with the Works execution is 14 days.</p>
5.3.3	<p>The Contractor shall commence with execution of the Works within 7 days after receiving an instruction to commence with the Works.</p>
5.4.1	<p>The Contractor shall bear all costs and charges for special and temporary rights of way required by him in connection with access to the Site.</p>
5.5.1	<p>The Works shall be completed (Practical Completion) within 18 weeks.</p>

5.8.1	<p>The non-working days are Sundays.</p> <p>The special non-working days are:</p> <p>(1) All gazetted public holidays falling outside the year end break.</p> <p>(2) The year end break commencing on 15 December and ending on 9 January</p>
5.8.3	<p>The following additional clause shall apply:</p> <p>Should the Employer's Agent permit work outside of normal Employer working hours (viz Mondays to Fridays inclusive sunrise to sunset) and on Saturdays, Sundays or on any of the non-working days stated in the Appendix and if he deems the presence of the Employer's Agent Representative or other duly authorised representative to be necessary, the Contractor will be liable for the cost of such supervision (calculated at a daily rate of 1/130 of the annual salary of such representative). Where the Employer's Agent has ordered such work, the salary of the representative will be to the account of the Employer.</p> <p>A minimum of 24 hours notification of intent to work outside normal working hours shall be regarded as sufficient notice as set out in 5.8.1"</p>
5.12.2.2	<p>No extension of time will be granted in respect of any delays attributed to normal climatic conditions. Normal climatic conditions shall be deemed to include normal rainfall and associated wet conditions and materials, strong winds and extremes of temperature.</p> <p>However, in the event that delays to critical activities exceed 2 consecutive working days for each month, then abnormal climatic conditions shall be deemed to exist, and an extension of time may be claimed in accordance with the provisions of Clause 5.12.</p> <p>Claims for delays for abnormal climatic conditions shall be accompanied by substantiating facts and evidence, which shall be submitted timeously by the Contractor as each day or half-day delay is experienced.</p> <p>It shall be further noted that where the critical path is not affected, no extension of time for abnormal climatic conditions or for any other reason will be entertained</p>
5.13.1	<p>The penalty for failing to complete the Works is 8.5c/R100 of contract amount per day. No claim for bonus payments in respect of early completion will be entertained.</p>
5.14.1	<p>Practical Completion: In terms of this contract, practical completion will be reached, once all the works have been completed in full, according to the bill of quantities and project specifications, and dually been approved by the Employers agent representative.</p>
5.16.3	<p>The latent defect period is 5 Years.</p>
6.2.1	<p>The security to be provided by the Contractor shall be 10 % Retention.</p>
6.6.1	<p>The provisional sums stated in the Schedule of Quantities are net amounts covering the actual expenditure which the Employer may incur.</p>

6.7.6	<p>The following additional clause shall apply:</p> <p>The Works are measured in accordance with the current SANS 1200 and the standard system of measurement of Civil Engineering quantities for South Africa, published by the South African Institution of Civil Engineers. No claims arising from the method of measurement will be entertained.</p>
6.8.1	<p>Should the rated tendered be unrealistically high or low, the Employer's Agent may instruct the contractor to balance the rates while the contract sum will remain firm, before commencement of construction. The revised balanced rates will be final and binding. And the value of the payment certificates is to be calculated in accordance with the revised rates and/or prices of the tender throughout the period of the Contract.</p>
6.10.1.5	<p>The percentage advance on materials not yet built into the Permanent Works is 80%.</p>
6.10.3	<p>The percentage retention on amounts due to the contractor is 10%, which will be reduced to 5% on date of completion.</p>
6.10.4	<p>Add the following to clause:</p> <p>Notwithstanding the above, the Employer's Agent shall be empowered to withhold the delivery of the payment certificate until the Contractor has complied with his obligations to report in terms of Clause 4.10.2 and as described in the Scope of Work.</p>
8.3.1.6	<p>Electrical supply interruptions due to 'load shedding" implemented by the electricity suppliers is excluded from the risks accepted by the Employer.</p>
8.5.2	<p>The following additional clause shall apply:</p> <p>If the Contractor receives any claim in respect of any loss or injury or damage to any person or property, then the Contractor shall immediately report the same to the Employer's Agent and, if at the end of ninety days from the date of receipt of such claim the Contractor cannot satisfy the Employer's Agent that the claim has been settled or that valid reasons for the non-settlement of the claim exist, then the Employer may, without limiting the obligations and responsibilities of the Contractor, negotiate a settlement and deduct all sums due in respect of such claim from payments due to the Contractor.</p>
8.6.1.1.2	<p>The value of plant and materials supplied by the Employer to be included in the insurance sum is Nil.</p>
8.6.1.1.3	<p>The amount to cover professional fees for repairing damage and loss to be included in the insurance sum is R 200 000.00.</p>
8.6.1.3	<p>The limit of indemnity for liability insurance is R 2 000 000.00 per claim for projects under R 5 000 000.00 and R 5 000 000.00 for projects over R 5 000 000.00.</p>

9.2.1.3.8	Add the following to clause: The Contractor committed a corrupt or fraudulent act during the procurement process or the execution of the contract.
9.2.1.3.8	Add the following to clause: An official or other role player committed any corrupt or fraudulent act during the procurement process or in the execution of the contract that benefited the Contractor.
10.1	Replace all references to 28 days , with 14 days in this clause and all sub clauses.
10.2	Replace all references to 28 days , with 14 days in this clause and all sub clauses.
10.4.1	The parties may at any time agree to settle disputes with the help of an impartial third party.
10.5.3	The number of Adjudication Board Members to be appointed is THREE.

2. CLAUSES APPLICABLE TO EPWP CONTRACTS	
	<p>1. Employer's objectives: The employer's objectives are to deliver infrastructure using labour-intensive methods according to EPWP guidelines.</p> <p>2. Labour-intensive works: Labour-intensive works shall be conducted using local workers who are temporary employed in terms of the scope of work.</p> <p>3. Labour-intensive competencies of supervisory and management staff: The contractor shall engage supervisory and management staff in labour intensive works that have completed the skills programme including Foreman/Supervisors at NQF level 4 "National Certificate on supervision of Civil Engineering Construction Processes" and Site Agent/manager at NQF level 5 on "Manage labour-intensive Construction Processes" or equivalent QCTO qualification.</p>
4.1	Variations to the Conditions of Contract are: <i>Add the following at the end of sub clause 4.1.2.</i>
4.1.3	<p>The Employer and the Contractor hereby agree, in terms of the provisions of Section 37(2) of the Occupational Health and Safety Amendment Act, 1993 (Act 85 of 1993), hereinafter referred to as 'the Act', that the following arrangements and procedures shall apply between them to ensure compliance by the Contractor with the provisions of the Act:</p> <p>(i) The Contractor undertakes to acquaint the appropriate officials and employees of the Contractor with all relevant provisions of the Act and the Regulations promulgated in terms of the Act.</p> <p>(ii) The Contractor undertakes that all relevant duties, obligations and prohibitions imposed in terms of the Act and Regulations on the Contractor will be fully complied with.</p> <p>(iii) The Contractor accepts sole liability for such due compliance with the relevant duties, obligations and prohibitions imposed by the Act and Regulations and expressly absolves the Employer from himself being obliged to comply with any of the aforesaid duties, obligations and prohibitions, with the exception of such duties, obligations and prohibitions expressly assigned to the Employer in terms of the Act and its associated Regulations.</p>

	<p>(iv) The Contractor agrees that any duly authorised officials of the Employer shall be entitled, although not obliged, to take such steps as may be necessary to monitor that the Contractor has conformed to his undertakings as described in paragraphs (i) and (ii) above, which steps may include, but will not be limited to, the right to inspect any appropriate site or premises occupied by the Contractor, or any appropriate records or safety plans held by the Contractor.</p> <p>(v) The Contractor shall be obliged to report forthwith to the Employer and Engineer any investigation, complaint or criminal charge which may arise as a consequence of the provisions of the Act and Regulations, pursuant to work performed in terms of this Contract, and shall, on written demand, provide full details in writing, to the Employer and Engineer, of such investigation, complaint or criminal charge.</p>
6.7.6	<p><i>Add new subclause 6.7.6:</i></p> <p>"Payment for the labour-intensive component of the works</p> <p>Payment for works identified in the Scope of Work as being labour-intensive shall only be made in accordance with the provisions of the Contract if the works are constructed strictly in accordance with the provisions of the scope of work. Any non-payment for such works shall not relieve the Contractor in any way from his obligations in contract.</p> <p>The Contractor's payment invoice shall be accompanied by labour information for the corresponding period in a format specified by the employer. If the contractor chooses to delay submitting payment invoices, labour returns shall still be submitted as per frequency and timeframe stipulated by the Employer. The contractor's invoices shall not be paid until all pending labour information has been submitted.</p>
3. ADDITIONAL CONDITIONS OF CONTRACT:	
Clause	
4.13	<p>Add new sub clause 4.13:</p> <p>Applicable labour laws</p> <p>The Ministerial Determination 4, Expanded Public Works Programmes, issued in terms of the Basic Conditions of Employment Act of 1997 by the Minister of Labour in Government Notice No R347 of 7 May 2012 (Gazette no 35310), as reproduced below, shall apply to works described in the scope of work as being labour-intensive and which are undertaken by unskilled or semi-skilled workers.</p>
4.13 (cont.)	<p>1 Introduction</p> <p>1.1 This document contains the standard terms and conditions for workers employed in elementary occupations on a Expanded Public Works Programme (EPWP). These terms and conditions do NOT apply to persons employed in the supervision and management of a EPWP.</p>
4.13 (cont.)	<p>1.2 In this document –</p> <p>(a) "department" means any department of the State, implementing agent or contractor;</p> <p>(b) "employer" means any department, implementing agency or contractor that hires workers to work in elementary occupations on a EPWP;</p> <p>(c) "worker" means any person working in an elementary occupation on a EPWP;</p> <p>(d) "elementary occupation" means any occupation involving unskilled or semi-skilled work;</p> <p>(e) "management" means any person employed by a department or implementing agency to administer or execute an EPWP;</p> <p>(f) "task" means a fixed quantity of work;</p> <p>(g) "task-based work" means work in which a worker is paid a fixed rate for performing a task;</p>

	<p>(h) “task-rated worker” means a worker paid on the basis of the number of tasks completed;</p> <p>(i) “time-rated worker” means a worker paid on the basis of the length of time worked.</p> <p>2 Terms of work</p> <p>2.1 Workers on a EPWP are employed on a temporary basis.</p> <p>3 Normal hours of work</p> <p>3.1 An contractor may not set tasks or hours of work that require a worker to work–</p> <p>(a) more than forty hours in any week;</p> <p>(b) on more than five days in any week; and</p> <p>(c) for more than eight hours on any day.</p> <p>3.2 An contractor and worker may agree that a worker will work four days per week. The worker may then work up to ten hours per day.</p> <p>3.3 A task-rated worker may not work more than a total of 55 hours in any week to complete the tasks allocated (based on a 40-hour week) to that worker.</p> <p>4 Meal breaks</p> <p>4.1 A worker may not work for more than five hours without taking a meal break of at least thirty minutes duration.</p> <p>4.2 An contractor and worker may agree on longer meal breaks.</p> <p>4.3 A worker may not work during a meal break. However, an employer may require a worker to perform duties during a meal break if those duties cannot be left unattended and cannot be performed by another worker. An employer must take reasonable steps to ensure that a worker is relieved of his or her duties during the meal break.</p> <p>4.4 A worker is not entitled to payment for the period of a meal break. However, a worker who is paid on the basis of time worked must be paid if the worker is required to work or to be available for work during the meal break.</p>
4.13 (cont)	<p>5 Special conditions for security guards</p> <p>5.1 A security guard may work up to 55 hours per week and up to eleven hours per day.</p> <p>5.2 A security guard who works more than ten hours per day must have a meal break of at least one hour or two breaks of at least 30 minutes each.</p> <p>6 Daily rest period</p> <p>Every worker is entitled to a daily rest period of at least eight consecutive hours.</p> <p>The daily rest period is measured from the time the worker ends work on one day until the time the worker starts work on the next day.</p>
4.13 (cont)	<p>7 Weekly rest period</p> <p>Every worker must have two days off every week. A worker may only work on their day off to perform work which must be done without delay and cannot be performed by workers during their ordinary hours of work (“emergency work”).</p> <p>8 Sick leave</p> <p>8.1 Only workers who work more 24 hours per month have the right to claim sick-pay in terms of this clause.</p> <p>8.2 A worker who is unable to work on account of illness or injury is entitled to claim one day’s paid sick leave for every full month that the worker has worked in terms of a contract.</p> <p>8.3 A worker may accumulate a maximum of twelve days sick leave in a year.</p> <p>8.4 Accumulated sick leave may not be transferred from one contract to another contract.</p>

	<p>8.5 A contractor must pay a task-rated worker the worker's daily task rate for a day's sick leave.</p> <p>8.6 A contractor must pay a time-rated worker the worker's daily rate of pay for a day's sick leave.</p> <p>8.7 A contractor must pay a worker sick pay on the worker's usual pay day.</p> <p>8.8 Before paying sick pay, a contractor may require a worker to produce a certificate stating that the worker was unable to work on account of sickness or injury if the worker is –</p> <p>(a) absent from work for more than two consecutive days; or</p> <p>(b) absent from work on more than two occasions in any eight-week period.</p> <p>8.9 A medical certificate must be issued and signed by a medical practitioner, a qualified nurse or a clinic staff member authorised to issue medical certificates indicating the duration and reason for incapacity.</p> <p>8.10 A worker is not entitled to paid sick leave for a work-related injury or occupational disease for which the worker can claim compensation under the Compensation for Occupational Injuries and Diseases Act.</p>
<p>4.13 (cont)</p>	<p>9 Maternity leave</p> <p>9.1 A worker may take up to four consecutive months unpaid maternity leave.</p> <p>9.2 A worker is not entitled to any payment or employment-related benefits during maternity leave.</p> <p>9.3 A worker must give her employer reasonable notice of when she will start maternity leave and when she will return to work.</p> <p>9.4 A worker is not required to take the full period of maternity leave. However, a worker may not work for four weeks before the expected date of birth of her child or for six weeks after the birth of her child, unless a medical practitioner, midwife or qualified nurse certifies that she is fit to do so.</p> <p>9.5 A worker may begin maternity leave –</p> <p>(a) four weeks before the expected date of birth; or</p> <p>(b) on an earlier date –</p> <p>(i) if a medical practitioner, midwife or certified nurse certifies that it is necessary for the health of the worker or that of her unborn child; or</p> <p>(ii) if agreed to between employer and worker; or</p> <p>(c) on a later date, if a medical practitioner, midwife or certified nurse has certified that the worker is able to continue to work without endangering her health.</p> <p>9.6 A worker who has a miscarriage during the third trimester of pregnancy or bears a stillborn child may take maternity leave for up to six weeks after the miscarriage or stillbirth.</p> <p>10 Family responsibility leave</p> <p>10.1 Workers who work for at least four days per week, are entitled to three days paid family responsibility leave each year in the following circumstances:</p> <p>(a) when the employee's child is born;</p> <p>(b) when the employee's child is sick;</p> <p>(c) in the event of a death of</p> <p>(i) the employee's spouse or life partner;</p> <p>(ii) the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.</p> <p>11 Statement of conditions</p> <p>11.1 A contractor must give a worker a statement containing the following details at the start of employment:</p> <p>(a) the contractor's name and address and the name of the EPWP;</p>

	<p>(b) the tasks or job that the worker is to perform; and</p> <p>(c) the period for which the worker is hired or, if this is not certain, the expected duration of the contract;</p> <p>(d) the worker's rate of pay and how this is to be calculated;</p> <p>(e) the training that the worker will receive during the EPWP.</p> <p>11.2 A contractor must ensure that these terms are explained in a suitable language to any employee who is unable to read the statement.</p> <p>11.3 A contractor must supply each worker with a copy of these conditions of employment.</p>
4.13 (cont)	<p>12 Keeping records</p> <p>12.1 Every employer must keep a written record of at least the following:</p> <p>(a) the worker's name and position;</p> <p>(b) copy of an acceptable worker identification;</p> <p>(c) in the case of a task-rated worker, the number of tasks completed by the worker;</p> <p>(d) in the case of a time-rated worker, the time worked by the worker;</p> <p>(e) payments made to each worker.</p> <p>12.2 The employer must keep this record for a period of at least three years after the completion of the EPWP.</p> <p>13 Payment</p> <p>13.1 A contractor must pay all wages at least monthly in cash or by cheque or into a bank account.</p> <p>13.2 A worker may not be paid less than the minimum EPWP wage per day as set out in the National Minimum Wage Act no.9 of 2018 and subsequent updates.</p> <p>13.3 A task-rated worker will only be paid for tasks that have been completed.</p> <p>13.4 A contractor must pay a task-rated worker within five weeks of the work being completed and the work having been approved by the manager or the contractor having submitted an invoice to the employer.</p> <p>13.5 A time-rated worker will be paid at the end of each month.</p> <p>13.6 Payment must be made in cash, by cheque or by direct deposit into a bank account designated by the worker.</p> <p>13.7 Payment in cash or by cheque must take place –</p> <p>(a) at the workplace or at a place agreed to by the worker;</p> <p>(b) during the worker's working hours or within fifteen minutes of the start or finish of work;</p> <p>(c) in a sealed envelope which becomes the property of the worker.</p> <p>13.8 A contractor must give a worker the following information in writing:</p> <p>(a) the period for which payment is made;</p> <p>(b) the numbers of tasks completed or hours worked;</p> <p>(c) the worker's earnings;</p> <p>(d) any money deducted from the payment;</p> <p>(e) the actual amount paid to the worker.</p> <p>13.9 If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it.</p> <p>13.10 If a worker's employment is terminated, the employer must pay all monies owing to that worker within one month of the termination of employment.</p> <p>15 Deductions</p> <p>15.1 A contractor may not deduct money from a worker's payment unless the deduction is required in terms of a law.</p>

	<p>15.2 A contractor must deduct and pay to the SA Revenue Services any income tax that the worker is required to pay.</p> <p>15.3 A contractor who deducts money from a worker's pay for payment to another person must pay the money to that person within the time period and other requirements specified in the agreement law, court order or arbitration award concerned.</p> <p>15.4 A contractor may not require or allow a worker to –</p> <ul style="list-style-type: none"> (a) repay any payment except an overpayment previously made by the contractor by mistake; (b) state that the worker received a greater amount of money than the employer actually paid to the worker; or (c) pay the contractor or any other person for having been employed.
<p>4.13 (cont)</p>	<p>15 Health and safety</p> <p>15.1 Employers must take all reasonable steps to ensure that the working environment is healthy and safe.</p> <p>15.2 A worker must –</p> <ul style="list-style-type: none"> (a) work in a way that does not endanger his/her health and safety or that of any other person; (b) obey any health and safety instruction; (c) obey all health and safety rules of the EPWP; (d) use any personal protective equipment or clothing issued by the contractor; (e) report any accident, near-miss incident or dangerous behaviour by another person to their contractor or manager. <p>16 Compensation for injuries and diseases</p> <p>16.1 It is the responsibility of the contractor to arrange for all persons employed on a ESPWP to be covered in terms of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993.</p> <p>16.2 A worker must report any work-related injury or occupational disease to their contractor or manager.</p> <p>16.3 The contractor must report the accident or disease to the Compensation Commissioner.</p> <p>16.4 An contractor must pay a worker who is unable to work because of an injury caused by an accident at work 75% of their earnings for up to three months. The contractor will be refunded this amount by the Compensation Commissioner. This does NOT apply to injuries caused by accidents outside the workplace such as road accidents or accidents at home.</p> <p>17 Termination</p> <p>17.1 The contractor may terminate the employment of a worker for good cause after following a fair procedure.</p> <p>17.2 A worker will not receive severance pay on termination.</p> <p>17.3 A worker is not required to give notice to terminate employment. However, a worker who wishes to resign should advise the employer in advance to allow the employer to find a replacement.</p> <p>18.4 A worker who is absent for more than three consecutive days without informing the employer of an intention to return to work will have terminated the contract. However, the worker may be re-engaged if a position becomes available.</p> <p>17.5 A worker who does not attend required training events, without good reason, will have terminated the contract. However, the worker may be re-engaged if a position becomes available.</p> <p>18 Certificate of service</p> <p>18.1 On termination of employment, a worker is entitled to a certificate stating –</p> <ul style="list-style-type: none"> (a) the worker's full name; (b) the name and address of the employer; (c) the EPWP on which the worker worked; (d) the work performed by the worker;

	<p>(e) any training received by the worker as part of the EPWP;</p> <p>(f) the period for which the worker worked on the EPWP;</p> <p>(g) any other information agreed on by the contractor and worker.</p>
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AGREEMENT IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT NO. 85 OF 1993

THIS AGREEMENT is made between

(hereinafter called the EMPLOYER) of the one part, herein represented by:

in his capacity as:

AND:

(hereinafter called the CONTRACTOR) of the other part, herein represented by

in his capacity as:

duly authorised to sign on behalf of the Contractor.

WHEREAS the CONTRACTOR is the Mandatory of the EMPLOYER in consequence of an agreement between the CONTRACTOR and the EMPLOYER in respect of

CONTRACT No.: SCMU8-26/27-0061: THE RENOVATION OF AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU LMOF THE CHRIS HANI DISTRICT for the construction, completion and maintenance of the works;

NOW THEREFORE the parties agree as follows:

- 1. The CONTRACTOR undertakes to acquaint the appropriate officials and employees of the CONTRACTOR with all relevant provisions of the ACT and the regulations promulgated in terms thereof.**
2. The CONTRACTOR undertakes to fully comply with all relevant duties, obligations and prohibitions imposed in terms of the ACT and Regulations: Provided that should the EMPLOYER have prescribed certain arrangements and procedures that same shall be observed and adhered to by the CONTRACTOR, his officials and employees. The CONTRACTOR shall bear the onus of acquainting himself/herself/itself with such arrangements and procedures.
3. The CONTRACTOR hereby accepts sole liability for such due compliance with the relevant duties, obligations, prohibitions, arrangements and procedures, if any, imposed by the ACT and Regulations, and the CONTRACTOR expressly absolves the EMPLOYER and the Employer's CONSULTING EMPLOYER'S AGENTS from being obliged to comply with any of the aforesaid duties, obligations, prohibitions, arrangements and procedures in respect of the work included in the contract.
4. The CONTRACTOR agrees that any duly authorised officials of the EMPLOYER shall be entitled, although not obliged, to take such steps as may be necessary to ensure that the CONTRACTOR has complied with his undertakings as more fully set out in paragraphs 1 and 2 above, which steps may include, but shall not be limited to, the right to inspect any appropriate site or premises occupied by the CONTRACTOR, or to take such steps it may deem necessary to remedy the default of the CONTRACTOR at the cost of the CONTRACTOR.
5. The CONTRACTOR shall be obliged to report forthwith to the EMPLOYER any investigation, complaint or criminal charge which may arise as a consequence of the provisions of the ACT and Regulations, pursuant to work performed in terms of this agreement, and shall, on written demand, provide full details in writing of such investigation, complaint or criminal charge.

Thus signed atfor and on behalf of the **CONTRACTOR**

on this dayday of20_____

SIGNATURE:

NAME AND SURNAME:

CAPACITY:

WITNESS: 1.

2.

Thus signed atfor and on behalf of the **EMPLOYER**

on this dayday of20_____

SIGNATURE:

NAME AND SURNAME:

CAPACITY:

WITNESS: 1.

2.

CESSION OF RIGHTS FOR MATERIALS ON SITE

Claim for materials on site

Payment Certificate No. Date:

Contract:

Employer:

Contract No:.....

Contractor:

I / We, the undersigned,.....
(Print name)

in my / our capacity asof
(Print capacity) (Company)

hereby confirm that the Contractor is the bona fide owner of the goods and materials described in the attached schedule and the Contractor hereby cedes assigns and transfers all the right, title and interest claim and demand in and due to the materials and goods described in the attached schedule in favour of the Employer.

All rights of the Employer in and to this Cession shall become effective immediately upon the Contractor obtaining payment for the goods referred to on the attached schedule (less payment of retention monies that may be validly retained in respect thereof) from which time forward the ownership of all the stated goods and materials will vest in and pass irrevocably to the Employer.

Notwithstanding the foregoing all risk or loss and/or damage to the said goods and materials whilst in the Contractor's stores up until the time that all the goods and materials have been installed in the Works shall be the responsibility of the Contractor.

This Cession shall neither constitute a novation of nor amend the terms of the Contract existing between the Employer and the Contractor nor shall it in any manner vitiate any of the rights and obligations imposed on either party.

Signed by: **Date:**
for and on behalf of the Contractor.

Witnessed by: **Date:**

(NOTE: This form, together with the documentary proof of ownership or proof of payment by the Contractor to the supplier, shall accompany the Contractor's claim for payment for materials on site in terms of Clause 49.1.5 of the General Conditions of Contract Third Edition 2015).

PART C2 – PRICING DATA

C 2.1

Pricing Instructions

**EASTERN CAPE PROVINCIAL GOVERNMENT
DEPARTMENT OF AGRICULTURE**

**THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE
INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.**

C2.1 Pricing Instructions

1. Measurement and payment shall be in accordance with the relevant provisions of clause 8 of each of the SABS 1200 Standardised Specifications for Civil Engineering Construction referred to in the Scope of Work. The Preliminary and General items shall be measured in accordance with the provisions of SABS 1200-A, *General*.
2. The units of measurement described in the Bills of Quantities are metric units. Abbreviations used in these Bills of Quantities are as follows:

%	=	percent
h	=	hour
ha	=	hectare
kg	=	kilogram
kl	=	kilolitre
km	=	kilometre
km-pass	=	kilometre-pass
kPa	=	kilopascal
kW	=	kilowatt
l	=	litre
m	=	metre
mm	=	millimetre
m ²	=	square metre
m ² -pass	=	square metre-pass
m ³	=	cubic metre
m ³ -km	=	cubic metre-kilometre
month	=	month
MN	=	meganewton
MN.m	=	meganewton-metre
MPa	=	megapascal
No.	=	number
Prov sum	=	Provisional sum
PC sum	=	Prime Cost sum
R/only	=	Rate only
sum	=	lump sum
t	=	ton (1000 kg)
W/day	=	Work day

3. Unless otherwise stated, items are measured net in accordance with the drawings, and no allowance is made for waste.
4. The prices and rates in these Bills of Quantities are fully inclusive prices for the work described under the items. Such prices and rates cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit. These prices will be used as a basis for assessment of payment for additional work that may have to be carried out.
5. It will be assumed that prices included in these Bills of Quantities are based on Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders. (Refer to www.stanza.org.za or www.iso.org for information on standards)
6. Where the Scope of Work requires detailed drawings and designs or other information to be provided, all costs associated therewith are deemed to have been provided for and included in the unit rates and sum amount tendered such items

7. An item against which no price is entered will be considered to be covered by the other prices or rates in the Bills of Quantities. A single lump sum will apply should a number of items be grouped together for pricing purposes.
8. The quantities set out in these Bills of Quantities are approximate and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the Bills of Quantities.
9. The short descriptions of the items of payment given in these Bills of Quantities are only for the purposes of identifying the items. More details regarding the extent of the work entailed under each item appear in the Scope of Work.
10. Descriptions in the Bills of Quantities are abbreviated and comply generally with those in the SABS 1200 Standardized Specifications.

C 2.2

Bill of Quantities

SECTION A: PRELIMINARY AND GENERAL

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT	
						R	c
	SABS 1200AA	SECTION A: PRELIMINARY AND GENERAL					
A .1	8.3	FIXED-CHARGE ITEMS					
A .1.1	8.3.1	Contractual Requirements	Sum	=====	=====		
A.1.2	8.3.2	Provision of facilities on site:					
		b) Facilities for Contractor	Sum	=====	=====		
A.1.3.	8.3.3	General responsibilities and other fixed-charge obligations	Sum	=====	=====		
A.1.4	8.3.4	Removal of site Establishment	Sum	=====	=====		
A.2	8.4	TIME-RELATED ITEMS					
A.2.1	8.4.1	Contractual Requirements	Sum	=====	=====		
A.2.2	8.4.2	Operate and maintain facilities on the Site:					
		b) Facilities for Contractor	Sum	=====	=====		
A.2.3.	8.4.3	General Responsibilities and other time-related obligations	Sum	=====	=====		
A.3		SUMS STATED PROVISIONALLY BY ENGINEER					
A.3.1	8.5	Full assessment and repairs to existing electricity connections of the building including guard-house connection including issuing of COC.	Prov. Sum	=====	=====	40,000	00
A.3.1.1		Overheads, charges and profit on Item A.3.1	%	40,000.00			
A.3.2		Assess roof timber damage & replace damaged timber. Breaking of masonry walls to fit doors	Prov. Sum	=====	=====	20,000	00
A.3.2.1		Overheads, charges and profit on Item A.3.2	%	20,000.00			
A.3.3	8.5	Assess and repair water connection VET Office including repairs to plumbing works from outside toilet to main sewer-line.	Prov. Sum	=====	=====	38,000	00
A.3.3.1		Overheads, charges and profit on Item A.3.3	%	38,000.00			
A.4	PAM	OCCUPATIONAL HEALTH AND SAFETY ACT					
A.4.1	PAM 8.2.1	All costs and obligations to comply with the OHS Act Construction Regulations	Sum	=====	=====		
A.4.2	PAM 8.2.1	Time related obligations to comply with the OHS Act Construction Regulations	Sum	=====	=====		
Total Carried Forward To Summary							

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT	
						R	c
	SCMM-02/24	SECTION B: RENOVATION OF MAIN OFFICE BUILDING					
B.1		EARTH WORKS					
B.1.1	PC 2.1	Site Clearing	m ²	340.00			
B.1.1	PC 2.2	Remove topsoil to nominal depth of 150 mm and stockpile	m ²	230.0			
B.1.3	PC 2.4	Supply G5 (Sabhunga) from a commercial source. Backfill and compact 90% Mod AASHTO 150mm layer at a time.	m ³	35.0			
B.1.4	PC 2.9	Extra over for prescribed density tests on filling	No.	6.0			
B.2		CONCRETE WORKS					
B.2.1	PC 3.2	Mass Concrete (20 MPa/19mm) for surface beds cast in panels on waterproofing and slabs at a fall (APRONS & PATHWAYS)	m ³	12.20			
B.2.3	PC 3.8	Wooden float top of concrete to be at a slope	m ²	85.00			
B.2.4	PC 3.9	Steel float top of concrete to be level	m ²	37.40			
B.2.5	PC 3.13	Expansion joints with 10mm bitumen impregnated softboard between vertical concrete or brick surfaces	m	26.30			
B.2.6	PC 3.16	One layer of waterproof sheeting under surface beds 250 micron	m ²	68.00			
B.3		WINDOWS, DOORS AND FITTINGS					
B.3.2	PC 14.1	Clear glass to steel window frames: Replace broken windows	m ²	8.70			
B.3.3	PC 7.2	Steel door frames: 2 032mm x 813mm x 234mm	No.	1.00			
B.3.5	PC 11.1	Semi-Solid flush internal quality doors: Replace damaged doors.	No.	2.00			
B.3.6	PC 11.2	Solid flush external quality doors	No.	3.00			
B.3.6	PC 12.1	Three lever heavy-duty mortice lock	No.	8.00			
B.3.9	PC 7.8	Specially manufactured security gate, all-inclusive according to specifications and drawing.	No.	4.00			
Total Carried Forward							

SCMU8-26/27-0061

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT	
						R	c
Brought Forward							
B.4		WATER TANK AND BASE					
B.4.1	PC 15.11	4 750 litre polyethylene rainwater tanks, fittings, valves and anchored to tank base	No.	4.00			
B.4.2	PC 15.12	Extra over tank stand for rainwater harvest tank	No.	1.00			
B.4.2.1	PPS RW 9.1	Supply, deliver, installation, test a 0.75kW water booster pump set complete with all necessary fittings, protections, controls, and accessories for a fully operational system.	Sum	=====	=====		
B.5		PAINTING					
B.5.1	PC 16.1	Paint one coat undercoat and two coats flexible durable paint on plastered walls and ceiling	m ²	522.00			
B.5.2	PC 16.2	Paint three coats flexible durable paint on doors, door frames and windows, lightly sanded in-between each coat	m ²	45.00			
B.6		ROOF					
B.6.1	PPS RF 2.1	Removal of existing roof sheets	m ²	230.00			
B.6.2	PC 10.2	Roof covering with 0,58mm thick galvanized Chromadek IBR roofing sheets Class Z275 fixed to timber purlins	m ²	230.00			
B.6.3	PC 10.4	Ridge capping 450mm girth with minimum 225mm laps	m	50.00			
B.6.4	PC 15.1	Eaves gutters, on and including gutter brackets at not exceeding 1m centres	m	46.00			
B.6.5	PC 15.2	Extra over eaves gutter for outlet	No.	6.00			
B.6.6	PC 15.3	Rainwater downpipes, fixed with and including holderbats to walls at not exceeding 1,5m centres	m	14.00			
B.6.6.1	PC 10.6	Pressed fibre cement fascia boards and barge boards					
B.6.6.2		225 × 12 mm Pressed fibre cement fascia boards completed and fitted to roof structure	m	52.00			
B.6.7		225 × 80 × 12 Pressed fibre cement barge boards completed and fitted to roof structure	m	55.00			
B7		CEILING					
B.7.1	PC 9.1	Remove old and replace ceiling board for office	m ²	56.30			
B.7.1.1		Extra over for the supply and installation of brandering for office ceiling	Sum	=====	=====		
B.7.2	PC 9.2	Gypsum cornice to ceiling	m	62.00			
Total Carried Forward							

SECTION B: RENOVATION OF MAIN OFFICE BUILDING

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT	
						R	c
Brought Forward							
B8		CAPERT FLOOR TILES					
B.8.1	PPS CP1.1	Remove existing carpet floor tile, removal of adhesive residue, and disposal of all waste material to Municipal dump site.	Sum	=====	=====		
B.8.2	PPS CP2.1	Supply. Lave and fix - Carpet floor tiles	m ²	188.0			
B.8.2.1		Extra over on item B.8.2 for the supply, transport and mixing of materials for the preparation of the floor surface and provisioning of extras and specials.	Sum	=====	=====		
B.9		SANITARY FITTINGS					
B.9.1	PC 15.23	9 litre white glazed single flush cistern including lid and fitments	No.	2.0			
B.9.2	PC 15.3	Universal white top lift porcelain toilet seat cover	No.	2.0			
B.9.3	PC 15.3	White glazed vitreous pan with P-trap including connection to water supply and sewer line	No.	2.0			
B.9.4	PC 15.3	White glazed vitreous wash hand basin with stand and lit fitments including mixers fitted and connected to water supply	No.	2.0			
B.9.5	PC 15.3	New toilet roll holder plunged to wall (STEEL)	No.	2.0			
B.9.6	PPS RF4.1	Remove existing sanitaryware, removal of adhesive residue, and disposal of all waste material to Municipal dump site.	Sum	=====	=====		
Total Carried Forward To Summary							

SECTION C: RENOVATION TO OUTSIDE OFFICE

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT	
						R	c
C.1	SCMM-02/24	SECTION C: RENOVATION TO OUTSIDE OFFICE					
C.1.1	PC 11.2	Replace weather damaged doors with Solid flush external quality doors	No.	5.00			
C.1.2	PC 12.1	Install three lever heavy-duty mortice lock	No.	5.00			
C.1.3	PC 7.8	Specially manufactured security gate, all-inclusive according to specifications and drawing.	No.	2.00			
C.2		PAINTING					
C.2.1	PC 16.1	Paint one coat undercoat and two coats flexible durable paint on plastered walls and ceiling	m ²	146.00			
C.2.2	PC 16.2	Paint three coats flexible durable paint on doors, door frames and windows, lightly sanded in between each coat	m ²	25.00			
C.3		ROOF					
C.3.1	PC 10.2	Roof covering with 0,58mm thick galvanized Chromadek IBR roofing sheets Class Z275 fixed to timber purlins	m ²	85.00			
C.3.2	PC AS 12.1	Roof Structure (FLAT ROOF over 4m x 14m space)	Sum	=====	=====		
C.3.3	PC 15.1	Eaves gutters, on and including gutter brackets at not exceeding 1m centres	m	14.00			
C.3.4	PC 15.2	Extra over eaves gutter for outlet	No.	2.00			
C.3.5	PC 15.3	Rainwater downpipes, fixed with and including holderbats to walls at not exceeding 1,5m centres	m	5.00			
C.3.6	PC 10.6	Pressed fibre cement fascia boards and barge boards					
C.3.6.1		225 × 12 mm Pressed fibre cement fascia boards completed and fitted to roof structure	m	27.00			
C.3.6.2		225 × 80 × 12 Pressed fibre cement barge boards completed and fitted to roof structure	m	13.00			
C.4		CEILING					
C.4.1	PC 9.1	Ceiling board for office	m ²	74.00			
C.4.1.1		Extra over for the supply and installation of brandering for office ceiling	Sum	=====	=====		
C.4.2	PC 9.2	Gypsum cornice to ceiling	m	82.00			
Total Carried Forward							

SECTION C: RENOVATION TO OUTSIDE OFFICE

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT	
						R	c
Brought Forward							
C.5		SANITARY FITTINGS					
C.5.1	PC 15.23	9 litre white glazed single flush cistern including lid and fitments	No.	4.0			
C.5.2	PC 15.3	Universal white top lift porcelain toilet seat cover	No.	4.0			
C.5.3	PC 15.3	White glazed vitreous pan with P-trap including connection to water supply and sewer line	No.	3.0			
C.5.4	PC 15.3	White glazed vitreous wash hand basin with stand and lit fitments including mixers fitted and connected to water supply	No.	4.0			
C.5.5	PC 15.3	New toilet roll holder plunged to wall (STEEL)	No.	4.0			
C.6		TOILET TILING					
C.6.1	PC 15.1	300 x 300 x 6mm ceramic tiles laid on existing concrete floor including tylon and grout and make good finish	m ²	106.0			
C.6.2	PC 15.3	300 x 300 x 6mm ceramic tiles laid on existing walls above the wash basins including tylon and grout and make good finish	m ²	4.4			
C.6.3	PC 15.2	100mm wide ceramic tile skirting	m	68.0			
C7		CAPERT FLOOR TILES					
C.7.1	PPS CP1.1	Remove existing carpet floor tile, removal of adhesive residue, and disposal of all waste material to Municipal dump site.	Sum	=====	=====		
C.7.2	PPS CP2.1	Supply. Lave and fix - Carpet floor tiles	m ²	165.0			
C.7.2.1		Extra over on item B.72 for the supply, transport and mixing of materials for the preparation of the floor surface and provisioning of extras and specials.	Sum	=====	=====		
C.8		REMOVAL OF DAMAGED ROOF					
C.8.1	PPS RW11.1	Remove weather damaged roof and cart all material to Municipal Dump site.	Sum	=====	=====		
Total Carried Forward To Summary							

SECTION D: GUARD HOUSE & BURGLAR-PROOF FOR WINDOWS

ITEM NO	PAYMENT	DESCRIPTION	UNIT	QTY	RATE	AMOUNT	
						R	c
D.1	SANS 1200	GUARD-HOUSE					
D1.1	PPS RW3.1	2.5m x 2.5m Kwiwspace or similar approved Guard-House on 300mm x 300mm x 300mm concrete anchors as per supplier specification.	Sum	=====	=====		
D.2		BURGLAR-PROOF FOR WINDOWS					
D2.1	PPS RW5.1	Specially manufactured burglar -proof bars at all office windows, all-inclusive according to specifications and drawing					
		1.022m high x 1.245m wide window	No	4.0			
		1.511m high x 1.245m wide window	No	4.0			
		2.000m high x 1.245m wide window	No	2.0			
		2.489m high x 1.245m wide window	No	2.0			
		0.533m high x 0.654m wide window	No	5.0			
		1.022m high x 0.654m wide window	No	3.0			
D.3		REMOVAL OF EXISTING BURGLAR-PROOF WINDOWS					
D3.1	PPS RW7.1	Removal of existing burglar mesh at windows.	Sum	=====	=====		
D.4		CLEANING, DISPOSAL OF LITTER AND SORTING OF OLD FILES					
D.4.1	PPS RW 13.1	Disposal of litter and sorting of old files	Sum	=====	=====		
Total Carried Forward To Summary							

SUMMARY OF SECTIONS

SECTION	DESCRIPTION	AMOUNT (RAND)
1	SECTION A: PRELIMINARY AND GENERAL
2	SECTION B: RENOVATION OF MAIN OFFICE BUILDING
3	SECTION C: RENOVATION TO OUTSIDE OFFICE
4	SECTION D: GUARD HOUSE & BURGLAR-PROOF FOR WINDOWS
	SUBTOTAL
5	10% CONTINGENCY
	SUBTOTAL
6	Add 15% VAT
Total Carried Forward To Summary Of Schedules	

C 3.1

Scope of Work

**EASTERN CAPE PROVINCIAL GOVERNMENT
DEPARTMENT OF AGRICULTURE**

**THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN
THE INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.**

C3.1 Scope of Work

1. Scope of Work and Management

TOPIC	SUB TOPIC
DESCRIPTION OF THE WORKS	
Employer's objective	Renovation of an Agriculture office at COFIMVABA Town in INTSIKA YETHU Local Municipality of Chris Hani District.
Overview and extent of works	<p>This contract entails the Renovation of Office structure.</p> <p><u>Renovation of Office:</u></p> <ul style="list-style-type: none"> • Earthworks, • Replacement of roof sheeting at main Office • Aprons and pathways, • Remove & Replace Carpet Tiles to floor • Painting of Walls & Ceiling, • Plumbing works, • Water reticulation, • Roofing of Outer Office and Ceiling, • Electricity Repairs • Prefabricated Guard House, • Install seamless aluminium gutters, downpipes, tanks and tank stands. • Burglar proofing of Windows
Labour intensive work:	<p>It is the Employer's objective that the contract be executed as a labour intensive contract, and that all labour-intensive tasks shall be executed in terms of the EPWP regulations.</p> <p>Labour intensive tasks shall be, but is not restricted to:</p> <ul style="list-style-type: none"> • Clearing and Grubbing, • Shaping, • Loading, • Hauling, • Offloading • Spreading • Compaction • Installation of manufactured items
Location of the works	COFIMVABA Town in INTSIKA YETHU Local Municipality. Refer to locality drawings for co-ordinates.
ENGINEERING	
Design + Drawings + Specifications	Done + Will be issued + Compiled by the division Engineering Services of DOA
PROCUREMENT	
Preferential procurement procedures	Method 1 – Price Preference
Sub-contracting	Sub-contracting will be allowed. The Contractor must however indicate at tender stage which portions of the work will be sub-contracted and to whom.
CONSTRUCTION	
Works specifications	1. The standards specifications will apply, as stated in: "Specifications of Construction Materials and methods to be used for Agricultural on-farm Infrastructure", Third Edition, OCTOBER 2024, Revision "DOA SCMM-03/2024".

	<p>2. Applicable SANS 1200 standards for the building works.</p> <p>3. Attached Project Particular Specifications will apply.</p>
Plant and materials	<p>1. The Employer will not provide any plant or material.</p> <p>2. The Contractor shall inform the Engineer in good time, to inspect and approve the plant and materials that will be used before construction commences or on arrival of material on site.</p>
Construction equipment	<p>1. The Employer will not provide any equipment.</p> <p>2. The Contractor shall provide all suitable construction equipment necessary to complete the project.</p>
Existing services	<p>Care should be taken by the contractor not to damage any existing services. The Engineer shall show the position of all existing infrastructure both above ground and below ground to the Contractor and the contractor are to ensure that no excavations shall commence without consent of the Engineer.</p>
Site establishment	<p>1. The Employer will not provide any facilities on site.</p> <p>2. The Contractor shall provide an office, storage shed, toilets, security, vehicles, labour and accommodation.</p>
Site usage	<p>The Contractor shall not utilize the site for any other purpose than the construction of the agreed works.</p>
Permits and way leaves	<p>The Contractor will negotiate all necessary permits and way leaves with the local community.</p>
Survey control and Setting out works	<p>The Contractor will be responsible for the survey and setting out of all construction levels. After setting out the levels the Contractor will inform the Engineer to inspect the levels before any excavation work or construction work may commence.</p>
MANAGEMENT	
Management of works	<p>1. Applicable SANS 1200, SANS 10400 standards will apply.</p> <p>2. Attached generic standards will apply.</p> <p>3. The standards specifications will apply, as stated in: "Specifications of Construction Materials and methods to be used for Agricultural on-farm Infrastructure", Third Edition, OCTOBER 2024, Revision "DOA SCMM-03/2024", will apply.</p> <p>4. Drawings and specifications will be provided by the Employer and shall be the only acceptable drawings for the agreed works.</p> <p>5. The Engineer will be available to perform inspections every day on request, but will perform at least one scheduled inspection per week.</p> <p>6. The Contract type is measured where payments to the Contractor will be made after measurement of the work done by the Engineer according to the following payment schedule.</p> <p>6.1. The Contractor shall submit invoices according to the agreed claims and the Engineer will recommend the payment.</p> <p>6.2. The Engineer will inspect the work at the Contractor's request to measure the progress and determine the part payment that is due when both parties are in agreement about the claim.</p> <p>6.3. All payments can include materials that are secured on site under control of the Contractor. Materials on site which are not yet built into the works will compensated at 80% of the value as per the invoice from the material suppliers.</p> <p>6.4. The Employer allows for monthly interim payments for the project that can be used, 1 practical and 1 final payment.</p> <p>6.5. The practical completion of the construction work implies the work is complete and the beneficiaries can use the infrastructure.</p> <p>6.6. The final and last payment is the retention money that will be paid after a predetermined period after all construction work is done. This is the defects liability period.</p> <p>6.7. Certificates of Completion and Final Approval will be issued by the Engineer for practical and final construction completion.</p> <p>7. The Contractor shall provide the Engineer with proof that Insurance has been obtained for the contract period.</p> <p>8. The Contractor shall keep a daily record of all labour related matters, weather occurrences, all incidents that influenced construction.</p>

	<p>9. Communications between the Employer and Contractor will be in writing with copies to all stakeholders.</p> <p>10. The Contractor shall be responsible for testing the works after completion to ensure compliance with the Employer's requirements.</p> <p>11. The Employer will commission the works during a public handing over ceremony.</p> <p>12. The Contractor shall repair all defects of workmanship and materials during the liability period.</p>
Health and safety	<p>1. Attached Generic Occupational Health and Safety Specifications will apply.</p> <p>2. Applicable SANS 1200, SANS 10400 and 10142 standards will apply;</p> <p>3. Occupational Health and Safety Act (Act No. 85 of 1993) will apply;</p> <p>4. The Contractor shall appoint a person that will be responsible for health and safety issues on site and provide the Engineer with the name and credentials of this person. This person must also be trained in First Aid and must have a comprehensive First Aid Kit on site.</p> <p>5. The Contractor shall be responsible to design and apply measures to prevent accidents or injury to any person or property during construction.</p>

C 3.2

Specifications

PARTICULAR / GENERIC SPECIFICATIONS

THIS BID FOR THE RENOVATION OF AGRICULTURE OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.

SCOPE

PS SCOPE

THIS BID FOR THE RENOVATION OF AGRICULTURAL OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU LMOF THE CHRIS HANI DISTRICT.

PS 1 DISCLAIMER

The information regarding subsurface conditions, materials on site and site information supplied, is provided in good faith for the contractor's convenience as an indication of conditions likely to be encountered. No responsibility will be accepted for, and there is no guarantee of the information being representative of the whole area of the works or materials.

The information provided will not be regarded as in way limiting. The contractor will be held to have satisfied himself of all conditions to be encountered on site and to allow accordingly in his tendered rates.

PS 2 APPLICABLE STANDARDS

The South African Bureau of Standards, Standard Specifications for Civil Engineering Construction (SABS 1200). It shall however be noted that reference is made in certain of the specifications to other standardized specifications which may or may not be included in this document. Where such specifications are not included, they shall however be deemed to be included in the Contract documents.

The Contractor shall have available for reference on site at all times a full set of the above specifications, together with any other to which they refer. These specifications shall remain the property of the Contractor but shall be made available to the Engineer whenever required throughout the duration of the Contract.

The South African Bureau of Standards, Standard Specifications for Civil Engineering Construction (SABS 1200) shall apply to this Contract together with additional amendments as set out herein

PS 3 PLANT AND MATERIALS

The Employer will not be providing any plant or supplying any materials for use by the Contractor in executing the works. The Contractor must provide all plant and materials of whatever nature necessary to enable him to undertake the works as specified.

The Contractor must provide all necessary samples and copies of the relevant test results required to prove compliance with the specifications, prior to utilisation of any material within the works.

PS 3.1 Construction Equipment

The provision of all tools and equipment of whatever nature, required for execution of the scheduled items, must be the responsibility of the Contractor, and the cost thereof must be included in the rates for the respective items of work.

PS 4 EXISTING SERVICES

The Contractor will be issued with drawings showing the position of existing services in the vicinity of his working area. The Contractor must contact the service authorities concerned (i.e. Water, Sanitation, Electricity and Telecommunications) to confirm the position of existing services, and must apply for the Construction Permit for work programmed within the road reserve when required.

The Contractor is required to undertake work in proximity to existing services and he must take all necessary precautions to prevent any damage to these services. In this regard, the Contractor must excavate by hand to expose and confirm the location and depth of each existing service prior to carrying out any construction over or around the service.

Should his operations result in any damage to existing services, he must immediately notify the Engineer and the local authority, who will inspect the damage and determine what further action is required. The Contractor must be responsible for the cost of all repairs or reinstatement necessary, whether these are carried out with his own resources or by a third party.

PS 5 SITE ESTABLISHMENT

PS 5.1 Services and Facilities Provided by the Employer

The Employer will not provide any facilities or services.

PS 5.2 Facilities Provided by the Contractor

Due to the extremely constricted nature of the site, the Contractor must be required to determine the most convenient location for his camp site in consultation with the Community/Owner such that this will cause the least disruption and interference with his activities. Dependent on his actual space requirement, different components of the camp could be located in different areas.

Should the Contractor elect to locate any or all of his facilities in one area for a certain duration, and then relocate them later, any associated costs must be solely for his account, and no claims of any nature for additional costs will be entertained.

The Contractor will be required to provide certain facilities for the exclusive use of the Engineer and his staff, all as defined in SABS 1200 AB, and as amended by any variations / additions in clause C3.4.1.6.

PS 5.3 Storage and Laboratory Facilities

The employer has no specific requirements for any storage or laboratory facilities, and the Contractor should provide whatever he deems to be necessary to support his activities.

PS 5.4 Other Facilities and Services

Should the Contractor require a supply of municipal water to enable him to undertake any of his activities on the site then he must make his own arrangements with the Community/Owner or Municipality for a suitable point of supply. The Contractor must agree the details of both the position and the size of connection required with the relevant officials, and must be responsible for the cost of the connection, the cost of water used, and the cost of removal and reinstatement on completion.

Should the Contractor require an electrical connection to his campsite then he must submit an application to the Community/Owner, Municipality's electricity department or Eskom as might be applicable to obtain a supply with the necessary capacity at a suitable position. The Contractor must be responsible for the cost of the connection, the cost of electricity used, and the cost of removal and reinstatement on completion.

The Contractor must:

- i) make his own arrangements for whatever telephone and facsimile services he may require.
- ii) provide sufficient serviced, portable toilets at convenient locations for the use of his staff during their time spent on site.
- iii) supply a first aid kit to be available at the site office, and re-stock the contents as and when necessary.
- iv) make available a list of emergency contact numbers for ambulance, police and fire services.
- v) provide the necessary facilities on site to temporarily store refuse, and make arrangements with the Municipality for regular refuse removals. Refuse storage facilities must make allowance for waste separation, re-cycling and re-use wherever possible

All costs associated with any of the above aspects must be included in the relevant preliminary and general items.

PS 5.5 Vehicles and Equipment

No vehicles or specialised equipment is required for the employer and his agents.

PS 5.6 Advertising Rights

No advertising of any kind will be allowed on the site.

PS 5.7 Notice Boards

Two project notice boards will be required in accordance with SABS 1200 AB, and as amended by any variations/additions in clause C3.4.1.6.

PS 6 SITE USAGE

The Contractor must restrict his operations to the boundaries of the site and he must not be allowed to occupy or impact on any other adjacent areas.

PS 7 PERMITS AND WAY LEAVES

The Contractor will be required to provide copies of permits for any borrow pits or quarries from which he intends to obtain bedding material or aggregate.

The Contractor must be responsible for obtaining all of the necessary way leaves, permissions or permits applicable to working near any existing services or other infrastructure on Site, and must ensure that any way leaves, permissions or permits obtained by the Employer's Agent prior to the award of the Contract are transferred into the Contractor's name. (Refer also to clause C3.4.4 above.)

The Contractor must abide by any conditions imposed by such way leaves, permissions or permits.

The Contractor must ensure that all way leaves, permissions and permits are kept on site and are available for inspection by the relevant service authorities on demand.

PS 8 ALTERATION, ADDITIONS, EXTENSIONS AND MODIFICATIONS TO EXISTING WORKS

Wherever the Contractor is required to carry out construction to lines and levels based on or tying into existing infrastructure, he must first check that the information provided for the existing works is accurate and correct. Should there be any discrepancies as regards position, or defects in the quality of the existing work which may affect the proposed work, then the Contractor must report these to the Engineer and request clarification prior to proceeding with the new construction.

PS 9 INSPECTION OF ADJOINING PROPERTIES

The Contractor and the Engineer must together inspect and record the condition of all adjoining properties or existing services, prior to the commencement of any work that may impact on these existing facilities in any way.

PS 10 WATER FOR CONSTRUCTION PURPOSES

The Contractor must make his own arrangements with the Community/Owner or Municipality to obtain water for construction purposes.

PS 11 SURVEY CONTROL AND SETTING OUT OF THE WORKS

The Contractor must be solely responsible for the setting out of his work, and will be provided with the necessary bench marks and co-ordinated pegs on which to base the setting out.

All other control points and benchmarks required for construction or computation of quantities must be set out by the Contractor in consultation with the Engineer. Points set out must be clearly marked and the position and all other relevant data placed on a site plan. A copy of the plan must be handed to the Engineer immediately, for control purposes.

Any existing beacons disturbed or removed during the course of the Contract will be replaced at the Contractor's cost. Only a land surveyor or the Engineer's Surveyor who originally installed the beacons will be allowed to replace them.

PS 12 MANAGEMENT

PS 12.1 Management of the Works

PS 12.1.1 Applicable SANS Standards

The applicable standards are listed in clause PPS 2.

PS 12.1.2 Particular / Generic Specifications

Particular or generic specifications are included for all parts of the work.

PS 12.1.3 Planning and Programming

Within 14 days of the Commencement Date the Contractor must prepare and submit to the Engineer for approval a fully detailed programme showing:

- the sequence and duration of all activities required to undertake the scheduled work.
- the linkage between activities deemed to be on the critical path.
- critical dates for receipt of information and drawings.
- milestone date for Completion of different sections of the work.

Whenever the work deviates significantly from the proposed programme for whatever reason, the Contractor must, following a request from the Engineer, must prepare a new programme that shows how the work will be re-scheduled so as to achieve the original Completion Date.

The Contractor must take cognisance of the exploration work which has to be executed prior repairing or replacing of existing pipelines.

PS 12.1.4 Sequence of the Works

The sequence of work must be carried out strictly in accordance with the approved programme as detailed above.

PS 12.1.5 Methods and Procedures

Prior to the commencement of any work on the Site the Contractor must submit method statements for each separate construction activity that he is required to undertake. The method statements must be submitted to the Engineer for approval at least 10 days prior to the scheduled start of the activity. The method statements must set out the technical procedures to be followed in carrying out the activity and must include details of compliance with both Occupational Health and Safety and Environmental aspects.

The Contractor must ensure that his staff and workers are properly trained in the safe and effective use of any equipment, plant or materials necessary to undertake the work.

PS 12.1.6 Quality Control

The Contractor must provide whatever samples of materials are required for approval prior to commencement, together with the applicable test results to prove compliance with the relevant specification. He must undertake all necessary tests that are stipulated in terms of the applicable specification to ensure that his workmanship meets the required standard.

PS 12.1.7 Environment

The Contractor must ensure that he is fully aware of the requirements of the CEMP and that he understands his responsibilities regarding both his management of the project and the actual construction activities on Site.

PS 12.1.8 Accommodation of Traffic

The Contractor is responsible for the safety of all vehicular and pedestrian traffic affected by his work and must provide all the necessary warning signs, barricading and lighting as necessary, fully in compliance with the requirements of the SADC Road Traffic Signs Manual and with the approval of the Traffic Department.

PS 12.1.9 Other Contractors

The Contractor has sole possession of the site and does not have to deal with other contractors.

PS 12.1.10 Testing, Completion, Commissioning

Each aspect of the work included in the Contract must be fully tested in accordance with the requirements of the relevant standard specification, as amended by the Specification Data as applicable, prior to completion of the works as a whole. All outstanding work must be completed and substandard work must be corrected prior to completion taking place.

PS 12.1.11 Recording of weather

The Contractor is required to keep a detailed record of daily weather conditions on the Site. The information must include rainfall, wind speed and direction, cloud cover and temperature. The format and extent of detail required must be agreed with the Engineer prior to commencement. (Refer to clause PS 12.1.17) below). A summary of inclement weather shall be recorded in the minutes of site meetings.

PS 12.1.12 Format of Communications

All communication of whatever nature is through the Engineer. Only under circumstances that relate to health and safety can the Contractor act on instructions issued by any other party. These instructions must then be immediately communicated to the Engineer with a request for confirmation of the instruction.

The Contractor is required to provide a suitable triplicate book which is used for communication between the Engineer or his representative and the Contractor. The book may be used for the issue of site instructions, the request for information or inspections, or merely to record aspects of contractual importance.

PS 12.1.13 Key Personnel

Within 14 days of the Commencement Date and prior to commencement of any operations on site, the Contractor shall submit to the Employer's Agent detailed CV's of his key personnel together with their relevant contact details. Should the key personnel not be the same as those included in the tender submission, then the Contractor shall be required to provide personnel with equivalent or better qualifications and experience.

The Contractor keeps a site representative competent to administer and control the works continuously in the Working Areas during the execution of the works. The Contractor informs the Engineer of the name of the site representative, and any instruction given to the site representative by the Engineer is deemed to be given to the Contractor.

PS 12.1.14 Management Meetings

The Contractor is required to attend a monthly site meeting during which all aspects relating to the progress, scope, expenditure, OHS, environmental and general administration of the Contract is discussed. The Contractor must ensure that his representative at the meeting has the necessary understanding and authority to make decisions regarding these issues.

In addition, technical meetings are held on monthly, during which time aspects of a more technical nature relating to the actual construction process and quality of the work are addressed.

PS 12.1.15 Forms for Contract administration

The Contractor will keep all records as stated below as well as the following:

- EPWP forms to be submitted together with all Payment Certificates.
- Report on progress and labour at site meetings.

PS 12.1.16 Payments

All payments to the Contractor are by means of direct electronic transfer and the Contractor must provide his banking details to the Engineer together with the initial payment claim.

PS 12.1.17 Daily Records

The Contractor is required to maintain a daily record of all construction activities taking place on Site which includes details of plant, personnel, and visitors as well as other events such as weather conditions or any circumstances that may have a bearing on the nature and progress of his operations.

The Contractor is required to provide a detailed report at each site meeting. The report must be in a format to be agreed with the Engineer and contain the following:

- Details of actual progress versus programme for each construction activity.
- A daily record of rainfall and other weather events that could affect the work.
- Details of any delays that have occurred due to weather or any other cause.
- A record of resources (people, plant and equipment) present on Site.
- Details of any accidents or lost time incidents that have occurred.
- A list of information required.

PS 12.1.18 Payment Certificates

Payment Certificates shall be drawn up in an agreed format based on the bills of quantities and any variation orders authorised. The date for submission of each payment claim shall be agreed with the Employer's Agent. The procedure for preparation of Payment Certificates shall be as follows:

- The actual quantity for each item shall be agreed with the Employer's Agent or his representative based on the cumulative total of the previous monthly quantity and the additional work carried out during the month.
- The Contractor shall draw up and submit his claim using the agreed quantities.
- The Employer's Agent shall check the claim and confirm the amount to be paid.
- The Contractor shall provide a VAT invoice to the Employer's Agent for the agreed amount.
- The Employer's Agent shall prepare the payment certificate and submit the claim, accompanied by the VAT invoice.

PS 12.1.19 Proof of Compliance with the Law

The Contractor is required to comply with all regulations and laws of whatever nature which are applicable to his operations throughout the duration of the Contract, and produce documentary evidence when requested for all aspects, including, but not limited to:

- Valid proof of registration with the Compensation Commissioner.

- Proof of registration for income tax and VAT.
- Compliance with the Occupational Health and Safety Act and Construction Regulations.

PS 12.2 Health and Safety

The Contractor must comply with all relevant aspects of the Occupational Health and Safety Act together with the Regulations referred to therein, as applicable to the scope of his activities.

Particular attention must be paid to the issuing of the relevant Notices, appointment of responsible people, undertaking Hazard Identification and Risk Assessments, and preparation of a Health and Safety Plan. All necessary documentation must be prepared and submitted for comment and approval immediately after the Contract award.

Specific Health and Safety considerations applicable to this project are detailed in the Occupational Health and Safety Specification, attached to this document.

Method statements submitted for the Contractor's construction activities include details of compliance with Occupational Health and Safety, and must be submitted immediately after the Contract award and prior to commencement with any work on Site.

The Contractor must provide the necessary personal protective equipment and clothing to all staff as relevant for the type of work being carried out.

Whenever the Contractor's staff are subjected to hazardous substances, excessive dust or noise, he must arrange for pre and post-employment medical examinations on the affected employees.

No member of the Contractor's staff is allowed on Site while under the influence of alcohol or drugs. Any member of his staff who exhibit signs of alcohol or drug usage must be immediately removed from the premises.

The Contractor is responsible for the protection of the public in the areas in which he is working and must provide barricades and lighting as necessary to ensure their safety. He is also responsible for the safe control of traffic wherever his works impact on the existing roadways.



agriculture

Department:
Agriculture
PROVINCE OF THE EASTERN CAPE

Occupational Health and Safety Specification

**Issued in terms of the Occupational Health and Safety Act, 1993
Construction regulations 2014**

PROJECT NAME	RENOVATION OF AGRICULTURE OFFICE.
LOCATION	COFIMVABA TOWN IN THE INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.

Contents

2	<u>SCOPE</u>	123
2.1	<u>SITE SPECIFIC SPECIFICATION</u>	123
	<u>PROJECT SCOPE:</u>	124
2.2	<u>PROJECT LOCATION:</u>	124
3.	<u>DEFINITIONS</u>	124
3.1.	<u>LIST OF ABBREVIATIONS</u>	124
3.2.	<u>KEY REFERENCES</u>	125
4.	<u>INTERPRETATION</u>	125
4.1.	<u>PURPOSE OF THE PROJECT SPECIFIC HEALTH AND SAFETY SPECIFICATION (PSHSS)</u>	125
4.2.	<u>IMPLEMENTATION OF THE PROJECT SPECIFIC OCCUPATIONAL HEALTH AND SAFETY SPECIFICATIONS (PSHSS)</u>	126
5.	<u>GENERAL REQUIREMENTS</u>	126
5.1.	<u>RISKS</u>	126
5.2.	<u>SPECIFIED HAZARDOUS CHEMICAL SUBSTANCES</u>	127
5.3.	<u>CLIENT HAZARD NOTIFICATION</u>	127
5.4.	<u>GENERAL RISK MANAGEMENT</u>	127
5.5.	<u>TRAINING, AWARENESS AND COMPETENCY</u>	128
5.5.1.	<u>Health & Safety Training</u>	128
5.5.2.	<u>Induction</u>	128
5.5.3.	<u>Awareness</u>	129
5.5.4.	<u>Competency</u>	129
6.	<u>OCCUPATIONAL HEALTH & SAFETY MANAGEMENT</u>	129
6.1.	<u>NOTIFICATION OF CONSTRUCTION WORK</u>	129
6.2.	<u>ORGANOGRAM AND APPOINTMENT OF COMPETENT SITE PERSONNEL</u>	129
6.2.1.	<u>Construction Manager (CR 8.1)</u>	129
6.2.2.	<u>Construction Work Supervisor (CR 8.7)</u>	130
6.2.3.	<u>Construction Health and Safety Officer (CR 8.5)</u>	130
6.2.4.	<u>Health & Safety Representative / H&S Committee Member (OHS Act 17 & 19)</u>	130
6.2.5.	<u>First Aider / First Aid Attendant</u>	130
6.2.6.	<u>Risk Assessor</u>	130
6.2.7.	<u>Appointment of Competent Contractors (CR7.1)</u>	131
6.2.8.	<u>Appointment of Sub-Contractors</u>	131
7.	<u>GENERAL RISK MANAGEMENT</u>	131
7.1.	<u>HEALTH RISKS AND MEDICAL SURVEILLANCE</u>	131
7.2.	<u>EMERGENCY PROCEDURES</u>	132
7.3.	<u>FIRES AND EMERGENCY MANAGEMENT</u>	132
7.4.	<u>INCIDENT MANAGEMENT AND COMPENSATION CLAIMS</u>	133
7.5.	<u>PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING</u>	133
7.6.	<u>OCCUPATIONAL HEALTH AND SAFETY SIGNAGE</u>	133
7.7.	<u>INDUCTION OF EMPLOYEES AND VISITORS, GENERAL H&S TRAINING</u>	133
7.8.	<u>ACCESS CONTROL MEASURES</u>	133
7.9.	<u>GENERAL REQUIREMENTS AND PROVISIONS</u>	134
7.10.	<u>POPI ACT POLICY, PROCEDURE AND CONTROL</u>	134
8.	<u>COMMUNICATION ON SITE</u>	134
9.	<u>CARE OF WORKERS ON SITE (WELFARE)</u>	134
10.	<u>DISCIPLINE, ALCOHOL AND SUBSTANCE ABUSE</u>	135
11.	<u>SAFETY RULES WITH RESPECT TO HEALTH CARE FACILITIES</u>	ERROR! BOOKMARK NOT DEFINED.
12.	<u>ELECTRICAL TOOLS</u>	135
13.	<u>HOARDING</u>	135

14. CONSTRUCTION AND MOBILE PLANT	135
15. REMOVING AND INSTALLATION OF NEW WINDOWS	ERROR! BOOKMARK NOT DEFINED.
16. WORKING AT HEIGHTS	135
17. SUBCONTRACTORS	135
18. DELIVERY OF MATERIALS	136
19. GENERAL SITE CONTROL	136
20. PAINT WORK	136
21. NOISE AND DISTURBANCE	136
22. EPIDEMIC AND PANDEMIC CONTROL	136
23. ERGONOMICS	137
24. BIOLOGICAL WASTE AND HYGIENE CONTROL	137
25. NON-CONFORMANCES	137
26. HEALTH AND SAFETY FILE	137
27. PROJECT CLOSE OUT REQUIREMENTS	138
28. PENALTIES	138
29. DOCUMENT DETAILS	139
ANNEXURE A	140
CONTRACTORS MONTHLY HEALTH AND SAFETY REPORT	140
ANNEXURE B: OHS BUDGET	141
ANNEXURE C: POPIA DECLARATION FORM	143
ANNEXURE D: BASELINE RISK ASSESSMENT	143

SCOPE

Site Specific Specification

This health and safety specification in respect construction work to be executed for **The Renovation of Agriculture Office in COFIMVABA TOWN IN THE INTSIKA YETHU Local Municipality of the Chris Hani District Eastern Cape Province**. The health and safety specification provides the overarching framework within which the Principal Contractor is required to demonstrate compliance with the Occupational Health and Safety Act 85 of 1993, during construction work. This document sets a standard on the following:

- Establishes the way the Principal Contractor is to manage the risk of health and safety incidents during construction; and
- Establishes the way the Client's Health and Safety Agent will interact with the Principal Contractor.

This specification establishes general requirements to enable the Principal Contractor to satisfy aspects of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Construction Regulations, 2014.

The Principal Contractor is required to develop, implement, and maintain a site-specific health and safety plan. The Client is required to provide certain site-specific information to the Principal Contractor or a health and safety specification for the works to enable such a plan to be formulated. Accordingly, this specification on its own cannot ensure compliance with the requirements of the Act.

The Construction Regulations, 2014, requires a client to stop any contractor from executing construction work which is not in accordance with the contractor's health and safety plan for the site or which poses to be a threat to the health and safety of persons. The Appointed OHS Agent will conduct monthly Health and Safety Audits.

Project Scope:

The scope of this Occupational Health, Safety and Environmental (SHE) Specification is to address the reasonable and foreseeable aspects of occupational health, safety and environmental management, which will be affected by the contract work.

The specification will provide the requirements that the Principal Contractor and other Contractors shall comply with to reduce the risks associated with the contract work, and that may lead to incidents causing injury and/or ill health or degradation of the environment, to a level as low as reasonably practicable and possible.

The Renovation of Agriculture Office in COFIMVABA TOWN IN THE INTSIKA YETHU Local Municipality of the Chris Hani District. a programme through the Eastern Cape Department of Agriculture will do construction works as per the scope of works.

Contract Duration: Overall, 4 Months project

The Scope of Works are as follows:

Renovation of Office:

- Cleaning of open channel
- Removal of roof sheets, ceiling
- Repairs to existing timber (trusses and branderings)
- Painting of building (inside or outside)
- Repairing of existing concrete floor
- 0.53mm corrugated sheeting for roof, barge board, gutter
- Delivery and installation of 2 x 5000 Litre Green Water tanks
- Water reticulation
- Toilets repairs
- Supply, deliver and compact G5 gravel material for roadway.
- Compaction Test on G5 Material.

Project Location:

The Eastern Cape Department of Agriculture, "**The Renovation of Agricultural Office in COFIMVABA Town in INTSIKA YETHU Local Municipality of the Chris Hani District.**

LOCATION: COFIMVABA Town, INTSIKA YETHU Local Municipality
DISTRICT: Chris Hani District

3. DEFINITIONS

As per the Occupational Health and Safety Act (85 of 1993) and the relevant regulations and applicable standards.

3.1. List of Abbreviations

AIA	Approved Inspection Authority
BOQ	Bill of Quantities
CEO	Chief Executive Officer
CHS	Construction Health and Safety
CHSA	Construction Health and Safety Agent

CHSO	Construction Health and Safety Officer
COC	Certificate of Compliance
COIDA	Compensation for Occupational Injuries and Diseases Act
COLTO	Committee of Land and Transportation Officials
CR	Construction Regulations (Gazette 10113 of 07/02/2014)
DoEL	Department of Employment and Labour
FPP	Fall Protection Plan
FPL	Forensic Pathology Laboratory
GAR	General Administration Regulations
GSR	General Safety Regulations
ID	Identification Document
HASCHEM	Hazardous Chemicals
HCAR	Hazardous Chemical Agent Regulations
HBAR	Hazardous Biological Agents Regulations
HIRA	Hazard Identification Risk Assessment
H&S	Health and Safety
NQF	National Qualifications Framework
OHSA	Occupational Health and Safety Act No. 85 of 1993 (as amended)
OHSS	Occupational Health and Safety Specification
PA	Principal Agent
CHSS	Construction Health and Safety Specification
POPIA	Protection of Personal Information Act
PSHSS	Project Specific Health and Safety Specification
PC	Principal Contractor
PPE	Personal Protective Equipment
PSP	Professional Service Providers
SABS	South African Bureau of Standards
SANS	South African National Standards (Authority)
SDS	Safety Data Sheet
SHE	Safety Health and Environment
SWP	Safe Work Procedure
UIF	Unemployment Insurance Fund

3.2. Key References

Occupational Health and Safety Act No. 85 of 1993 and Regulations (as amended)

Mine Health and Safety Act and Regulations No. 29 of 1996 (as amended)

Compensation for Injury and Occupational Diseases Act No. 100 of 1993 (as amended)

South African National Standards

Asbestos Abatement Regulations 2022

Municipal Bylaws

4. INTERPRETATION

The Act and its associated regulations shall have precedence in the interpretation of any ambiguity or inconsistency between it and this specification.

4.1. Purpose of the Project Specific Health and Safety Specification (PSHSS)

The PSHSS is a performance specification to ensure that the Client and any bodies that enter into formal agreements with the Client / Agents, Professional Service Consultants (Engineers, Quantity Surveyors and Architects), Principal Contractor and Contractors achieve an acceptable level of OHS performance.

The absence of advice or approval for any document mandated by the PSHSS, such as hazard identification and risk assessments, or any communication from the Client should not be interpreted as the Client accepting any obligation that relieves the Principal Contractor of the responsibility to meet the required performance standards and comply with legal requirements. It is essential to note

that the Client does not assume liability for any consequences arising from the Principal Contractor's failure to adhere to the PSHSS; thus, the Principal Contractor retains the responsibility for achieving the necessary performance levels and ensuring legal compliance.

A Mandatory Agreement in terms of Section 37.2 of the OHS Act will be signed between parties prior to any works commencing. The PSHSS highlights the aspects to be implemented over and above the minimum requirements of current legislation. Requirements may be changed should new risks arise, work scope change or any other issues be identified that could not have been foreseen during the design phase of the project, or during the construction phase. Any new legislation or standards (legislated or determined by the Client) that are promulgated or accepted during the contract will automatically be applied.

It should be noted that this PSHSS in no way relieves the Contractor of any of his responsibilities set out in the Act and Regulations

4.2. Implementation of the Project Specific Occupational Health and Safety Specifications (PSHSS)

A project specific H&S specification will be subject to approval by the Client. This must include all supporting documentation as required to verify the H&S system. The OHS Plan must address the scope of works.

The plan includes the preliminary program and site lay-out.

5. GENERAL REQUIREMENTS

5.1. Risks

Principal Contractor to provide a detailed risk assessment and hazard analysis for the entire construction works proposed for the site. This includes people, machinery and material aspects within the micro and macro construction environment and shall include all the risks noted in the baseline risk analysis given at tender stage. See the notes under project scope and use the baseline HIRA.

Risk Control as per the Baseline Risk Assessment See Annexure D

- 1 Health and Safety File of the contractor
- 2 Entrance of Site
- 3 Site security and safeguarding
- 4 Training of Employees
- 5 Induction/Training
- 6 Hazardous Chemical Agents
- 7 Appointment of Subcontractors
- 8 Selection of workers / staff for site.
- 9 Emergency Procedures
- 10 Fire Equipment
- 11 Incident Reporting
- 12 Distribution of PPE
- 13 Safety Signage
- 14 Communication and Documentation
- 15 Welfare Facilities
- 16 Display Procedures and Alcohol abuse
- 17 Designation of laydown areas
- 18 Poor waste management
- 19 Use of hand tools
- 20 Use of portable power tools

21	Loading and Off-loading
22	Stacking and storage
23	Existing Services
24	Brickwork
25	Noise
26	Dust Control
27	Biohazardous Waste
28	Epidemic and pandemic control
29	Wildlife and Insects
30	Ergonomics
31	Working at heights
32	Confined Space Work
33	Demolition Work
34	Removal of Old Windows
35	Installation of Aluminium Windows
36	Painting

5.2. Specified Hazardous Chemical Substances

The PC is to supply the products required as per the bill of quantities-, materials / safety data sheets (SDSs) for each of the product envisaged to be utilized on site. The South African SDS to be provided as per the new legislation.

The SDS data must be indexed, and a risk analysis done to indicate the risks related to each product in use. Training on this information must be given on site and risk controls implemented.

Please ensure that wastewater resulting from the cleaning of paint brushes is treated as hazardous biological waste and must not be disposed of directly into drainage systems. Implement a filtration system for the removal of paint waste. Additionally, ensure adequate ventilation systems are in place in areas where paint primer is applied to facilitate air circulation during painting activities. This may include the use of fans and opening windows to enhance ventilation.

5.3. Client Hazard Notification

Site establishment and Site camp:

Construction Manager to check layout drawing to compare with the requirements of the OHS Act and other relevant regulations. Strict control on decanting and phasing needs of the project.

- Employees to be visible and everyone working there to have a reflector vest with employer name always displayed on. The PC may propose labelled reflector overalls or Label on the hard hat induction stickers. This must be noted in the PC safety plan.
- Inductions must inform employees that they must not enter any unauthorised area.
- The registered competent CHSO must be aware daily of where work is done, what is done and how many people are working in that specified area.
- Access, restricted space for construction works, security, noise and dust hazards.

The PC must plan for safe works access and ensure work under controlled conditions:

- Hoarding structural as per PA instruction
- Employee movement control and visibility
- No smoking
- Electrical and services are isolated.

5.4. General Risk Management

The Principal Contractor must provide a detailed risk assessment for the entire works on site. Certain construction activities, equipment, substances etc. represent significantly higher safety risks than others. The risk assessment is required to define systems and safe working procedures that will be implemented on site in an endeavour to complete the activity safely.

The contractor is required to:

- Identify health and safety hazards and risks to which persons may be exposed during the construction period.
- Analyse and evaluate the identified hazards and risks.
- Document a plan which will highlight safe working procedures to mitigate, reduce or control the identified risks; and
- Develop a Monitoring and Review Plan of the hazards and risks.
- Dynamic hazard identification daily for tasks noted in the DSTI's and updated to the HIRA.
- Index risk assessment to note what had been assessed.
- Implement a Review and Monitoring plan.

The client baseline risk assessment provided with this specification aims to provide the framework within which the risks must be assessed for the construction phase of the project, and to highlight any reasonably foreseeable risks which may be inherent to the project based on its current scope of works. (5.1).

The baseline risk assessment is therefore not the replacement of the contractor's risk assessment but rather to point the contractor towards some risks he might not be aware of during tendering stage and while conducting his formal risk assessment. The baseline risk assessment, which is attached as an Annexure D to this specification must be used as a guide in conducting the construction phase risk assessments. Refer to Construction Regulations for minimal requirements relating to doing a HIRA.

5.5. Training, Awareness and Competency

5.5.1. Health & Safety Training

The Principal Contractor must ensure that all his / her staff is adequately trained to perform the tasks allocated to them and that there is always the requisite amount of supervision to maintain safe work practices and standards, particularly where semi-skilled and unskilled personnel are involved. The contractor shall conduct a training needs analysis to ascertain what health and safety training, and re-training is required. No employees shall be allowed on site unless there is proof of induction training and identification.

Competency for the following is not negotiable; list is not limited to:

- Construction Manager and Assistant alternate Construction Manager, Competent person with a minimum qualification of NQF Level 6
- Health and Safety Officer must have NQF Level 5 and fully registered with SACPCMP.
- Temporary works planner and controller
- SHE Reps (certificate NQF Level 2)
- First Aiders (Level 3)
- Fire extinguisher Inspectors. (awareness training level 1)
- All appointed inspectors and supervisors must understand liability and duty of signing appointments.

5.5.2. Induction

The contractor shall conduct a site-specific health & safety induction for all the employees, contractors and visitors to the site.

Copies of the attendance registers signed by the attendees as acknowledgement of attendance are to be kept on site in the health & safety file for verification during inspections and Client Audits.

5.5.3. Awareness

The Principal Contractor shall conduct on-site periodic toolbox talks that cover the relevant activity and an attendance register, and the contents of the topics discussed must be kept on site in the health & safety file.

Proof of training requires proof of the lesson plan and employee signatories.

Safety notices and symbolic signs, including health and safety awareness posters must be displayed at the site entrance and at strategic positions on the site to create health and safety awareness.

5.5.4. Competency

The Principal Contractor shall send relevant persons to appropriate courses as required by the Act, relevant Regulations, and applicable safety standards. The type of training to be conducted will be determined after conducting a Hazard Identification and Risk Assessment (HIRA). Copies of training certificates must be kept on site in the health & safety file.

The training to be conducted is, but not limited to:

Health & Safety Representative Course.
First Aid Level 3 Training,
Incident investigation; and
HIRA Course.

Proof of competency to be attached to Appointment letters.

6. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

6.1. Notification of Construction Work

The Notification of Construction must be completed and signed by the Client, Client's Principal Agent and the Contractor using Annexure 2 form in the construction regulation. The Notification must be taken to the Regional Department of Employment and Labour Office for acknowledgement.

This must take place before any work commences and is required as proof in the approval of the SHE Plan and full health and Safety File.

It should be noted that this OHS Specifications in no way relieves the Contractor of any of his responsibilities set out in the Act and Regulations, Appointment letter as per CR 5(1) (k)

It should be noted that this OHS Specifications in no way relieves the Contractor of any of his responsibilities set out in the Act and Regulations.

6.2. Organogram and Appointment of Competent Site Personnel

The CEO (OHS S16.1) of the PC will take overall responsibility for the appointment of competent site staff for the duration of the project. Should the CEO not be personally involved in the project, the H&S responsibilities are to be delegated to the Acting CEO (OHS 16.2). Knowledge and training in H&S are required, and certificates indicating H&S training as well as experience to be included in CVs.

All other legal appointments are to be made with relevance to the type of work to be performed.

Note: Please be aware that the construction manager is not permitted on this project to sign legal appointment letters. Only the 16.2 appointment may sign legal appointment letters.

6.2.1. Construction Manager (CR 8.1)

The Principal Contractor is required to formally designate a full-time competent individual specializing in civil construction works as the Construction Manager. This individual will be responsible for overseeing all construction activities at the designated site, including ensuring compliance with occupational health and safety standards. If the designated Construction Manager is unavailable, an alternate must be appointed, possessing appropriate training and/or experience in the relevant area of responsibility.

Upon the acceptance of the tender, the contractor is obligated to submit the Construction Manager's competency details in writing to the client for approval before commencing work.

Note: Please be aware that the construction manager is not permitted on this project to sign legal appointment letters. Only the 16.2 appointment may sign legal appointment letters.

6.2.2. Construction Work Supervisor (CR 8.7)

The Principal Contractor must in writing appoint construction work supervisor/s responsible for construction activities and ensuring occupational health and safety compliance on the construction site.

6.2.3. Construction Health and Safety Officer (CR 8.5)

The Principal Contractor must appoint a suitably competent Construction Health & Safety Officer (CHSO) to co-ordinate his or her organization's health & safety efforts on the site.

The CV for the proposed CHSO must be submitted to the Client appointed CHS Agent for approval. The appointed CHSO must be full time and readily available on site during working hours. The CHSO must conduct monthly internal audits and random site safety, and equipment checks, including overall compliance with the site-specific construction health and safety plan and procedures, and compile a monthly CHSO report to be tabled at each site progress meeting. The CHSO must evaluate the contractors Health and Safety Plan.

The minimum qualification for the CHSO must be a matric certificate, NQF 5 qualification with at least two years and more experience on civil engineering and/or building projects.

The CHSO that the Principal Contractor intends to appoint **must be fully registered as a CHSO** with the SACPCMP and shall provide a valid registration with a letter of good standing with SACPCMP.

6.2.4. Health & Safety Representative / H&S Committee Member (OHS Act 17 & 19)

Irrespective of the number of employees employed on the site, the PC and contractors must each appoint a full-time health and safety representative, who at least has completed the necessary health and safety representative course. The election or appointment of health & safety representatives must be in writing.

Regular inspections are to be carried out by health & safety representatives; records must be kept on site in the health & safety file. Deviations must be rectified by the responsible person immediately.

The H&S representative will liaise and report to the health and safety officer.

It will be compulsory on this project to appoint a health & safety committee. Health and safety committee meetings must be held at least monthly to discuss relevant health & safety topics.

6.2.5. First Aider / First Aid Attendant

The Principal Contractor must appoint a Level 3 First Aid Attendant for the project and where practicable, one Level 3 First Aid Attendant for each work team or section of the works. The appointed Level 3 First Aid Attendant must be suitably qualified and have valid training certificates.

The Principal Contractor together with the responsible Level 3 First Aid Attendant must ensure that the first aid boxes(s) are fully stocked. General Safety Regulations must be applied. The First Aider must be always available and accessible on site and should form part of the rescue team.

6.2.6. Risk Assessor

The Principal Contractor is required to appoint a competent risk assessor and must understand the process of identifying hazards and assessing risks emanating from the identified hazards.

This appointed person can be an already designated health & safety officer because the task of assessing risks is an ongoing process and therefore risk review process must be done regularly.

There must be a direct link to the personal protective equipment / clothing and training to be conducted throughout the contract.

6.2.7. Appointment of Competent Contractors (CR7.1)

The Principal Contractor is to ensure compliance with the Clients minimum standards and all legislative requirements. The same H&S standards required of the PC are to be applied to all Contractors. A register of all Contractors and Suppliers is to be on file and kept updated at all times. The PC is to ensure there is sufficient funding for H&S compliance by each Contractor.

The following minimum aspects are applicable to any Contractor appointed:

- The CHSO is to ensure a contractor's appointment and approval of H&S documentation at least seven (7) working days prior to commencing work.
- No Contractor may work under the PCs Compensation Registration Number. If required, the PC may assist targeted subcontractors with their registration with the Compensation Commissioner. However, such Contractors will not be able to commence work until proof of registration or Letter of Good Standing has been received.
- No work may commence without the following documentation in place:
 - The Contractor is to have an appointment letter.
 - Mandatory (37.2) agreements between parties in place.
 - Valid letters of Good Standing or proof of application (not older than 3 months)
 - OHS Plan Approval Letter issued by the PC.

6.2.8. Appointment of Sub-Contractors

The Principal Contractor shall, when appointing Contractors, shall do so in terms of the Construction Regulations 2014, and in terms of the requirements of Section 37(2) of the Occupational Health and Safety Act, 85 of 1993 (As amended).

The appointments shall be in writing and the responsibilities clearly stated together with the period for which the appointment / designation is valid. This information shall be communicated and agreed with the appointees as well as all the mandatories.

The Principal Contractor must provide a project specific health and safety organogram of all appointed designated personnel and a list of contractors appointed on the project and shall always keep an up-to-date copy of each on site. The site organogram and list of contractors shall also be displayed on the site notice board.

The Principal Contractor is to ensure that each Contractor's H&S documentation is evaluated and approved in accordance with the Occupational Health and Safety Act 85 of 1993 (As amended) and applicable regulations. A copy of the Contractor's H&S Plan Approval is to be sent through to the appointed H&S Agent.

The Principal Contractor must ensure that an audit is conducted on each Contractor monthly before the arranged site progress meeting. This audit is to be conducted by the Principal Contractor's appointed H&S Officer and a report is to be given on each Contractors H&S performance for the past month.

7. GENERAL RISK MANAGEMENT

7.1. Health Risks and Medical Surveillance

All personnel, including Contractor employees, must possess a medical fitness certificate issued by a registered Occupational Medical Practitioner before starting work. The commencement of medical surveillance is scheduled during the pre-employment phase, and Annexure 3 should be on record.

Authorization to retain, share, and dispose of data must be documented under the Protection of Personal Information Act (POPIA).

Every worker, including those employed by Sub-Contractors, must have a valid medical fitness certificate before commencing work. No employed / contract worker will be allowed on site without a valid medical certificate of fitness. Annual medical surveillance is mandatory unless a more frequent schedule is specified.

Provisions for retaining medical records for the required duration should be duly acknowledged. Given the potential health risks the following aspects are to be included in each medical surveillance intervention:

- Full medical, surgical, and occupational history.
- Full physical examination of all systems, and
- Referral if required for the management of identified health issues that may affect the worker.

Specific testing for existing conditions and limitations relative to exposure could include, but are not limited to:

- Audiometry (hearing tests).
- Spirometry (lung function testing).
- Chest X-rays.
- Liver function testing (volatiles), and

Any other relevant tests should be identified as part of the project. It is recommended that the Principal Contractor (PC) implement a medical surveillance plan for workers.

7.2. Emergency Procedures

The Principal Contractor must actively engage with the Local community members through the appointed CLO, thoroughly understand their emergency procedures, and subsequently adjusting the contractors' emergency protocols accordingly. Prior to project commencement, proactive measures must be taken to establish connections with local service providers, and their integration into the emergency plan should be a priority whenever possible.

The visibility and integration of local emergency telephone numbers into the emergency procedure are non-negotiable requirements. Strict adherence to the fundamental principles of emergency management, especially regarding the hierarchy of control and management, is paramount. The Principal Contractor (PC) is obligated to collaborate closely with the Client in the preparation for emergencies, recognizing that the operational status of the buildings must be maintained. Local emergency contact numbers must be displayed.

7.3. Fires and Emergency Management

Giving due consideration to emergency planning and procedures is of utmost importance, particularly in addressing identified risks. The specific focus areas include:

The emergency plan aims to involve local service providers whenever possible, and these arrangements should be established before the project begins. The plan should comprehensively address on-site fire risks and those associated with specific activities.

Fire extinguishers, tailored to the potential risks, must be readily available in adequate numbers to address potential fire incidents. All plant must be equipped with fire extinguishers. No open fires are permitted on site, and designated smoking areas with controlled times must be provided for smokers.

Submit a comprehensive response plan outlining the steps and procedures to be followed in the event of emergencies or unforeseen situations. This should include detailed actions to address various types of incidents and potential risks.

Specify the individuals appointed as part of the response team, including their roles and responsibilities. Ensure that the team includes individuals with the necessary competencies, such as first aiders, to effectively manage emergencies.

Outline specific measures and protocols in place to address the potential risk of a disease outbreak. This should cover preventive measures, communication plans, and actions to be taken in case of suspected cases.

7.4. Incident Management and Compensation Claims

All incidents and accidents are to be investigated. All serious incidents involving any form of disabling injury or fatality are to be reported to the Designer (PA) /Client /CHS Agent immediately. This shall be confirmed in writing following the incident.

Proof of compensation claims, DOEL reports, and other relevant information must be on site for verification. All Occupational diseases to be reported to Compensation Commissioner.

7.5. Personal Protective Equipment (PPE) and Clothing

The PC is to provide PPE to all employees free of charge.

The wearing of the identified SANS approved PPE at all times is non-negotiable.

- Hard hats: Chin strapped hats must have a safety breaker strap.
- Protective footwear.
- Overalls that ensure worker visibility and Company worked for:
- Eye protection (as required)
- Attenuated hearing protection.
- Reflective jackets (no bibs).
- Respiratory protection (minimum of FFP2).
- Gloves.
- other necessary PPE identified from SDS's and/or risk assessments.
- PPE for Visitors

7.6. Occupational Health and Safety Signage

On-site H&S signage is required. Signage shall be posted up at fixed or temporary working areas, or other potential risk areas/operations. These signs shall be in accordance with the requirements of the General Safety Regulations or SANS requirements as amended. Signage is to be noted on the site drawings indicating where fixed/temporary signage is required.

- 'Hard hat area' or other PPE requirements noted.
- First aid box positions (including vehicles); and
- Fire extinguishers.
- Assembly Area
- Construction work in progress
- No Un-authorized entry.

Signs shall be posted at areas of work on site indicating that a construction site is being entered and that persons should take note of H&S requirements.

7.7. Induction of Employees and Visitors, General H&S Training

A simple, formal induction program is to be prepared which is site specific. Inductions must be carried out for all workers and visitors (including Client and PSP's) to the site. Record of induction must be kept for a period of 2 years.

DSTI training is required to ensure workers are familiar with the risks and H&S measures of the work or tasks to be done.

Penalties for non-compliance regarding induction is stipulated in penalty clause.

7.8. Access Control Measures

Access control applies to all personnel involved in the construction project, including contractors, subcontractors, suppliers, members of the public, and visitors. The contractor is obliged to prioritize safety within the construction site, ensuring that the site is secure. This entails heightened awareness of members of the public need to take necessary precautions. Additionally, hoarding must be installed to establish a clear boundary, thereby safeguarding the well-being of public personnel.

Implement a visitor registration process at designated entry points to record details of visitors entering construction zones, including purpose and duration of visit.

Visitors must be always accompanied by authorised personnel while within construction areas.

Non-construction personnel, requiring access to construction site for legitimate reasons must be escorted by authorized personnel.

Escorts will ensure compliance with safety protocols and guide individuals safely through construction areas.

Maintain open communication channels between the construction management team, relevant stakeholders to address any concerns or issues related to access control. Provide regular updates and notifications regarding construction progress, schedule changes, and safety measures to people that may be affected.

7.9. General Requirements and Provisions

Information in series cover the start-up aspects of the project, with several activities (excluding establishment) lasting the duration of the contract.

Incliment weather conditions include high rain falls, extreme cold and hot temperatures.

The contractor should be ready to address severe injuries and always ensure the presence of a qualified level 3 first aider on-site. Continuous supervision is mandatory, and provisions for a telephone and transportation must be in place to respond promptly to any emergencies.

7.10. POPI Act Policy, Procedure and Control

The PC will ensure that the companies control of information is known to all employees and that the employees had signed off on Medicals, Monitoring and Incident information being shared, and all other contractual information sharing requirements. All personal information collected for health and safety purposes will be handled in accordance with the Protection of Personal Information Act (POPIA). Such information will only be used for the intended purpose and will not be disclosed to unauthorized individuals or entities.

The Contractor must get consent before collecting any personal information, and individuals will be informed about the specific purpose for which their information is being collected or used. Personal information will be retained only for the necessary duration required for health and safety compliance purposes.

Each employee of the contractor is required to sign a declaration granting permission for us to capture photographs during audits and utilise them exclusively for reporting purposes to the client. (see declaration form Annexure C).

8. Communication On Site

All H&S communication during the project between the CHS Agent and the PC will be done through the Project Manager/ Client Senior Engineer and will be in writing, including the issue and responses to non-conformances and H&S audit results.

The PC Organogram should reflect communication protocol on the site.

The community Liaison person is required to maintain ongoing communication to guarantee compliance with Municipality and specific areas of restriction. Communication must be in written format, with attention to language demands, ensuring efforts are made to promote accurate understanding.

9. Care of Workers on Site (Welfare)

Adequate toilets, clean, safe drinking water and decent shelter must be always afforded workers. Welfare facilities ratio is 1 toilet for every 30 people. Male and female toilets must be separate and clearly marked. There must be separate toilets for man and woman.

Usage of the local community services by the contractor is prohibited.

Clean drinking water should be accessible to all employees continuously, with an emphasis on the importance of protecting this precious resource. Hand washing facilities must be provided with soap and hand sanitiser.

A sheltered eating area is required for on-site workers.

Moreover, an information board within employee facilities should be utilised to display audits and awareness notices. Department of Employment and Labour (DoEL) information must be prominently displayed and effectively communicated.

Waste procedures to be clearly documented.

10. Discipline, Alcohol and Substance Abuse

All employees (management included) are to follow instructions given in the interest of H&S. Disciplinary action is to be imposed on those who do not follow such instructions or company rules or policies.

No individual is permitted to work or access the site while under the influence of alcohol or any substances that may jeopardize their own safety or the safety of others. Contractors are responsible for establishing an Alcohol Abuse Policy and implementing disciplinary procedures to ensure compliance with the policy.

11. Electrical Tools

The use of electrical tools involves potential hazards such as electric shock, burns, or fire. Safety measures include proper training on tool usage, regular equipment inspections, using tools with appropriate safety features, and following guidelines for electrical safety to prevent accidents.

12. Hoarding

Adequate hoarding by means of fencing and shading cloth to be done to reduce dust and noise and prevent public entrance to site. Security features must accompany the hoarding to maintain a secure construction site.

13. Construction And Mobile Plant

The principal contractor must ensure that equipment in use is in good working order and fit for purpose. The PC must plan for access and egress, ensuring no unsafe situation or blocking of emergency routes occur unless planned for and coordinated with PSP.

14. Working at Heights

The Activity at heights necessitates the implementation of a comprehensive fall protection and fall arrest plan in accordance with the project scope. Prior to commencing any work, it is imperative to formulate a working at heights fall protection plan, inclusive of a fall arrest plan, developed by a qualified professional. A competent individual, as per Unit Standard 229994, is required to develop a practical site-specific fall protection plan in accordance with CR 10. This plan must be submitted to the client appointed CHSA for evaluation and approval. A meticulous risk assessment must be conducted to identify and address potential hazards related to working at heights, including but not limited to falls, unstable surfaces, and adverse weather conditions.

To uphold safety standards, it is essential that all workers undergo thorough training and demonstrate competence in working at heights. Additionally, any ladders utilized must meet the SABS approved standards to ensure the safety of personnel during the project. Employees required to work at heights must be declared medically fit by an occupational health practitioner, and medical certificates must be obtained before commencing work at heights. The appointment of a competent person responsible for erecting, supervising, and inspecting scaffolding is crucial to ensure compliance with SANS 10085:1-2024 standards. Additionally, fall arrest and fall protection equipment must be on-site and subjected to regular monitoring.

15. Subcontractors

The Principal Contractor bears the responsibility of ensuring that each subcontractor adheres to the health and safety specifications and Construction Regulations. Commencement by any contractor is strictly prohibited without the prerequisite Letter of Good Standing, and submission of a mandatory agreement. All necessary documentation must be present in the Health and Safety File. Approval of the subcontractor's health and safety file is mandatory before the commencement of any work.

16. Delivery of Materials

The Principal Contractor (PC) is responsible for the proper management of all material deliveries to the site, ensuring coordinated stacking and storage. Dust generation should not cause a nuisance on site.

Material stacking must be conducted in a controlled manner, with a focus on minimising wastage. Lay down areas should be demarcated by means of safety net with signage displayed. Proper placement and separation of material should be maintained on site.

17. General Site Control

- Strictly adhere to OHS Act 85 of 1993 control policies and procedures.
- Always maintain cleanliness and hygiene, including proper disposal of waste materials.
- Minimize noise levels during construction activities, especially in sensitive areas.
- Maintain open communication channels with shearing shed Beneficiaries and management regarding any concerns or issues related to site control. Respond promptly to requests or directives from DOA Officials regarding site activities.
- Contractor must ensure all employees are familiar with emergency procedures and evacuation routes on site.
- Ensure all personnel are aware of emergency contact information and procedures.
- Regularly review and update safety procedures to address evolving site control issues and requirements.
- Construction waste material may not build up in the contractor's camp or be left on site

Site Requirements

Site lay out plan indicating:

- Access and security controls
- Site Office
- Lay down areas.
- Parking
- Escape routes (emergency) and assembly points
- Fire extinguishers
- First Aid Equipment
- Waste
- Facilities (Storage, toilets)

18. Paint Work

Please treat wastewater from cleaning paint brushes as hazardous chemical waste and avoid disposing of it directly into drainage systems and on natural ground soil/grass this may Cause environmental impact.

19. Noise And Disturbance

With the onsite construction activities, it is vital to prioritize the well-being of nearby households, staff/employees, and members of the public by minimizing noise disruptions. Please strictly adhere to the noise-Induced Hearing Loss Regulations and any additional guidelines provided to minimize noise during critical periods.

20. Epidemic and Pandemic Control

The project involves outdoor construction work, but airborne viruses and bacteria could be present. The contractor must take necessary precautions. It is crucial to develop and communicate a

comprehensive HBA policy to all workers, ensuring strict adherence to the Biological Agent Regulations throughout the duration of the project.

21. Ergonomics

Conduct a thorough ergonomic risk assessment carried out by a qualified professional. Provide consistent guidance to workers regarding ergonomic considerations in tasks, equipment lifting, and repetitive movements.

22. Biological Waste and Hygiene Control

Implement strict control measures and procedures for Biological Waste and Hygiene Control throughout the project. Particularly, pay close attention to high-risk areas.

23. Non-Conformances

Should, at any time, the works, or part of the works, be stopped due to unsafe acts or non-compliance with the Clients OHS Specification or PCs H&S Plan; the PC shall have no claim for extension of time or any other compensation.

24. Health And Safety File

As required by Construction Regulation 7, the Principal Contractor shall keep and maintain a Site Health and Safety File where all relevant health & safety records will be kept, including the Site-Specific Health & Safety Plan, and the relevant construction risk assessments as referred to above. Other relevant information includes but not limited to:

- a) Client Site Specific Health and Safety Specification and HIRA
- b) PC appointment letter
- c) Signed 37.2 Mandatory Agreement
- d) PC approved OHS Plan and approval letter.
- e) Notification of Construction Work
- f) OHS Administrative statutory documents:
 - Valid Letter of Good Standing with the Workmen's Compensation Commissioner
- g) OHS Policies and procedures signed by the CEO, dated with a review provision.
- h) Other Policies (POPIA, Alcohol Abuse, Drug Abuse, HIV/Aids, Smoking, Environmental, Waste Management, PPE, Competency)
- i) Organogram with appointments, competencies, and statutory registrations
- j) HIRA for proposed site activities and works.
- k) Safe work procedures / Methodologies/ Plans: inclusive of but not limited to:
 - Noise reduction plan
 - Dust control
 - Waste management plans
 - Facility management and planning for safe access to the works areas.
 - Demolition plan
- l) Induction program
- m) Training and toolbox talks. Upliftment of competency requirements as required for this works.
- n) Inspection registers with appropriate policies and procedures
- o) Emergency management, relevant contact numbers.
- p) Hazardous Chemical management
- q) Construction environmental management system
- r) Laws and Regulations
- s) Communications
- t) OHS Committee
- u) Sub-Contractor Management
- v) Employee medical monitoring:
 - OHS Medicals fit for work.
 - Employee ID; s
 - Assessment for work at heights
 - Ergonomic surveys
 - Proof of UIF payments
- v) Incident Management:

- Procedures
- General monthly incident management register
- Annexure 1
- COIDA forms

u) Audits

- Internal
- Subbie Audits
- CHSA Audits and Inspections

25. Project Close Out Requirements

The documentation submitted and approved following the awarding of the contract will be used to form the H&S file. On completion of the project, a consolidated health and safety file consisting of the following documents but not limited to, shall be submitted to the client appointed CHSA:

- The H&S Plan and the approval by Client.
- PC Appointment Letter.
- Mandatory Agreements with Clients.
- Notification of Construction Work
- Record of Competencies (CVs) and appointments (close out of appointments).
- Training Records.
- Method statements.
- Risk assessments.
- Safe work procedures and specialized plans.
- Emergency and Injury Management (Accident Stats and Investigations);
- Medical surveillance records.
- Registers and Checklist.
- Internal H&S Audit Reports.
- Contractor H&S Audit Reports.
- Non-Conformance Reports.
- COC's
- Any other documents which may be required by the appointed CHSA.

The file must be submitted for close out and sign off by the CHSA, and then submitted with a performance close out report to the Client for storage.

26. Penalties

The Client, Pr. CHSA, observing an unsafe act or practice reserves the right to stop work, and issue non-conformances when SHE violations are observed, for both PCs and/or their Contractors. Expenses incurred as a result of such work stoppage will be for the PCs account.

Penalties shall be enforced on the principal contractor for SHE related non-conformances identified for both the Principal Contractor and/or his/her sub-contractor(s) and/or supplier(s) pertaining to this contract on SHE requirements.

Penalties applied will be according to the following tables and where issued, the amount indicated on the non-conformance will be deducted from the certificate of the PC. Failure or refusal on the part of the PC or their Contractors to take the necessary steps to ensure the safety of workers and the general public in accordance with these specifications or as required by statutory authorities or ordered by the engineer, shall be sufficient cause to apply penalties.

In cases where a penalty has been issued and the contractor provides reasonable evidence to support the non-issue of the penalty, the client or PA may withdraw the penalty.

SHEQ-Contractor Management	Value Of Contract (Excl. VAT.) in millions R				
DELAYS ON ITEMS ATTRACTING PENALTIES	<1	≥1<5	≥5<20	≥20<50	≥50

a) SHE non-conformances, corrective and preventative actions not resolved within the agreed target dates exceeding 5 days (Rands)	1,000	5,000	10,000	10,000	10,000
b) Non-reporting of incidents and statistics within the shift (Rands)	1,000	5,000	10,000	10,000	10,000
c) Repeat SHE non-conformances (Rands)	2,000	10,000	20,000	20,000	20,000
d) Work on site without Core Employees (OHS Officer and Construction Manager permit on site)	2,000	10,000	20,000	20,000	20,000
e) Overtime Work without the required approvals (Rands)	2,000	10,000	20,000	20,000	20,000

Over and above the details relating to the penalties noted in the SHE Management System, and Tender document, spot fines will be issued as follows, according to 'minor', 'medium' or 'severe' non-conformances.

MINOR:			MEDIUM			SEVERE		
Value of Contract (Excl VAT.) in millions R			Value of Contract (Excl VAT.) in millions R			Value of Contract (Excl VAT.) in millions R		
<1	≥1<5	≥5<20	<1	≥1<5	≥5<20	<1	≥1<5	≥5<20
Penalty: R5/count			Penalty: R/count and a non-conformance			Penalty: R/count, a non-conformance and/or activity stoppage		
R 10	R 25	R 50	R 25	R 250	R 500	R 250	R 2500	R 5000
<i>Non-use of PPE supplied</i>			<i>Toilets not supplied or regularly serviced; lack of drinking water</i>			<i>Contractors working without Health and Safety Plan approval</i>		
<i>Non completion of registers for plant and equipment on site</i>			<i>Contractors not audited</i>			<i>Workers transported in contravention of the OHS plan or legal requirements</i>		
<i>Lack of H&S signage at work areas</i>			<i>Working without training or the appropriate, approved H&S method statements</i>			<i>Invalid Letters of Good Standing</i>		
<i>Tools and equipment identified in poor condition during inspections</i>			<i>Legal non-conformances identified during the previous audit and not addressed within the agreed time frame</i>			<i>Non-compliance with traffic accommodation requirements: layout or physical conditions</i>		
			<i>No monthly OHS report at site meeting to report on</i>			<i>Any serious breach of legal requirements</i>		
			<i>No certificates of fitness for workers as required</i>			<i>Work on site without Core Employees (OHS Officer and Construction Manager permit on site)</i>		

Absence of the reference to a possible penalty for non-conformance does not mean one cannot be issued. All aspects will link to legal non-compliance or risks identified in the SHE Specification or work being done at the time. The 2 forms of penalties will be used together, with immediate penalties issued as they apply.

In addition, a time-related penalty of R500,00 per day over and above the fixed penalty may be deducted for non-compliance to rectify any non-conformance within the allowable time after a site instruction to this effect has been given by the Designer. The site instruction shall state the agreed time, which shall be the time in hours for reinstatement of the defects. Should the Contractor fail to adhere to this instruction, the time-related penalty shall be applied from the time the instruction was given

27. Document Details

VERSION	STATUS	DATE	AUTHOR	APPROVED	AUTHORISED
	(Draft/ Approved)		OHS Candidate Agent	Principle PR OHS Agent	

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ANNEXURE A

CONTRACTORS MONTHLY HEALTH AND SAFETY REPORT

(To be submitted by the end of the first week of each month and be available with each audit)

CONTRACT NUMBER:		PROJECT NAME:	CONTRACT DETAILS:
1	GENERAL ACTIVITIES FOR THE MONTH		
	(Detail each area of work)		
2	NUMBER OF WORKERS (permanent and local, contractors)		
3	TRAINING DONE (Supplier, no of people, type)		
4	INCIDENTS / ACCIDENT (List number and details, attach reports)		
6	NON-CONFORMANCES (Closed out or active)		
7	CONTRACTORS (list, approval status)		
8	AUDITS COMPLETED (internal and external)		
9	CRITICAL ISSUES		
10	GENERAL		

Health and Safety Officer: _____

Signature: _____ Date: _____

Construction Manager: _____

Signature: _____ Date: _____

Annexure B: OHS BUDGET

OCCUPATIONAL HEALTH & SAFETY ESTIMATE					
The Renovation of Agricultural Office					
ITEM NO	DESCRIPTION	UNIT	QTY	RATE	TOTAL
1	Occupational Health & Safety, incl. HBA				
1.1	Preparation of the Contractor's site-specific Health and Safety Plan & Risk Assessment Health and Safety File in Hard Copy. (Include sub-contractors OHS File compliance)	Sum			
2	Provision of Personal Protective Equipment (PPE) Note: Tenderer to provide quantity for full component of staff for contract period				
2.1	Reflective vests with visible marking of contractor's name and proof of induction	Item			
2.2	Hard Hats (High Density polyethylene, & 6-point lining)	Item			
2.3	Safety boots/shoes (Steel-Toe)	Item			
2.4	Earplugs/muffs	Item			
2.5	Dust Mask (at least FF2 type)	Item			
2.6	Safety gloves	Item			
2.7	Ear Defenders SABS approved	Item			
2.8	Overall/work suit (100% Cotton)	Item			
3	Competent Personnel				
3.1	Provision of a Construction Health and Safety Officer (SACPCMP Registered)	Month			
3.2	Construction Manager	Sum			
3.2	SHE Representative OHS Section 17	Sum			
4	Cost of medical certificates and medical surveillance per employee Note: Tenderer to provide quantity for full component of staff for contract period				
4.1	Initial (baseline) medical examinations	Item			
4.2	Provision of First Aid Boxes to GSR requirements	Item			
4.3	Level 3 First Aider	Month			
4.4	OHS Signage (safety, health, First Aiders, Office, PPE, etc)	Sum			
4.5	Fire and emergency prevention signage,	Sum			
5	Adhoc: Any OHS & HBA related requirements not listed above				
5.1	Printer, Paper and Ink, consumables, soap	Sum	1		
5.2	Waste bins	Item			

5.3	Under cover eating area	Item			
5.4	Hoarding and netting	Sum			
5.5	Close out H& S files scanned electronically with original files to CHSA.	Sum	1		
SUBTOTAL TAKEN FORWARD TO THE PRELIMINARIES					

This list is not exhaustive, and contractors may expand all levels to include all relevancy H & S expenditure

The Clients Principal Agent Approval:

Name: _____

Signature: _____

Date: _____

FOR PRINCIPAL CONTRACTOR

Principal Contractor Representatives Acceptance: Name:

Signature: _____

Date: _____

Annexure C: PoPIA Declaration form

DECLARATION FORM: PERMISSION TO CAPTURE PHOTOGRAPHS DURING AUDITS

I, [Name of the Individual], hereby grant permission to [Your Company Name], hereinafter referred to as "the Company," to capture photographs during audits conducted on [Date(s)] at [Client's Name/Location]. I understand that these photographs will be utilized exclusively for reporting purposes to the client.

I acknowledge and agree to the following terms and conditions:

1. **Purpose of Photography:** The photographs captured by the Company during the audits will be used solely for the purpose of documenting and reporting on the audit findings to the client.
2. **Exclusivity:** I understand that the photographs taken will be used exclusively for reporting purposes to the client and will not be shared, sold, or utilized for any other purpose without my explicit consent.
3. **Confidentiality:** The Company agrees to treat all photographs as confidential information and will take appropriate measures to ensure that they are not disclosed to any third party without the consent of the undersigned.
4. **Duration of Permission:** This permission is granted for the duration of the audit conducted on [Date(s)] and includes any subsequent reviews or follow-up audits directly related to the initial audit.
5. **Withdrawal of Consent:** I reserve the right to withdraw this permission at any time by providing written notice to the Company. In the event of withdrawal, the Company will cease to use the photographs for reporting purposes.
6. **Indemnity:** I agree to indemnify and hold the Company harmless from any claims, actions, damages, or liabilities arising out of the use of the photographs in accordance with this declaration.

I have read and understood the terms and conditions outlined in this declaration. By signing below, I affirm my consent to the capture of photographs by [Your Company Name] during the specified audits for reporting purposes to the client.

Individual's Full Name: _____

Signature: _____

Date: _____

[Witness Section, if applicable]

Witness's Full Name:

_____ **Signature:** _____

Date: _____

Annexure D: Baseline Risk Assessment

Risk Assessment Matrix					
Risk Prioritization Number / Risk Rating = Severity x Likelihood					
The Renovation of Agricultural Office in NCOFIMVABA TOWN IN THE INTSIKA YETHU Local Municipality of the Chris Hani District Eastern Cape Province.					
Severity Table					
Pt	Severity level	Workplace Safety	Workplace Health	Loss / Damage	Downtime Incurred
5	Critical	Fatality, single or multiple	Acute Poisoning, Failure of Major Bodily Functions	More Than R10 million damages	More than 1 year for full re-instatement
		Permanent Body Injury or Loss of Use for more than 30 days	Infection with No Known Cure		
4	Very Serious	Injury requiring 30 days of hospitalisation and/or medical leave	Moderate exposure, Reversible injury to Bodily Functions on prolong recovery	More Than R1 million damages	More than 3 months for full re-instatement
		Temporary Body Injury or Loss of Use for more than 10 days but not exceeding 30 days	Infection with Known Cure but extensive treatment		

3	Serious	Injury requiring 10 days of hospitalization and/or medical leave	Mild exposure, Reversible injury to Bodily Functions with less than 30 days recovery	More Than R100k damages	More than 1 month for full reinstatement
		Temporary Body Injury or Loss of Use for up to 10 days	Infection with Known Cure but extensive treatment		
2	Marginal	Injury requiring maximum of 3 days of medical leave only	Very Mild exposure, Reversible injury to Bodily Functions with less than 3 days recovery	More Than R10k damages	More than 5 days for full reinstatement
		Temporary Body Injury or Loss of Use for 3 days or less	Infection with Known Cure but treatment needed		
1	Negligible	First aid treatment only	Very Mild exposure, Reversible injury to Bodily Functions with less than 3 days recovery	Less than R5k damages	No significant downtime
		No or superficial injury	No Exposure		

Likelihood Table					
Pt	Likelihood level	Likelihood of Occurrence / Exposure Criteria			

5	Frequent	Likely to occur many times per year					
4	Moderate	Likely to occur once per year					
3	Occasional	Might occur once in three years					
2	Remote	Might occur once in five years					
1	Unlikely	Might occur once in ten years					
<u>Risk level Determination - 5 x 5 Matrix</u>							
-							
-		SEVERITY					
		Critical (5)	Very Serious (4)	Serious (3)	Marginal (2)	Negligible (1)	
LIKELIHOOD	Frequent (5)	25 Operation not permissible	20 Operation not permissible	15 High priority	10 Review at appropriate time	5 Risk acceptable	
	Moderate (4)	20 Operation not permissible	16 Operation not permissible	12 High priority	8 Review at appropriate time	4 Risk acceptable	
	Occasional (3)	15 High priority	12 High priority	9 Review at appropriate time	6 Risk acceptable	3 Risk acceptable	
	Remote (2)	10 Review at appropriate time	8 Review at appropriate time	6 Risk acceptable	4 Risk acceptable	2 Risk acceptable	
	Unlikely (1)	5 Risk acceptable	4 Risk acceptable	3 Risk acceptable	2 Risk acceptable	1 Risk acceptable	
<i>Review the risk assessment records every year or whenever there are changes in processes, work activities or upon any incident occurrence, whichever is earlier.</i>							
Action Table							

	Colour	Score	Risks	Action
		16 - 25	High	<p>Manage risk</p> <p>Stop operation & review controls. If necessary abort experimentation.</p>
		12 - 15	Warning	<p>High priority remedial action</p> <p>Proceed with extreme caution with supervision at all times. Implement additional (secondary) controls immediately. Review within 7 days. Emergency control measures shall be in place.</p>
		8 - 10	Medium	<p>Take remedial action at appropriate time</p> <p>Proceed with care. Additional control is advised. Review shall be implemented within 30 days.</p>
		1 - 6	Warning	<p>Risk acceptable: Residual risk</p> <p>If possible, risk reduction should be further considered, particularly severity.</p> <p>There are no imminent dangers. Frequent review shall be in place especially changes in procedures, materials or environment.</p>

Risk Assessment Legend

- 1 Health and Safety File of the contractor**
- 2 Entrance to Site**
- 3 Site security and safeguarding**
- 4 Training of Employees**
- 5 Induction/Training**
- 6 Hazardous Chemical Agents**
- 7 Appointment of Subcontractors**
- 8 Selection of workers / staff for site.**
- 9 Emergency Procedures**
- 10 Fire Equipment**
- 11 Incident Reporting**
- 12 Distribution of PPE**
- 13 Safety Signage**
- 14 Communication and Documentation**
- 15 Welfare Facilities**
- 16 Display Procedures and Alcohol abuse**
- 17 Designation of laydown areas**
- 18 Poor waste management**
- 19 Use of hand tools**
- 20 Use of portable power tools**
- 21 Loading and Off-loading**
- 22 Stacking and storage**
- 23 Existing Services**
- 24 Brick Work and Mortar**
- 25 Noise**
- 26 Dust Control**
- 27 Biohazardous Waste**
- 28 Epidemic and pandemic control**
- 29 Wildlife and Insects**
- 30 Ergonomics**
- 31 Working at heights**
- 32 Concrete Work**
- 33 Excavation**
- 34 Confined Space Work**

BASELINE HAZARD IDENTIFICATION AND RISK ASSESSMENT							
CLIENT / EMPLOYER				Department Of Rural Development & Agrarian Reform			
PROJECT / CONSTRUCTION SITE & EXACT LOCATION OF THE WORKS				The Renovation of Agriculture Office in COFIMVABA Town Dr. AB. Xuma Local Municipality of the Chris Hani District Eastern Cape Province.			
Hazard & Risk Identification				Raw Risk Evaluation			Risk Control Measures & Residual Risk Rating
1a.	1b	1c.	1d.	2a.	2b.	2c.	3a.
S/N	Work activity	Hazard	Consequential Risk / Possible Accident / Ill health to persons, fire or property loss	Severity	Likelihood	RPN*	Risk Control Measures
BASELINE RISK ASSESSMENT							
1	Health and Safety File of the contractor	Principal Contractor not submitting the required documentation timeously. Incompetent person preparing the OHS File.	This will resulting in project delays. Cost impact	4	4	16	Principal Contractor to begin with document preparation immediately after formal appointment

2	Entrance to Site	Site Establishment on site at open area on site Obstruction new proposed structures and material Delivery vehicles etc.	Obstruction new proposed structures and material Delivery vehicles etc.	4	3	12	Site camp to be clearly demarcated considering project requirements. Laydown areas to be sufficient in size and controlled. Laisse with Client and plan. Do not allow demolition rubble, deliveries to crowd access or build up. Ensure site camp is approved by PA
3	Site security and safeguarding	Insufficient access control.	Unauthorized entry on site premises may result in losses and a lack of accountability. Damage to property and loss financially	5	5	25	Security guards to be appointed to keep watch.
4	Training of Employees	Incompetent person not equip to do the work assigned for.	Delays in construction work. Damage of property. Injury of people.	5	5	25	Train all person as per duties and responsibilities.
5	Induction/Training	Failure to induct workers and lack of training; Lack of correct and updated information/ awareness. Lack of Induction warnings of hazards in access to site. outbreaks not reported to PC	Workers not adhering to prescribed controls due to lack of awareness resulting in increased exposure.	5	4	20	Contractor to develop a comprehensive induction programme

6	Hazardous Chemical Agents	Working with different chemicals	Physical injuries to the body, harm to the eyes, and inhalation injuries to the lungs.	5	4	20	Contractor to ensure updated list of Hazardous Chemical Agent. SDS must be kept updated. Good ventilation system must be use painting and using of chemical agents in close confined spaces.
		Unsafe storage of flammables. Mixing polymers, combustibles and flammables'	Risk of fire, explosions resulting to burns to the body or even multiple fatalities.Fire spreading. Loss of material.Serious damages to property. Loss of finance, reputation and project.	5	4	20	Flammable store to be well ventilated and fitted with a roof to protect from direct exposure to sunlight. Access control to stores. Signage and warnings.HCS Supervisor / Controller to be designated in writing.Establish communication with the employees regarding the location of the storage area. All hazardous waste must be discarded of seperately and cleaning of paint rags and brushed contaminated water must disposed propely.
7	Appointment of Subcontractors	Incompetent contractors	Person getting injured due to lack of safety knowledge	5	4	20	Appoint Competent Sub-Contractor . Ensure Letter of Good Standing is Valid with Commissioner. Ensure 37,2 Agreement is signed.
8	Selection of workers / staff for site.	Employees medically unfit and incorrectly	Accidents resulting in injuries and/or damage to property. Loss of finance, time, reputation, project.	3	5	15	Require all employees to undergo medical examinations before starting work on the site. These examinations will be conducted by an Occupational Practitioner based on the specific tasks assigned.

		Incompetent staff appointed on project.	Accidents due to incompetency resulting in serious injuries and/or damage to property. Decreased Productivity: Possible fatality. Loss of finance, time, reputation, project.	5	4	20	Develop a recruitment and selection process in place, including proper screening, verification of qualifications, and assessments to ensure that selected workers possess the required skills and competencies for the job
		Person has no knowledge of health and safety.	Accidents resulting in injuries and/or damage to property, Legal liabilities under DOEL. Loss of finance, reputation, time, project.	5	3	15	All staff to be inducted for site before work commences. Contractor to ensure induction is project specific.
9	Emergency Procedures	Not following correct procedure suspected cases;	Loss of life. Loss of material, time, finance, reputation. Public liability risks.	5	4	20	Ensure the approval of the emergency plan. Appoint a qualified individual to oversee and lead the implementation of emergency procedures.
		Fire, collapse of structures, delay in emergency attendance theft, fatalities,		5	5	25	
10	Fire Equipment	Incorrect or no fire equipment, Faulty Fire Equipment	Risks to life, property, and the overall safety of the environment	5	5	25	Ensure correct Fire Equipment is Identified for emergency Procedures. Appoint and train designated personnel who are competent to handle emergency situations. Check Equipment Regularly

11	Incident Reporting	Potential overlooking or underreporting incidents, accidents, or near misses. Failure to report incidents	Unaddressed Safety Issues due to lack of report. Repetition of incidents. Legal and Compliance Consequences:	3	5	15	Develop incident procedures. Communicate to all employees. Promote Reporting Culture Competent person appointed to ensure streamline incident investigation.
12	Distribution of PPE	Potential errors or oversights in the distribution process. This can include incorrect selection, sizing, or distribution of PPE. Employees not wearing PPE. Employees not maintaining PPE	Inadequate Protection, Non-Compliance with Regulations. Increased Injury or Health Risks	5	5	25	Ensure PPE is Free To all employee and are distributed due to Task and Risk involve. Ensure Quality Control Checks. Training Employees on Maintaining PPE and how to use PPE.
13	Safety Signage	Ineffective communication or misunderstanding due to poorly designed, unclear, or misleading signs.	Injury to persons, Damage to Property, Financial Loss.	5	5	25	Ensure that safety signs convey information in a clear and concise manner. Place safety signs in prominent locations where they can be easily seen by individuals approaching the area. Implement a routine inspection and maintenance schedule to ensure that safety signs remain in good condition. Ensure that safety signs comply with relevant safety regulations and standards.

14	Communication and Documentation	Lack of Communication	Ineffective communication could lead to injuries, Loss, damage, Poor control, Lack of understanding	3	3	9	Ensure Communication Procedures are clear and communicated to all employees. Ensure all employee sign POPI Act and get training on this to ensure communication and submission of documents is controlled.
15	Welfare Facilities	Lack of Toilets, Water to drink, Water to wash hands	Lack of Water Drowsiness, Dehydration, Loss of Dignity, Health Risk to employees, Environmental Impact	5	3	15	Implement and enforce policies and regulations regards to clean water and sanitation facilities
16	Display Procedures and Alcohol abuse	No discipline of employees, No rules, Employees alcohol usage	Injury to person, Loss, damage of equipment and property. Poor Control	3	3	9	Clear policies and procedures must be communicated to all employees. Non tolerance of Alcohol on site.
17	Designation of laydown areas	Lack of planning for delivery truck space and access. condition during construction work	injuries / even fatality. Lack of finance, resources, reputation and project.	5	3	15	Site camp to be clearly demarcated considering project requirements. Laydown areas to be sufficient in size and controlled. Laisse with Client and plan. Do not allow demolition rubble, deliveries to crowd access or build up.
18	Poor waste management	Poor waste management on site. Poor housekeeping,	Loss of life. Loss of material, time, finance, reputation. Public liability risks.	3	4	12	Good housekeeping and waste disposal procedures and plan. All construction works soil and waste material must be cart away regularly
*RPN - Risk Prioritization Number							
WORK SPECIFIC RISK ASSESSMENT							

19	Use of hand tools	Sub-standard and unsafe hand tools; Incorrect use. Lack of hygiene	Injury to parts of the body. Spread of disease	2	5	10	PPE, checks/inspection registers, control, training.
20	Use of portable power tools	Sub-standard electrical power tools and incorrect use thereof. Noise and vibration.	Injury and loss of finance, reputation and contract. Disable the existing electricity supply.	3	5	15	Control, checks, issue and inspection registers to be completed, Training before using equipment
21	Loading and Off-loading	Unsafe offloading of material and unsafe material stacks; Heavy objects and manual handling; Shortage of persons for task; Vehicle accidents, blocking emergency vehicles	Injury and loss of finance, reputation and contract.	3	4	12	Adequate number of workers for the task at hand; Proper training and induction on manual handling techniques; PPE and adequate supervision; Use designated area for offloading, stacking and storage of material. Follow Traffic management plan
22	Stacking and storage	Improper stacking and storage.	Serious injuries and/or fatalities. Loss of material and equipment, loss of finance , time, reputation.	3	4	12	Good housekeeping; Competent Stacking & Storage Supervisor; Demarcated material laydown areas; Stacking and storage inspections;
23	Existing Services	Not being aware of existing services (i.e. Electrical and data cables; water and sewer lines)	Damage to existing services; Power cuts, flooding and sewer spillages; Coming into contact with live electrical services may result into electrocution causing serious injuries or even fatality;	5	4	20	As-built drawings and drawings for existing services; Induction of workers and proper work instruction; Wearing of non-conductive gloves when exposing services by hand; Competent operators; Adequate supervision;

24	Brick Workand Mortar	Mixing of mortar - Faulty hand tools;	Injury to workers	3	4	12	Use of correct PPE, tools in good condition; Supervisor to monitor; Regular tool box talks;
		Stacking or Placing bricks at work - Bricks falling over, brick could cut skin. Throwing bricks	Injury to parts of the body. Ergonomic hazards, Loss of materials	3	4	12	Proper and safe stacking of bricks; Use of correct PPE; Regular toolbox talks Adequate supervision; SWO for brick handling and Mixing plaster.
		Supplying mortar to bricklayer; Brickwork's to walls - faulty hand tool, poor standard of scaffolding or trestles. Not using correct plaster sand. Leaving finds on plaster, poor project quality	Injury to parts of the body	3	4	12	Use of correct PPE; Good standard of scaffolding/ trestles, tools in good condition;
		Placing window, door frames, and lintels - Falling frames and lintels;	Injury to workers, possible serious injuries;	4	4	16	Checks to be done to confirm that windows and door frames are well stayed; Use of correct PPE; Supervisor to monitor and control;

25	Noise	Excessive noise generated by construction workers, plant, and machinery	Hearing Damage, Patient Disturbance, Communication Challenges. Negative Impact on surrounding environment.	5	5	20	Establish specific timeframes for particularly noisy tasks to reduce overall exposure. Establish clear communication protocols among construction workers and people that could be affected to ensure coordination while minimizing unnecessary noise. Correct PPE
26	Dust Control	Stock piling of material airborne dust particles	Environmental risk, to employees, and visitors. Respiratory problems	5	5	20	Implement dust control measures, such as water spraying, dust suppressants, or chemical stabilizers, to minimize the generation and dispersion of dust. Covering materials or using enclosed storage can help control dust from construction materials. Provide correct PPE Plan the construction site layout to strategically position
27	Biohazardous Waste	Chemical Exposure from Construction Materials. Improper disposal of construction waste.	infection, diseases, allergies, bacteria infections.	3	2	20	Ensure waste management procedures are followed and disposal of contaminated soil. Establish proper waste management protocols. Contract with licensed waste disposal services for hazardous materials.

28	Epidemic and pandemic control	Close Contact among Workers. Shared Equipment and Tools. Inadequate Sanitation Facilities. Workers Showing Symptoms of Illness. Communication Challenges. Lack of PPE. Transportation and Commuting.	Epidemic out of control. Spread of illness and disease. Symptoms not getting reported. Community also affected during transportation and commuting.	3	2	6	Ensure Contractor have a epidemic and pandemic control procedure and policy. Hygiene is imparitive and must be implemented. Soap and water must be kept on site.Reporting procedures for all health and incidents is important ensure its implemented. PPE control on site must be done daily.
29	Wildlife and Insects	Long grass could lead to snakes,rodents,tick etc.. Property could have possibility of bee hives. Disturbed Nesting Sites. Vehicle collision with cattle. Noise could disturb wildlife.	Snake Bites. Bee sting. Tick Fever. Allergies to bites or insects. Community unrest with vehicle collision on cattle.	3	2	6	Monitoring procedures of wildlife must be agreed with environmental experts. Inform workers of possible wild life and insects. Emergency numbers for animal control must be at hand. Report all wildlife incidents or contact to OHS Agent or PA.

30	Ergonomics	<p>Strain Injuries: Prolonged overhead work during ceiling installation can lead to muscle strain and fatigue in the shoulders, arms, and back. Repeated motions such as lifting, reaching, and bending while installing ceilings, floor tiles, and cupboards can cause repetitive motion injuries like tendonitis and carpal tunnel syndrome.</p> <p>Designed Tools and Equipment. Stretching. Laying of bricks. Manual labour.</p>	<p>Muscle Strain, Nerve damage, Back Strain. Repetitive motion injuries like tendonitis and carpal tunnel syndrome. Bending and stretching during work could cause muscle strain and fatigue in the shoulders, arms, and back</p>	2	1	<p>2</p> <p>Appoint a competent person in writing to do an ergonomic risk assessment and procedures. Rotate employees doing repetitive work as well as those working with vibrating equipment. Encourage exercise culture. Providing ergonomic training to workers on proper lifting techniques, posture, and use of ergonomic tools. Using mechanical aids such as hoists or dollies to assist with lifting heavy materials. Rotating tasks to vary physical demands and reduce prolonged exposure to repetitive motions. Designing workstations and layouts to minimize awkward postures and optimize reach distances. Ensuring adequate rest breaks and job rotation schedules to prevent overexertion and fatigue. Addressing ergonomic risks proactively, employers can promote a safer and healthier work environment for employees involved in the installation of ceilings, floor tiles, and cupboards.</p>
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31	Working at heights	Ladder and scaffolding	Falling, injuries, Fatalities. Slipping	4	2	8	A comprehensive Fall Protection Plan will be created, encompassing ladder and scaffolding work with a fall arrest plan. All employees must have working at heights training and acknowledge their understanding through a signed confirmation. All ladders must be SABS approved. Appoint competent persons responsible for erecting, supervising, and inspecting scaffolding. All scaffolding must be according to SANS 10085 standards. Fall arrest and fall protection equipment must be on-site and subjected to regular monitoring.
32	Excavation	Use of heavy equipment on site to excavate; Incompetent operators; Poor visibility; Underground or overhead services	Collisions with other machines or workers resulting in serious injuries or fatality and property damage; Heavy machinery falling into excavations;	4	4	16	Appoint competent Excavations Supervisor; Follow excavation safe work procedures Workers to stay clear of heavy machinery; Dust control measures to be in place;

		Open trenches / unprotected excavations. Soil conditions and depth and size of excavation location.	Injuries due to unsafe use of picks and shovels; Collapse of excavations while there are workers inside leading serious injuries.	4	3	12	Workers keep a safe distance from each other when using picks and shovels; Induction and clear work instruction; Inspection of excavations at appropriate intervals; Adequate supervision;
		Excavation by hand	Physical injury	4	4	16	Open trenches and excavations must be kept to a minimum where possible; Monitoring and barricading of excavations with suitable protective material; Proper instruction and warning signage; Ensure care with services and plan accordingly.

33	Concrete Work	Wet concrete, uneven surfaces, and debris can cause workers to slip or trip. Use of Reinforcing steel, serious injury, such as cuts or puncture wounds. Heavy machinery like concrete mixers, trucks, or equipment used for moving the wet concrete can cause crush injuries. Wet concrete is highly alkaline lifting heavy bags of cement, rebar, or other equipment can cause muscle strains and injuries. Dust from dry cement or sand can cause respiratory problems if inhaled.	Slip and Trip Injury to body. Reinforcement steel could cause cuts that has rust. crush injuries (fingers, hands,et) when working with machinery. Cement can cause burns, rashes, or skin irritation. Lifting equipment can cause muscle strains and injuries. Cement Dust can cause respiratory problems if inhaled.			<p>Keep the work area clean and dry to prevent slips, trips, and falls.</p> <p>Use clear signage and barriers to mark hazardous zones.</p> <p>Enforce supervision during concrete pouring activities to ensure safety.</p> <p>Conduct a PPE assessment to ensure that all personal protective equipment is suitable for the specific task.</p> <p>Properly position reinforcement steel and cover exposed rebar to eliminate tripping hazards.</p> <p>Ensure workers are vaccinated against tetanus to prevent blood poisoning in case of injuries.</p> <p>Implement safety barriers around rebar stacks to minimize the risk of accidental contact.</p> <p>Ensure that machinery operators are thoroughly trained to operate equipment safely.</p> <p>Assign spotters when moving equipment near workers, especially during concrete delivery.</p> <p>Establish exclusion zones to keep workers at a safe distance from heavy machinery, particularly during</p>
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							ready-mix concrete delivery. Ensure all workers receive proper training on how to safely mix and handle concrete.
34	Confined Space Work	Improper stacking and storage.	Serious injuries and/or fatalities. Loss of material and equipment, loss of finance, time, reputation.	4	3	12	Good housekeeping; Competent Stacking & Storage Supervisor; Demarcated material laydown areas; Stacking and storage inspections; Good ventilation system must be in place when such work is carried out.
*RPN - Risk Prioritization Number							

ENVIRONMENTAL MANAGEMENT PLAN

PEM ENVIRONMENTAL MANAGEMENT PLAN

PEM.1 PURPOSE

The purpose of the EMP is to encourage good management practices through planning and commitment with respect to environmental issues, and to provide rational and practical environmental guidelines to minimise disturbance of the natural environment.

PEM.2 RESPONSIBILITIES FOR ENVIRONMENTAL MANAGEMENT

The contractor will be responsible for environmental control on site during construction and the maintenance period. The construction activities will be monitored by an independent environmental specialist and audited against the EMP.

PEM.3 TRAINING AND INDUCTION OF EMPLOYEES

The contractor has a responsibility to ensure that all those people involved in the project are aware of and familiar with the environmental requirements for the project (this includes sub-contractors, casual labour, etc.).

PEM.4 COMPLAINTS REGISTER AND ENVIRONMENTAL INCIDENT BOOK

Any complaints received by the project team from the community will be recorded. The complaint will be brought to the attention of the site manager.

All complaints received will be investigated and a response given to the complainant within 28 days.

All environmental incidents occurring on the site will also be recorded.

PEM.5 ENVIRONMENTAL SAFETY

The management of impacts associated with various categories of concern is discussed as separate topics, indicated below.

PEM.5.1 Soil

- (a) Topsoil should be temporarily stockpiled, separately from (clay) subsoil and rocky material, when areas are cleared. If mixed with clay sub-soil the usefulness of the topsoil for rehabilitation of the site will be lost.
- (b) Stockpiled topsoil should not be compacted and should be replaced as the final soil layer. No vehicles are allowed access onto the stockpiles after they have been placed.
- (c) Stockpiled soil should be protected by erosion-control berms if exposed for a period of greater than 14 days during the wet season. The need for such measures will be indicated in the site-specific report.
- (d) Topsoil stripped from different sites must be stockpiled separately and clearly identified as such. Topsoil obtained from sites with different soil types must not be mixed.
- (e) Topsoil stockpiles must not be contaminated with oil, diesel, petrol, waste or any other foreign matter, which may inhibit the later growth of vegetation and microorganisms in the soil.

- (f) Soil must not be stockpiled on drainage lines or near watercourses without prior consent from the Project Manager.
- (g) Soil should be exposed for the minimum time possible once cleared of invasive vegetation, that is the timing of clearing and grubbing should be co-ordinated as much as possible to avoid prolonged exposure of soils to wind and water erosion. Stockpiled topsoil must be either vegetated with indigenous grasses or covered with a suitable fabric to prevent erosion and invasion by weeds.
- (h) Limited vehicular access is allowed across rocky outcrops and ridges.
- (i) All cut and fill surfaces need to be stabilized with appropriate material or measures when major civil works are complete.
- (j) Erosion and donga crossings must be dealt with as river crossings. Appropriate soil erosion and control procedures must be applied to all embankments that are disturbed and de-stabilized.
- (k) All equipment must be inspected regularly for oil or fuel leaks before it is operated. Leakages must be repaired on mobile equipment or containment trays placed underneath immobile equipment until such leakage has been repaired.
- (l) Soil contaminated with oil must be appropriately treated and disposed of at a permitted landfill site or the soil can be regenerated using bio-remediation methods.
- (m) Runoff must be reduced by channeling water into the existing surface drainage system.

PEM.5.2 Water

- (a) Adequate sedimentation control measures must be instituted at any river crossings when excavations or disturbance of riverbanks or riverbeds takes place.
- (b) Adequate sedimentation control measures must be implemented where excavations or disturbance of drainage lines of a wetland may take place.
- (c) All fuel, chemical, oil, etc. spills must be confined to areas where the drainage of water can be controlled. Use appropriate structures and methods to confine spillages such as the construction of berms and pans, or through the application of surface treatments that neutralize the toxic effects prior to the entry into a watercourse.
- (d) Oil absorbent fibres must be used to contain oil spilt in water.
- (e) During construction through a wetland, the majority of the flow of the wetland should be allowed to pass downstream.
- (f) Vehicular traffic across wetland areas must be avoided.
- (g) No dumping of foreign material in streams, rivers and/or wetland areas is allowed.
- (h) The wetland area and/or river must not be drained, filled or altered in any way including alteration of a bed and/or, banks, without prior consent from the DWAF. The necessary licenses must be obtained in terms of Section 21 and 22 of the National Water Act, 36 of 1998 from DWAF.
- (i) No fires or open flames are allowed in the vicinity of the wetland, especially during the dry season.
- (j) No swimming, washing (including vehicles and equipment), fishing or related activity is permitted in a wetland or river without written permission from the Project Manager.
- (k) Disturbances to nesting, breeding and roaming sites of animals in or adjacent to wetland areas must be minimized.

PEM.5.3 Air

- (a) Speed limits must be implemented in all areas, including public roads and private property to limit the levels of dust pollution.
- (b) Dust must be suppressed on access roads and construction sites during dry periods by the regular application of water or a biodegradable soil stabilization agent. Water used for this purpose must be used in quantities that must not result in the generation of run-off.
- (c) The site-specific investigation will quantify the impact of dust on nearby wetlands, rivers and dams in terms of sedimentation. Mitigation measures identified during the site-specific study must be implemented.
- (d) The Contractor must notify the principal of all schools within 50m of the site of proposed activities. The principal must in turn ensure that children with allergies and respiratory ailments take the necessary precautionary measures during the construction period. The Contractor must ensure that construction activities do not disturb school activities e.g. dust clouds may reduce visibility affecting sports activities.
- (e) Waste must be disposed of, as soon as possible at a municipal transfer station, skip or on a permitted landfill site. Waste must not be allowed to stand on site to decay, resulting in malodors.
- (f) Noise control measures must be implemented. All noise levels must be controlled at the source. All employees must be given the necessary ear protection gear. IAP's must be informed of the excessive noise factors.
- (g) The Contractor must inform all adjacent landowners of any after-hour construction activities and any other activity that could cause a nuisance e.g. the application of chemicals to the work surface. Normal working hours must be clearly indicated to adjacent landowners.
- (h) No loud music is allowed on site and in construction camps.
- (i) No fires are allowed if smoke from such fires will cause a nuisance to IAP's.

PEM.5.4 Social and Cultural

- (a) Access by non-construction people onto any construction sites must be restricted. The Contractors activities and movement of staff must be restricted to designated construction areas only.
- (b) The Contractors crew must be easily identifiable due to clothing, identification cards or other methods.
- (c) Rapid migration of job seekers could lead to squatting and social conflict with resident communities and increase in social pathologies if not properly addressed. The Contractor must ensure that signs indicating the availability of jobs are installed.
- (d) Criteria for selection and appointment (by the Contractor) of construction labour must be established to allow for preferential employment of local communities. The Local Authority must be actively involved in the process of appointing temporary labourers.
- (e) Sub-Contractors and their employees must comply with all the requirements of this document and supporting documents e.g. the Contract document that applies to the Contractor. The absence of specific reference to the sub-contractor in any specification does not imply that the sub-contractor is not bound by this document.
- (f) No member of the construction workforce is allowed to wander around private property, except within the immediate surroundings of the site.
- (g) The Contractor must provide suitable sanitation facilities for site staff. Sanitation provided during the construction phase should be managed so that it does not cause environmental health problems. The use of the surrounding fields or grounds for toilet purposes is not permitted under any circumstance.
- (h) The Contractor must arrange for all his employees and those of his sub-contractors to be informed of the findings of the environmental report before the commencement of construction to ensure:
 - A basic understanding of the key environmental features of the work site and environments, and

- Familiarity with the requirements of this document and the site-specific report.
- (i) Supervisory staff of the Contractor or his sub-contractors must not direct any person to undertake any activities which would place such person in contravention of the specifications of this document endanger his/her life or cause him/her to damage the environment.
 - (j) The demand for construction materials and supplies will have an effect on the local economy. This impact can be optimized by sourcing and purchasing materials locally and regionally wherever possible, insofar as the material complies with the design specification.
 - (k) The Contractor must maintain a detailed complaints register. This must be forwarded, together with solutions, to the authorities when requested.

PEM.5.5 Aesthetics

(a) Scenic Quality

Damage to the natural environment must be minimized.

Trees and tall woody shrubs must be protected from damage to provide a natural visual shield. Excavated material must not be placed on such plants and movement across them must not be allowed, as far as practical.

The clearing of all sites must be kept to a minimum and surrounding vegetation must, as far as possible, be left intact as a natural shield.

No painting or marking of natural features must be allowed.

- (b) All above ground structures could be treated or painted to blend in with the natural environment.
- (c) Cut and fill areas, river and stream crossings and other soil stabilization works must be constructed to blend in with the natural environment.
- (d) Natural outcrops, rocky ridges and other natural linear features, must not be bisected. Vegetation on such features must, as far as possible, not be cut unless absolutely necessary for construction.
- (e) Excavated material must be flattened (not compacted) or removed from site. No heaps of spoil material must be left on site once the Contractor has moved off site either temporarily or permanently.
- (f) Any complaints from interest groups regarding the appearance of the construction site must be recorded and addressed promptly by the Contractor.

PEM.5.6 Archaeology and Cultural Sites

- a) All finds of human remains must be reported to the nearest police station.
- b) Human remains from the graves of victims of conflict, or any burial ground or part thereof which contains such graves and any other graves that are deemed to be of cultural significance may not be destroyed, damaged, altered, exhumed or removed from their original positions without a permit from the South African Heritage and Resource Agency (SAHRA).
- c) Work in areas where artefacts are found must cease immediately.
- d) Under no circumstances must the Contractor, his/her employees, his/her sub-contractors or his/her sub-contractors' employees remove, destroy or interfere with archaeological artefacts. Any person who causes intentional damage to archaeological or historical sites and/or artefacts could be penalised or legally prosecuted in terms of the National Heritage Resources Act, 25 of 1999.
- e) A fence at least 2 m outside the extremities of the site must be erected to protect archaeological sites.
- f) All known and identified archaeological and historical sites must be left untouched.

- g) Work in the area can only be resumed once the site has been completely investigated. The Project Manager will inform the Contractor when work can resume.

PEM.5.7 Flora

- a) All suitable and rare flora and seeds must be rescued and removed from the site. They must be suitably stored for future use in rehabilitation.
- b) The felling and/or cutting of trees and clearing of bush must be minimized.
- c) Bush must only be cleared to provide essential access for construction purposes.
- d) The spread of alien vegetation must be minimized.
- e) Any incident of unauthorized removal of plant material, as well as accidental damage to priority plants, must be documented by the Contractor.
- f) Woody vegetative matter stripped during construction must either be spread randomly throughout the surrounding fields so as to provide biomass for other microorganisms and habitats for small mammals and birds, or it may be stockpiled for later redistribution over the reinstated top soiled surface. No vegetative matter must be burnt or removed for firewood other than those removed during the grubbing and clearing phase. Such vegetation can be made available to the local inhabitants to be used as firewood.
- g) No tree outside the footprint of the Works area must be damaged.

PEM.5.8 Fauna

- a) No species of animal may be poached, snared, hunted, captured, or willfully damaged or destroyed.
- b) Snakes and other reptiles that may be encountered on the construction site must not be killed unless the animal endangers the life of an employee.
- c) Anthills and/or termite nests that occur must not be disturbed unless it is unavoidable for construction purposes.
- d) Disturbances to nesting sites of birds must be minimized.
- e) The Contractor must ensure that the work site is kept clean and free from rubbish, which could attract pests.

PEM.5.9 Infrastructure

- a) The relevant authorities must be notified of any interruptions of services, especially the District Municipality, Local Municipality, National Road Agency, Spoornet, TELKOM and ESKOM. In addition, care must be taken to avoid damaging major and minor pipelines and other services.
- b) The integrity of property fences must be maintained.
- c) No telephone lines must be dropped during the construction operations, except where prior agreement by relevant parties is obtained. All crossings must be protected, raised or relocated as necessary.
- d) All complaints and/or problems related to impacts on man-made facilities and activities must be promptly addressed by the Contractor and documented.
- e) Storage Facilities
- Proper storage facilities should be provided for the storage of oils, grease, fuels, chemicals and hazardous materials.
 - The Contractor must ensure that accidental spillage does not pollute soil and water resources.
 - Fuel stock reconciliation must be done on all underground tanks to ensure no loss of oil, which

could pollute groundwater resources.

- Cement must be stored and mixed on an impermeable substratum.

f) Traffic Control

All reasonable precautions must be taken during construction to avoid severely interrupting the traffic flow on existing roads, especially during peak periods.

Before any work can start the Local Traffic Department must be consulted about measures to be taken regarding pedestrian and vehicular traffic control.

g) Access Roads

The Contractor and the affected landowner must collaborate on the planning and construction of new access routes and the repair or upgrading of existing routes.

Access to the site must be controlled such that only vehicles and persons directly associated with the work gains access to the site.

Temporary access roads must not be opened until required and must be restored to its former state as soon as the road is no longer needed.

h) Batching Plants

Concrete must be mixed only in an area demarcated for this purpose. All concrete spilled outside this area, must be promptly removed by the Contractor and taken to a permitted waste disposal site. After all concrete mixing has been completed, all waste concrete must be removed from the batching area and disposed of at an approved dumpsite. Storm water must not be allowed to flow through the batching area. Water laden with cement must be collected in a retention area for evaporation and not allowed to escape the batching area. Operators must wear suitable safety clothing.

- i) Chemical toilet facilities should be managed and serviced by a qualified company. No disposal or leakage of sewerage should occur on or near the site.

j) Blasting

Blasting must not endanger public or private property.

Noise mufflers and/or soft explosives must be used to minimize the impact on animals.

All the provisions of the Explosives Act, 26 of 1956 and the Minerals Act, 50 of 1991 must be complied with.

The Contractor must take measures to limit fly rock.

PEM.5.10 Safety

- a) Measures must be taken to prevent any interference that could result in flashover of power lines due to breaching of clearances or the collapse of power lines due to collisions by vehicles and equipment.
- b) Measures must be taken during thunderstorms to protect workers and equipment from lightning strikes.
- c) All tall structures must be properly earthed and protected against lightning strikes.
- d) The process of excavation and back filling must be carried out as a sequential process following one another as quickly as possible. Excavations must only remain open for a minimum period of time and during this time they must be clearly demarcated. If excavations place the public at risk these sites must be fenced.
- e) The residents directly affected by open trenches must be notified of the dangers. This will be done during the site-specific phase.

PEM.5.11 Waste

PEM 5.11.1 Solid Waste

- (a) Littering on site and the surrounding areas is prohibited.
- (b) Clearly marked litterbins must be provided on site. The Contractor must monitor the presence of litter on the work sites as well as the construction campsite.
- (c) All bins must be cleaned of litter regularly.
- (d) All waste removed from site must be disposed at a municipal/permitted waste disposal site.
- (e) Excess concrete, building rubble or other material must be disposed of in areas designated specifically for this purpose and not indiscriminately over the construction site.
- (f) The entire works area and all construction sites must be swept of all pieces of wire, metal, wood or other material foreign to the natural environment.
- (g) Contaminated soil must be treated and disposed of at a permitted waste disposal site, or be removed and the area rehabilitated immediately.
- (h) Waste must be recycled wherever possible.

PEM 5.11.2 Liquid Waste

- (a) The Contractor must maintain mobile toilets on site.
- (b) The Contractor must provide adequate and approved facilities for the storage and recycling of used oil and contaminated hydrocarbons. Such facilities must be designed and sited with the intention of preventing pollution of the surrounding area and environment.
- (c) All vehicles must be regularly serviced in designated area within the Contractors camp such that they do not drip oil.
- (d) All chemical spills must be contained and cleaned up by the supplier or professional pollution control personnel. Run-off from wash bays must be intercepted.

PEM 5.11.3 Hazardous Waste

- (a) No hazardous materials must be disposed of in the field or anyplace other than a registered landfill for hazardous material. Hazardous waste must be stored in containers with tight lids that must be sealed and must be disposed at an appropriately permitted hazardous waste disposal site. Such containers must not be used for purposes other than those originally designed for.
- (b) The Contractor must maintain a hazardous material register.

PEM.5.12 Rehabilitation and Site clearance

- (a) When all major construction activities are completed, the site must be inspected to determine site-specific rehabilitation measures. This may be considered as unplanned work e.g. soil rehabilitation due to oil spills.
- (b) All temporary buildings and foundations, equipment, lumber, refuse, surplus materials, waste, construction rubble fencing and other materials foreign to the area must be removed.
- (c) If waste products cannot be recycled they must be disposed of at a permitted landfill site.

- (d) All drainage deficiencies including abandoned pit latrines and waste pits must be corrected.
- (e) Cut and fill areas must be restored and re-shaped.
- (f) The area must be restored to its natural vegetation condition using indigenous trees, shrubs and grasses as directed by a grassland and/or rehabilitation expert.
- (g) Borrow pits must be re-shaped into even slopes and surfaces to blend with the natural terrain and topsoil must be replaced.
- (h) The grass mix, shrubs and trees used for rehabilitation must be compatible with the species identified in the site-specific investigation.
- (i) Areas compacted by vehicles during construction must be scarified to allow penetration of plant roots and the regrowth of natural vegetation.

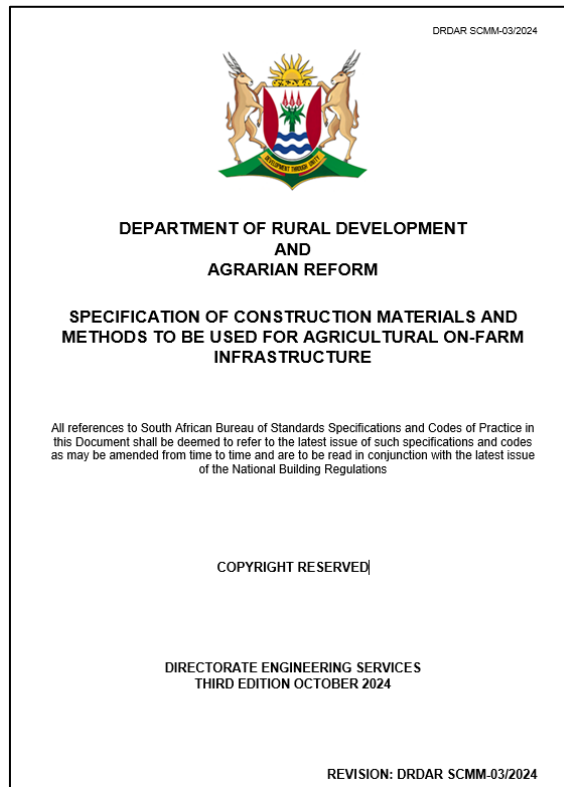
PEM.6 MEASUREMENTS AND PAYMENT

No additional payment will be made to the Contractor to comply with the above actions as it will be deemed to be included in the rates tendered.

**BID FOR THE RENOVATION AGRICULTURE OFFICE AT COFIMVABA TOWN IN THE VUYISILE MINI LM
OF THE CHRIS HANI DISTRICT.**

CH-26/27-0000

The Project particular specifications are fully detailed the “Specifications of Construction Materials and methods to be used for Agricultural on-farm Infrastructure”, Third Edition, October 2024, Revision “DOA SCMM-03/2024”.



The document can be downloaded from the DOA website, at the following link:

https://www.DOA.gov.za/wp-content/uploads/2024/11/DOA-SCMM-03_2024-STANDARD-SPECIFICATIONS.pdf

or be obtained in electronic form at:

THE DEPARTMENT OF AGRICULTURE

Block H,

Komani Office Park

Komani, 5319

**NB: The Bill of Quantities and Drawings must be read in conjunction with:
Section 2, 3, 4, 5, 7, 8, 9, 11, 12, 14, 15, 16, 17 and other relevant section in the:
“Specifications of Construction Materials and methods to be used for Agricultural on-
farm Infrastructure” document.**

SCOPE

This bid covers the expansion and renovation of the Cofimvaba office in Insika Yethu Local Municipality.

PS 1 DISCLAIMER

The information regarding subsurface conditions, materials on site and site information supplied, is provided in good faith for the contractors convenience as an indication of conditions likely to be encountered. No responsibility will be accepted for, and there is no guarantee of the information being representative of the whole area of the works or materials.

The information provided will not be regarded as in way limiting. The contractor will be held to have satisfied himself of all conditions to be encountered on site and to allow accordingly in his tendered rates.

PS2 APPLICABLE STANDARDS

The South African Bureau of Standards, Standard Specifications for Civil Engineering Construction (SABS 1200). It shall however be noted that reference is made in certain of the specifications to other standardized specifications which may or may not be included in this document. Where such specifications are not included, they shall however be deemed to be included in the Contract documents.

The Contractor shall have available for reference on site at all times a full set of the above specifications, together with any other to which they refer. These specifications shall remain the property of the Contractor but shall be made available to the Engineer whenever required throughout the duration of the Contract.

The South African Bureau of Standards, Standard Specifications for Civil Engineering Construction (SABS 1200) shall apply to this Contract together with additional amendments as set out herein

PS 3 SITE FACILITIES

PS 3.1 FACILITIES FOR THE ENGINEER

No facilities are required for the Engineer; the Engineer will however make use of the Contractor's site office for the site meetings.

PS 3.2 SANITARY FACILITIES

The Contractor shall supply chemical toilets for use by his employees and temporary workers and shall be entirely responsible for maintaining such toilets in a clean and sanitary condition to the satisfaction of the Engineer and the health authorities. The number of toilets shall be based on one toilet per fifteen personnel on site and the Contractor shall make his own arrangements and pay all charges for the removal of sewage.

PS 3.3 CONTRACTOR'S CAMP SITE

The establishment of all labour, plant and materials on site and all arrangements in this respect is the responsibility of the Contractor.

The Contractor shall provide within his own on-site facilities, a suitably furnished office or other venue capable of comfortably accommodating a minimum of ten (10) persons at site meetings. The Engineer shall be allowed free use of such a venue for the conducting of any other meetings concerning the Contract at all reasonable times. The cost of providing the above facility will be viewed to be inclusive of the Contractor's establishment costs.

Before the erection of his camp, office, stores, plant and accommodation units or any facilities, the Contractor shall satisfy the Engineer that he is familiar with and has taken due cognizance of any pertinent local by-laws, availability of services and statutory regulations. The Contractor's attention is specifically drawn to the regulations pertaining to the accommodation of labourers.

PS 3.4 TELEPHONE AND COMMUNICATION FACILITIES

The Contractor shall provide and maintain a continuous means of on-site communication between his site supervision staff (i.e. the people responsible for the day to day running of the Contract) and the staff of the Engineer's Representative.

The Engineer and his Representative will use their own cellular and office telephones for this contract. The provision and use of cellular phones for the Contractor's personnel will be for his own cost.

PS 3.5 ACCOMMODATION FOR EMPLOYEES

The Contractor shall make his own arrangements for the accommodation of his employees.

PS 3.6 SECURITY

The Contractor shall be responsible for the security of his personnel and constructional plant on and around the site of the works and for the security of his camp, and no claims in this regard will be considered by the Employer.

PS 3.7 SETTING OUT OF WORKS

The Engineer shall also stake out the corner post positions for the fenced area. The contractor must use these set out points to position and dimension the rest of the works. Construction may only commence after the points have been staked out.

PS 3.8 WATER, POWER SUPPLY AND OTHER SERVICES

The Contractor shall make his own arrangements concerning the supply of water, electrical power and all other services for use at the site camps, as well as for all construction and maintenance purposes. No direct payment will be made for the provision of water, electrical power and other services. The cost thereof shall be deemed to be included in the rates and amounts tendered for the various items of work.

PS 3.9 FEATURES REQUIRING SPECIAL ATTENTION

PS 3.9.1 PUBLIC SAFETY

The Contractor shall at all times ensure that his operations do not endanger any member of the public or of his own personnel.

PS 3.9.2 ADJOINING PROPERTIES

The sites of the Works are surrounded by private properties. The Contractor shall exercise strict control over his employees to ensure that they do not trespass outside the road reserve or interfere in any way with the adjacent owners, tenants and their properties. In addition, the Contractor shall liaise with the owners regarding all matters that may affect them such as the provision of water and the like.

PS 3.9.3 CONSTRUCTION AND MAINTENANCE ACTIVITIES IN CONFINED AREAS

It may be necessary for the Contractor to work within confined areas. Except where provided for in the project specifications, no additional payment will be made for work done in restricted areas.

The Contractor must note that measurement and payment will be in accordance with the specified cross-sections and dimensions only, irrespective of the method used for achieving these cross-sections and dimensions and that the tendered rates and amounts shall include full compensation for all special equipment and construction / maintenance methods and for all difficulties encountered when working in confined areas and narrow widths, and at or around obstructions, and that no extra payment will be made nor will any claim for additional payment be considered in such cases.

PS 3.9.4 EXISTING SERVICES

Items have been allowed in the Bill of Quantities for dealing with and protecting existing services where they are known.

The Contractor will, however, ensure that prior to construction all the necessary Record Drawings and Way-leaves for all services have been obtained and verified on site by the relevant Service Providers in his presence. The Contractor must request in writing the relevant Official to indicate the said services within 48 hours prior to commencement of work, after which the responsibility rests with the Service Department if the services are not indicated to the Contractor as requested.

The Contractor shall take whatever extra precautions are required to protect all existing services from damage during the period of the Contract. Any damage to existing services indicated by the relevant service providers or other damage as a result thereof, shall be for the Contractor's account.

PS 4 COMMUNICATION WITH LOCAL COMMUNITIES

A Project Steering Committee will be formed by the Contractor through the appropriate Local Ward Councilors or existing official structures if required, to act as the communication channel between the Contractor and the residents. This Project Steering Committee will identify a Community Liaison Officer to be appointed by the Contractor. A provisional sum is allowed in the schedule of quantities to cover the cost of the Community Liaison Officer.

The Contractor shall use the Community Liaison Officer, and the Project Steering Committee to timeously reach mutually acceptable employment agreements with the affected communities and to deal with any labour-related issues.

The Contractor must include in his rates for the cost of attending an average of one Project Steering Committee meeting each month. The meetings will not necessarily be during normal working hours and it is accepted that the Contractor tendering for the works is familiar with dealing with communities and understands the implications of keeping the community informed. Minutes of such meetings must be recorded and distributed by the Contractor and the cost is deemed to be included in the rates.

The Community Liaison Officer (CLO) is to be selected by the Project Steering Committee (PSC) and the Employer (through his agent) and appointed by the Contractor. The Contractor shall, however, accept the appointment as part of his management personnel.

PS 4.1 The duties of the CLO will be:

To be available on site daily during normal working hours and at other times as the need arises. His normal working day and his period of employment will be mutually agreed upon by the Employer and the Engineer accordingly.

To determine, in consultation with the Contractor, the needs of the local labour for relevant training.

To communicate daily with the Contractor and the Engineer to determine the labour requirements with regard to numbers and skill, to identify possible labour disputes and to assist in their resolution.

To attend all meetings in which the community and/or labour is present or is required to be represented. In particular, he will attend the first part of the monthly/site meeting to report on the local community involvement.

To inform local labour of their conditions of temporary employment and to inform local labourers as early as possible when their period of employment will be terminated.

To attend disciplinary proceedings to ensure that hearings are fair and reasonable.

To keep a daily written record of his interviews and project liaison conducted.

All such other duties as agreed upon between all parties concerned.

HEALTH AND SAFETY

PAM 2.2 Interpretations

PAM 2.2.1 Application

This specification is a compliance document drawn up in terms of South African legislation and is therefore binding. It must be read in conjunction with relevant legislation as noted previously.

PAM 2.2.2 Definitions

The definitions as listed in the Occupational Health & Safety Act 85/1993 and Construction Regulations (2014) shall apply.

PAM 2.3 Minimum Administrative Requirements of the Department of RD&AR

PAM 2.3.1 Notification of Intention to Commence Construction Work

The Contractor shall notify the Provincial Director of the Department of Labour in writing before construction work commences. A copy of this notification must be forwarded to the Employer prior to work commencing on site as per clause 4.

PAM 2.3.2 Assignment of Contractor's Responsible Persons to Supervise Health and Safety on Site

The Contractor shall submit supervisory appointments as well as any relevant appointments in writing (as stipulated by the OHS Act and Construction Regulations), prior to commencement of work as per clause 8. Proof of competency must be included.

PAM 2.3.3 Competency for Contractor's Appointed Competent Persons

Contractors' competent persons for the various risk management portfolios shall fulfil the criteria as stipulated under the definition of Competent in accordance with the Construction Regulations (2014). Proof of competence for the various appointments must be included.

PAM 2.3.4 Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COIDA)

The Principal Contractor shall submit a letter of good standing with its Compensation Insurer to the Employer as proof of registration. Sub Contractors shall submit proof of registration to the Principal Contractor before they commence work on site.

PAM 2.3.5 Health and Safety Organogram

The Principal Contractor and all Sub Contractors shall submit an organogram, outlining the Health and Safety Site Management Structure including the relevant appointments/competent persons. In cases where appointments have not been made, the organogram shall reflect the intended positions. The organogram shall be updated when there are any changes in the Site Management Structure.

PAM 2.3.6 Preliminary Hazard Identification and Risk Assessment and Progress Hazard Identification and Risk Assessment

The Contractor shall cause a hazard identification to be performed by a competent person before commencement of construction work, and the assessed risks shall form part of the

construction phase health and safety plan submitted for approval to the Employer. The risk assessment must include;

- A list of hazards identified as well as potentially hazardous tasks;
- A documented risk assessment based on the list of hazards and tasks;
- A set of safe working procedures (method statements) to eliminate, reduce and/or control the risks assessed;
- A monitoring and review procedure of the risks assessment as the risks change.

The Principal Contractor shall ensure that all Sub Contractors are informed, instructed and trained by a competent person regarding any hazards, risks and related safe work procedures before any work commences and thereafter at regular intervals as the risks change and as new risks develop. Proof of this must be kept for inspection by the Employer or the Employer's Representative.

The Principal Contractor shall be responsible for ensuring that all persons who could be negatively affected by its operations are informed and trained according to the hazards and risks and are conversant with the safe work procedures, control measures and other related rules (tool box talk strategy to be implemented).

PAM 2.3.7 Medical Certificates of Employees.

The contractor must ensure that all his/her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the for prescribed in the regulations of 2014.

PAM 2.3.8 Health and Safety Training

PAM 2.3.8.1 Induction

The Principal Contractor shall ensure that all site personnel undergo a risk-specific health & safety induction training session before starting work. A record of attendance shall be kept in the health & safety file. A suitable venue must be supplied to house this training.

PAM 2.3.8.2 Awareness

The Principal Contractor shall ensure that, on site, periodic toolbox talks take place at least once per week. These talks should deal with risks relevant to the construction work at hand. A record of attendance shall be kept in the health & safety file. All Contractors have to comply with this minimum requirement. At least one of the Toolbox talks shall be on an environmental related issue.

PAM 2.3.8.3 Competency of Site Personnel

All competent persons shall have the knowledge, experience, training, and qualifications specific to the work they have been appointed to supervise, control, and carry out. This will have to be assessed on regular basis e.g. periodic audits by the Employer, progress meetings, etc. The Principal Contractor is responsible to ensure that competent Sub Contractors are appointed to carry out construction work.

PAM 2.3.8.4 Rules of conduct.

Principal contractors, their sub contractors and all employees under their control, including any visitor brought onto site must adhere to the following rules of conduct on site.

YOU MAY NOT:

- Partake, possess or sell drugs or alcoholic beverages on site. Any employee or visitor

whose action and demeanour show symptoms of possible narcosis or drunkenness shall be removed from site.

- Indulge in practical jokes, horseplay, fighting or gambling.
- Destroy or tamper with safety devices, symbolic signs, or wilfully and unnecessarily discharge fire extinguishers.
- Bring onto site or have in your possession a firearm or lethal weapon.
- Assault, intimidate or abuse any other person.
- Operate construction equipment (vehicles or plant) without the necessary training, license and authorisation.
- Display insubordination towards any supervisor, foreman or Manager, in respect of carrying out properly issued instructions or orders for health and Safety reasons.
- Enter any area where you have no business, unless authorised to do so by the person in charge.
- Negligently, carelessly or wilfully cause damage to property of others.
- Refuse to give evidence, or deliberately make false statements during investigations.

PAM 2.3.9 General Record Keeping

The Principal Contractor and all Sub Contractors shall keep and maintain Health and Safety records to demonstrate compliance with this Specification, with the OHS Act 85/1993; and with the Construction Regulations (2014). The Principal Contractor shall ensure that all records of incidents/accidents, training, inspections, audits, etc. are kept in a health & safety file held in the site office. The Principal Contractor must ensure that every Sub Contractor opens its own health & safety file, maintains the file and makes it available on request.

PAM 2.3.9.1 Inspections

The following items must be regularly inspected and maintained (where applicable) and appropriate records kept on site:

- First Aid dressing registers.
- Fire equipment
- Lifting equipment
- Lifting Gear
- Portable electrical equipment
- Stacking and storage inspections
- Explosive power tools
- Materials hoist (were applicable)
- Pressure Vessels
- Ladders
- Excavations
- Safety harnesses
- Scaffold - static and mobile.
- Pneumatic tools
- Construction vehicles and mobile plant.
- Health and Safety Representative's checklists.

PAM 2.3.10 Health & Safety Audits, Monitoring and reporting

The Employer (or the Employer's Representative) shall conduct monthly health & safety audits of the work operations including a full audit of physical site activities as well as an audit of the administration of health & safety. The Principal Contractor is obligated to conduct similar audits on all Sub Contractors appointed by them. Detailed reports of the audit findings and results shall be reported on at all levels of project management meetings/forums. Copies of the Employer's audit reports shall be kept in the Primary Project Health & Safety File while the Principal Contractor audit reports shall be kept in their file, a copy being forwarded to the Employer. Sub Contractors have to audit their sub-contractors and keep records of these audits in their health & safety files, and make them available on request.

PAM 2.3.11 Emergency Procedures

The Principal Contractor shall submit a detailed Emergency Procedure for approval by the Employer prior to commencement of work on site. The procedure shall detail the response plan including the following key elements:

- List of key competent personnel;
- Details of emergency services;
- Actions or steps to be taken in the event of specific types of emergencies;
- Information on hazardous material/situations.

Emergency procedure(s) shall include, but shall not be limited to fire, spills, accidents to employees, use of hazardous substances, bomb threats, major incidents/accidents, etc. The Principal Contractor shall advise the Employer in writing forthwith of any emergencies, together with a record of action taken. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc) must be maintained and available to site personnel.

PAM 2.3.12 First Aid Boxes and First Aid Equipment

The Principal Contractor and all Sub Contractors shall appoint in writing First aider(s). The appointed First aider(s) are to be qualified or sent for accredited first aid training. Valid certificates are to be kept on site. The Principal Contractor shall provide an on-site First Aid Station with first aid facilities, including first aid boxes adequately stocked at all times. All Sub Contractors with more than 5 employees shall supply their own first aid box. Sub Contractors with more than 10 employees shall have a trained, certified first aider on site at all times.

PAM 2.3.13 Hazards and Potential Situations

The Principal Contractor shall immediately notify other Sub Contractors as well as the Employer of any hazardous or potentially hazardous situations that may arise during performance of construction activities.

PAM 2.3.14 Personal Protective Equipment (PPE) and Clothing

The Principal Contractor shall ensure that all workers are issued and wear hard hats, safe footwear and overalls. The Principal Contractor and all Sub Contractors shall make provision and keep adequate quantities of SABS approved PPE on site at all times. The Principal Contractor shall clearly outline procedures to be taken when PPE or Clothing is:

- Lost or stolen;
- Worn out or damaged.

The above procedure applies to Sub Contractors and their contractors, as they are all Employers in their own right.

PAM 2.3.15 Contractors and their Sub-contractors

The Principal Contractor shall ensure that all Sub Contractors under its control comply with this Specification, the OHS Act 85/1993, Construction Regulations (2014), and all other relevant legislation that may relate to the activities directly or indirectly. The Contractor, when appointing other Contractors as 'Sub-contractors', shall mutatis mutandis ensure compliance.

PAM 2.3.16 Non-Compliance

Should the Contractor fail to comply with the provisions of the Regulations 3 to 30 as listed in Regulation 33, he will be guilty of an offence and will be liable, upon conviction, to the fines or imprisonment as set out in Regulation 33.

PAM 2.4 SPECIFIC PROJECT REQUIREMENTS

PAM 2.4.1 Demolition Work

Prior to any demolition work being carried out, the Principal Contractor shall submit a safe working procedure and a detailed engineering survey for approval by the Employer. Approval will then be issued to the Principal Contractor to proceed with the demolition work. The Principal Contractor shall ensure that demolition work complies with the Construction Regulations (2014).

PAM 2.4.2 Excavations, Shoring, Dewatering or Drainage

The Principal Contractor and any relevant Sub Contractors shall make provision in their tender for shoring, dewatering or drainage of any excavation as per this specification.

The Contractor shall make sure that:

- The excavations are inspected before every shift, each occurrence of rain or change to the excavation / shoring and a record is kept thereof;
- Any excavation shall be adequately shored if people are required to work in the excavation and the depth is more than 1.5 metres or where conditions render this necessary at lesser depths. Undercutting is not allowed;
- Safe work procedures have been communicated to the workers;
- Excavated material shall be placed as far from the trench as practically possible and a close watch shall be maintained at all times for signs of slipping(e.g. cracks developing at the edges of the excavation);
- Safe work procedures are enforced and maintained by the Contractor's Responsible Persons at all times;
- The requirements as per section 13 of the Construction Regulations are adhered to.

PAM 2.4.3 Edge Protection and Penetrations

The Principal Contractor must ensure that all exposed edges and openings are guarded and demarcated at all times until permanent protection has been erected. The Principal Contractor's risk assessment must include (where applicable) protection of decking edges, finished floor slab edges, stairways, floor penetrations, lift shafts, and all other openings and areas where a person may fall.

PAM 2.4.4 Piling

The Contractor shall ensure that piling is undertaken by a competent Contractor. A SWP shall be submitted to the Employer for approval before commencement of this work.

PAM 2.4.5 Stacking of Materials

The Principal Contractor and other relevant Sub Contractors shall ensure that there is an appointed staking supervisor and all materials, formwork and all equipment is stacked and stored safely.

PAM 2.4.6 Speed Restrictions and Protection

The Principal Contractor shall ensure that all persons in its employ, all Sub Contractors, and all those that are visiting the site are aware and comply with the site speed restriction(s). Separate vehicle and pedestrian access routes shall be provided, maintained, controlled, and enforced.

PAM 2.4.7 Hazardous Chemical Substances (HCS)

The Principal Contractor and other relevant Sub Contractors shall provide the necessary training and information regarding the use, transport, and storage of HCS. The Principal Contractor shall ensure that the use, transport, and storage of HCS are carried out as prescribed by the HCS Regulations. The Contractor shall ensure that all hazardous chemicals on site have a Material Safety Data Sheet (MSDS) on site and the users are made aware of the hazards and precautions that need to be taken when using the chemicals. The First aider's must be made aware of the MSDS and how to treat HCS incidents appropriately.

PAM 2.4.8 Construction Equipment

"Construction Equipment" includes all types of equipment including but not limited to, cranes, piling rigs, excavators, road vehicles, and all lifting equipment.

The Principal Contractor shall ensure that all such construction equipment complies with the requirements of the OHS Act 85/1993 and Construction Regulations (2014). The Principal Contractor and all relevant Sub Contractors shall inspect and keep records of inspections of the construction equipment used on site. Only authorised/competent persons are to use machinery and only under proper supervision. Appropriate PPE and clothing must be provided and maintained in good condition at all times. Proof of medical tests as required by the Construction regulations shall be made available for inspection by the Employer.

Vehicles shall not enter the site with:

- Defective exhaust systems
- Serious oil or fuel leaks
- Unsafe bodywork or loads
- Non standard equipment fitted.
- Improperly seated passengers
- Any obvious mechanical defects.

All earth moving equipment shall be operated in accordance with good safety practice so as to protect the safety of the operator and other workers or persons in the area. All earth moving equipment shall be equipped with a reverse siren

PAM 2.4.9 Vessels under Pressure (VuP) and Gas Bottles

The Principal Contractor and all relevant Sub Contractors shall comply with the Vessels under Pressure Regulations, including:

- Providing competency and awareness training to the operators;
- Providing PPE or clothing;
- Inspect equipment regularly and keep records of inspections;
- Providing appropriate fire fighting equipment (Fire Extinguishers) on hand.

PAM 2.4.10 Fire Extinguishers and Fire Fighting Equipment

The Principal Contractor and relevant Sub Contractors shall provide adequate and regularly serviced fire fighting equipment, located at strategic points on site, specific to the classes of fire likely to occur. The appropriate notices and signs must be posted up as required. A

competent person must conduct a Fire risk survey and proof of this survey must be kept in the Site Safety File.

PAM 2.4.11 Hired Construction Equipment and Machinery

The Principal Contractor shall ensure that any hired construction equipment and machinery used on site is safe for use. The necessary requirements as stipulated by the OHS Act 85/1993 and Construction Regulations (2014) shall apply. The Principal Contractor shall ensure that operators hired with machinery are competent and that certificates are kept on site in the health & safety file. All relevant Sub Contractors must ensure the same.

PAM 2.4.12 Scaffolding / Working at Heights

Working at heights includes any work that takes place in an elevated position. The Principal Contractor must submit a risk-specific fall prevention plan in accordance with the Construction Regulations (2014) before this work is undertaken. The Employer must approve the fall prevention plan before work may commence.

PAM 2.4.13 Formwork and Support work for Structures

The Principal Contractor shall ensure that the provisions of section 12 of the Construction Regulations (2014) are adhered to. These provisions must include but not be limited to ensuring that all equipment used is examined for suitability before use; that all formwork and support work is inspected by a competent person immediately before, during and after placement of concrete or any other imposed load and thereafter on a daily basis until the formwork and support work has been removed. Records of all inspections must be kept in a register on site.

PAM 2.4.14 Lifting Machines and Tackle

The Principal Contractor and all Contractors shall ensure that lifting machinery and tackle is inspected before use and thereafter in accordance with the Driven Machinery Regulations and the Construction Regulations (section 19). There must be competent lifting machinery and a tackle inspector must inspect the equipment daily or before use, taking into account that:

- All lifting machinery and tackle has a safe working load clearly indicated;
- Regular inspection and servicing is carried out;
- Records are kept of inspections and of service certificates;
- There is proper supervision in terms of guiding the loads that includes a trained banks man to direct lifting operations and check lifting tackle;
- The tower crane bases have been approved by an engineer;
- The operators are competent as well as physically and psychologically fit to work and in possession of a medical certificate of fitness to be available on site.

PAM 2.4.15 Ladders and Ladder Work

The Principal Contractor shall ensure that all ladders are inspected monthly, are in good safe working order, are the correct height for the task, extend at least 1m above the landing, are fastened and secured, and at a safe angle. Records of inspections must be kept in a register on site. Sub Contractors using their own ladders must ensure the same. Ladders shall not be used as horizontal walkways or as scaffolding. Tools or equipment must be carried in suitable slung containers or hoisted up to the working position.

PAM 2.4.16 General Machinery

The Principal Contractor and relevant Sub Contractors shall ensure compliance with the Driven Machinery Regulations, which include inspecting machinery regularly, appointing a

competent person to inspect and ensure maintenance, issuing PPE or clothing, and training those who use machinery

PAM 2.4.17 Portable Electrical Tools and Explosive Powered Tools

The Principal Contractor shall ensure that use and storage of all explosive powered tools and portable electrical tools are in compliance with relevant legislation. The Principal Contractor shall ensure that all-electrical tools, electrical distribution boards, extension leads, and plugs are kept in safe working order. Regular inspections and toolbox talks must be conducted to make workers aware of the dangers and control measures to be implemented e.g. personal protection equipment, guards, etc.

The Principal Contractor shall ensure the following:

- A competent person undertakes routine inspections and records are kept;
- Only authorised trained persons use the tools;
- The safe working procedures apply;
- Awareness training is carried out and compliance is enforced at all times;
- PPE and clothing is provided and maintained;
- A register indicating the issue and return of all explosive rounds is kept;
- Ensure that the cartridges and explosive tool is lock up separately; and
- Signs are posted up in the areas where explosive powered tools are being used. (WARNING - EXPLOSIVE POWERED TOOL IN USE - KEEP CLEAR).

PAM 2.4.18 High Voltage Electrical Equipment

There are overhead and underground high voltage electrical cables present on the site. These cables are shown on the drawing and due care shall be taken when working or travelling in their vicinity.

PAM 2.4.19 Public and Site Visitor Health & Safety

The Principal Contractor shall ensure that every person working on or visiting the site, as well as the public in general, shall be made aware of the dangers likely to arise from site activities, including the precautions to be taken to avoid or minimise those dangers. Appropriate health and safety notices and signs shall be posted up, but shall not be the only measure taken.

Both the Employer and the Principal Contractor have a duty in terms of the OHS Act 85/1993 to do all that is reasonably practicable to prevent members of the public and site visitors from being affected by the construction activities.

Site visitors must be briefed on the hazards and risks they may be exposed to and what measures are in place or should be taken to control these hazards and risks. A record of these 'inductions' must be kept on site in accordance with the Construction Regulations.

PAM 2.4.20 Night Work

The Principal Contractor must ensure that adequate lighting is provided to allow for work to be carried out safely.

PAM 2.4.21 Transport of Workers

The Principal Contractor and other Sub Contractors shall not:

- Transport persons together with goods or tools unless there is an appropriate area or section to store them;
- Transport persons in a non-enclosed vehicle, e.g. truck; there must be a proper canopy

(properly covering the back and top) with suitable sitting area. Workers shall not be permitted to stand or sit at the edge of the transporting vehicle.

PAM 2.4.22 Work in Confined Spaces

The Principal Contractor is to ensure that all persons, who are required to enter the jacked sleeve, are provided with sufficient ventilation, illumination, personal protective equipment and transport (e.g. a trolley and guide rope if necessary) to perform the required work.

PAM 2.5 Occupational Health

PAM 2.5.1 Occupational Hygiene

Exposure of workers to occupational health hazards and risks is very common in any work environment, especially in construction. Occupational exposure is a major problem and all Principal Contractors must ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards. Prevent inhalation, ingestion, and absorption of any hazardous substance and high noise level exposure. Site-specific health risks are tabled in Annexure C (e.g. cement dust, wet cement, wood-dust, noise, etc.).

PAM 2.5.2 Construction Employees Facilities

The Principal Contractor must supply sufficient toilets (1 toilet per 30 workers), showers (1 for every 15 workers), changing facilities, hand washing facilities, soap, toilet paper, and hand drying material. Waste bins must be strategically placed and emptied regularly. Safe, clean storage areas must be provided for workers to store personal belongings and personal protective equipment. Workers should not be exposed to hazardous materials/substances while eating and must be provided with sheltered eating areas. See construction Regulation 30.

PAM 2.5.3 Alcohol and other Drugs

No alcohol and other drugs will be allowed on site. No person may be under the influence of alcohol or any other drugs while on the construction site. Any person on prescription drugs must inform his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suffering from any illness/condition that may have a negative effect on his/her safety performance must report this to his/her superior, who shall in turn report, this to the Principal Contractor forthwith. Any person suspected of being under the influence of alcohol or other drugs must be sent home immediately, to report back the next day for a preliminary inquiry. A full disciplinary procedure must be followed by the Principal Contractor or Sub Contractor concerned and a copy of the disciplinary action must be forwarded to the Principal Contractor for his records.

PAM 3 MEASUREMENT AND PAYMENT

PAM 3.1 Principles

Tenderers (including those sub-contractors and/or suppliers who are preparing prices/quotations for submission to the main Tenderer) must ensure that they make adequate financial provision in their tenders for full compliance with the OHS Act, the Regulations thereto and this H&S specification. Financial provision shall therefore be made by each Tenderer for, inter alia, the following:

- Carrying out and documenting risk assessments of all work to be carried out under the contract.
- Preparation of safe work procedures.
- Preparation of an H&S plan, discussing it with the Employer, and then amending it as agreed.
- Preparation of a Project H&S File to include all requirements of Annexure A.

- Regular updating of all of the foregoing.
- Provision of medical certificates of employees.
- Provision of PPE and protective clothing for employees
- Complying with all H&S requirements for the duration of the contract.
- Provision of forced ventilation (as required when working in confined spaces).
- The completion and checking of the safety file upon completion of the works and handing it over to the Employer.

To enable the Employer to appraise the allowances that Tenderers have made for H&S in their tenders, so that he/she can fulfil his/her obligations in terms of Clause 7 of the Construction Regulations, separate items have been included in the Bill of Quantities for Health and Safety.

Failure by a Tenderer to submit realistic prices for the scheduled H&S items may prejudice his tender.

ANNEXURE A (to H&S specification)

PAM 4 TASK COMPLETION FORM

The Principal Contractor and Sub Contractors must submit proof of compliance with Annexure A with the construction phase H&S plan where applicable.

PAM Item No.	Requirement	OHSA Requirement	Submission Date
2.3.1	Notification of Intention to Commence Construction / Building Work	Complete Schedule 1 (Construction Regulations)	Before commencement on site
2.3.2	Assignment of Responsible Person to Supervise Construction Work	All relevant appointments, as per OHS Act and Construction Regulations.	Before commencement on site
2.3.3	Competence of Responsible Persons	Employer Requirement & OHS Act	Together with H&S plan
2.3.4	Compensation of Occupational Injuries and Diseases Act (COIDA) 130 of 1993	COIDA Requirement	Together with H&S plan
2.3.5	Health and Safety Organogram	Employer Requirement	Together with H&S plan
2.3.6	Initial Hazard Identification and Risk Assessment based on the Employer's assessment	Construction Regulations.	Together with H&S plan
2.3.7	Medical Certificate of Employees	Construction Regulations	On commencement of construction.

ANNEXURE B (to H&S specification)

PAM 5 OTHER REQUIREMENTS

The Principal Contractor shall comply but not be limited to the following requirements and shall report on these to the Employer at progress meetings or at least monthly which ever is sooner.

What	When	Output	Accepted by Employer & date
Induction training	Every worker before he/she starts work.	Attendance registers	
Awareness Training (Tool Box Talks)	At least weekly	Attendance registers	
Health & Safety Reports	Monthly	Report covering: <ul style="list-style-type: none"> <input type="checkbox"/> Incidents / accidents and investigations <input type="checkbox"/> Non conformances by employees & contractors <input type="checkbox"/> Internal & External H&S audit reports 	
Emergency procedures	Ongoing evaluation of procedure	Table procedure in writing as well as tel. numbers	
Risk assessment	Updated and signed off at least monthly	Documented risk assessment	
Safe work procedures	Drawn up before workers are exposed to new risks	Documented set of safe work procedures (method statements) updated and signed off.	
General Inspections	Weekly & daily	Report OHS Act compliance: <ul style="list-style-type: none"> <input type="checkbox"/> Scaffolding <input type="checkbox"/> Excavations <input type="checkbox"/> Formwork & support work <input type="checkbox"/> Explosive tools 	
General Inspections	Monthly	<ul style="list-style-type: none"> <input type="checkbox"/> Fire fighting equipment <input type="checkbox"/> Portable electrical equipment <input type="checkbox"/> Ladders <input type="checkbox"/> Lifting equipment/slings 	
List of contractors	List to be updated weekly	Table list, number of workers and Company tel. numbers	
Workman's Compensation	Ongoing	Table a list of Contractors' workman's compensation proof of good standing.	

PAM 7 MEASUREMENT AND PAYMENT

7.1 Basic principles

In addition to those aspects covered by 7.2 below, Occupational Health and safety aspects related to particular items of work will be held to be covered by the tendered sum or rate for that work.

7.2 Scheduled items

7.2.1 General safety obligations

..... Unit: Sum

Compliance with the general health and safety obligations will be measured and paid by the sum. This item may be scheduled as a fixed charge item.

7.2.2 Time related obligations

..... Unit:

Month

Compliance with the general health and safety obligations will be measured and paid by the sum. This item may be scheduled as a time-related item.

ENVIRONMENTAL MANAGEMENT PLAN

PEM ENVIRONMENTAL MANAGEMENT PLAN

PEM.1 PURPOSE

The purpose of the EMP is to encourage good management practices through planning and commitment with respect to environmental issues, and to provide rational and practical environmental guidelines to minimise disturbance of the natural environment.

PEM.2 RESPONSIBILITIES FOR ENVIRONMENTAL MANAGEMENT

The contractor will be responsible for environmental control on site during construction and the maintenance period. The construction activities will be monitored by an independent environmental specialist and audited against the EMP.

PEM.3 TRAINING AND INDUCTION OF EMPLOYEES

The contractor has a responsibility to ensure that all those people involved in the project are aware of and familiar with the environmental requirements for the project (this includes sub-contractors, casual labour, etc.).

PEM.4 COMPLAINTS REGISTER AND ENVIRONMENTAL INCIDENT BOOK

Any complaints received by the project team from the community will be recorded. The complaint will be brought to the attention of the site manager.

All complaints received will be investigated and a response given to the complainant within 28 days.

All environmental incidents occurring on the site will also be recorded.

PEM.5 ENVIRONMENTAL SAFETY

The management of impacts associated with various categories of concern is discussed as separate topics, indicated below.

PEM.5.1 Soil

- (n) Topsoil should be temporarily stockpiled, separately from (clay) subsoil and rocky material, when areas are cleared. If mixed with clay sub-soil the usefulness of the topsoil for rehabilitation of the site will be lost.
- (o) Stockpiled topsoil should not be compacted and should be replaced as the final soil layer. No vehicles are allowed access onto the stockpiles after they have been placed.
- (p) Stockpiled soil should be protected by erosion-control berms if exposed for a period of greater than 14 days during the wet season. The need for such measures will be indicated in the site-specific report.
- (q) Topsoil stripped from different sites must be stockpiled separately and clearly identified as such. Topsoil obtained from sites with different soil types must not be mixed.
- (r) Topsoil stockpiles must not be contaminated with oil, diesel, petrol, waste or any other foreign

matter, which may inhibit the later growth of vegetation and microorganisms in the soil.

- (s) Soil must not be stockpiled on drainage lines or near watercourses without prior consent from the Project Manager.
- (t) Soil should be exposed for the minimum time possible once cleared of invasive vegetation, that is the timing of clearing and grubbing should be co-ordinated as much as possible to avoid prolonged exposure of soils to wind and water erosion. Stockpiled topsoil must be either vegetated with indigenous grasses or covered with a suitable fabric to prevent erosion and invasion by weeds.
- (u) Limited vehicular access is allowed across rocky outcrops and ridges.
- (v) All cut and fill surfaces need to be stabilized with appropriate material or measures when major civil works are complete.
- (w) Erosion and donga crossings must be dealt with as river crossings. Appropriate soil erosion and control procedures must be applied to all embankments that are disturbed and de-stabilized.
- (x) All equipment must be inspected regularly for oil or fuel leaks before it is operated. Leakages must be repaired on mobile equipment or containment trays placed underneath immobile equipment until such leakage has been repaired.
- (y) Soil contaminated with oil must be appropriately treated and disposed of at a permitted landfill site or the soil can be regenerated using bio-remediation methods.
- (z) Runoff must be reduced by channelling water into existing surface drainage system.

PEM.5.2 Water

- (l) Adequate sedimentation control measures must be instituted at any river crossings when excavations or disturbance of a riverbanks or riverbeds takes place.
- (m) Adequate sedimentation control measures must be implemented where excavations or disturbance of drainage lines of a wetland may take place.
- (n) All fuel, chemical, oil, etc spills must be confined to areas where the drainage of water can be controlled. Use appropriate structures and methods to confine spillages such as the construction of berms and pans, or through the application of surface treatments that neutralise the toxic effects prior to the entry into a watercourse.
- (o) Oil absorbent fibres must be used to contain oil spilt in water.
- (p) During construction through a wetland, the majority of the flow of the wetland should be allowed to pass down stream.
- (q) Vehicular traffic across wetland areas must be avoided.
- (r) No dumping of foreign material in streams, rivers and/or wetland areas is allowed.
- (s) The wetland area and/or river must not be drained, filled or altered in any way including alteration of a bed and/or, banks, without prior consent from the DWAF. The necessary licenses must be obtained in terms of Section 21 and 22 of the National Water Act, 36 of 1998 from DWAF.
- (t) No fires or open flames are allowed in the vicinity of the wetland, especially during the dry season.
- (u) No swimming, washing (including vehicles and equipment), fishing or related activity is permitted in a wetland or river without written permission from the Project Manager.
- (v) Disturbances to nesting, breeding and roaming sites of animals in or adjacent to wetland areas must be minimized.

PEM.5.3 Air

- (j) Speed limits must be implemented in all areas, including public roads and private property to limit the levels of dust pollution.
- (k) Dust must be suppressed on access roads and construction sites during dry periods by the regular application of water or a biodegradable soil stabilisation agent. Water used for this purpose must be used in quantities that must not result in the generation of run-off.
- (l) The site-specific investigation will quantify the impact of dust on nearby wetlands, rivers and dams in terms of sedimentation. Mitigation measures identified during the site specific study must be implemented.
- (m) The Contractor must notify the Principal of all schools within 50m of the site of proposed activities. The Principal must in turn ensure that children with allergies and respiratory ailments take the necessary precautionary measures during the construction period. The Contractor must ensure that construction activities do not disturb school activities e.g. dust clouds may reduce visibility affecting sports activities.
- (n) Waste must be disposed of, as soon as possible at a municipal transfer station, skip or on a permitted landfill site. Waste must not be allowed to stand on site to decay, resulting in malodours.
- (o) Noise control measures must be implemented. All noise levels must be controlled at the source. All employees must be given the necessary ear protection gear. IAP's must be informed of the excessive noise factors.
- (p) The Contractor must inform all adjacent landowners of any after-hour construction activities and any other activity that could cause a nuisance e.g. the application of chemicals to the work surface. Normal working hours must be clearly indicated to adjacent land owners.
- (q) No loud music is allowed on site and in construction camps.
- (r) No fires are allowed if smoke from such fires will cause a nuisance to IAP's.

PEM.5.4 Social and Cultural

- (l) Access by non-construction people onto any construction sites must be restricted. The Contractors activities and movement of staff must be restricted to designated construction areas only.
- (m) The Contractors crew must be easily identifiable due to clothing, identification cards or other methods.
- (n) Rapid migration of job seekers could lead to squatting and social conflict with resident communities and increase in social pathologies if not properly addressed. The Contractor must ensure that signs indicating the availability of jobs are installed.
- (o) Criteria for selection and appointment (by the Contractor) of construction labour must be established to allow for preferential employment of local communities. The Local Authority must be actively involved in the process of appointing temporary labourers.
- (p) Sub-Contractors and their employees must comply with all the requirements of this document and supporting documents e.g. the Contract document that applies to the Contractor. Absence of specific reference to the sub-contractor in any specification does not imply that the sub-contractor is not bound by this document.
- (q) No member of the construction workforce is allowed to wander around private property, except within the immediate surrounding of the site.
- (r) The Contractor must provide suitable sanitation facilities for site staff. Sanitation provided during the construction phase should be managed so that it does not cause environmental health problems. The use of the surrounding fields or grounds for toilet purposes is not permitted under

any circumstance.

- (s) The Contractor must arrange for all his employees and those of his sub-contractors to be informed of the findings of the environmental report before the commencement of construction to ensure:
 - A basic understanding of the key environmental features of the work site and environments, and
 - Familiarity with the requirements of this document and the site specific report.
- (t) Supervisory staff of the Contractor or his sub-contractors must not direct any person to undertake any activities which would place such person in contravention of the specifications of this document endanger his/her life or cause him/her to damage the environment.
- (u) The demand for construction materials and supplies will have an effect on the local economy. This impact can be optimised by sourcing and purchasing materials locally and regionally wherever possible, insofar as the material complies with the design specification.
- (v) The Contractor must maintain a detailed complaints register. This must be forwarded, together with solutions, to the authorities when requested.

PEM.5.5 Aesthetics

(a) Scenic Quality

Damage to the natural environment must be minimized.

Trees and tall woody shrubs must be protected from damage to provide a natural visual shield. Excavated material must not be placed on such plants and movement across them must not be allowed, as far as practical.

The clearing of all sites must be kept to a minimum and surrounding vegetation must, as far as possible, be left intact as a natural shield.

No painting or marking of natural features must be allowed.

- (b) All above ground structures could be treated or painted to blend in with the natural environment.
- (g) Cut and fill areas, river and stream crossings and other soil stabilisation works must be constructed to blend in with the natural environment.
- (h) Natural outcrops, rocky ridges and other natural linear features, must not be bisected. Vegetation on such features must, as far as possible, not be cut unless absolutely necessary for construction.
- (i) Excavated material must be flattened (not compacted) or removed from site. No heaps of spoil material must be left on site once the Contractor has moved off site either temporarily or permanently.
- (j) Any complaints from interest groups regarding the appearance of the construction site must be recorded and addressed promptly by the Contractor.

PEM.5.6 Archaeology and Cultural Sites

- (a) All finds of human remains must be reported to the nearest police station.
- (b) Human remains from the graves of victims of conflict, or any burial ground or part thereof which contains such graves and any other graves that are deemed to be of cultural significance may not be destroyed, damaged, altered, exhumed or removed from their original positions without a permit from the South African Heritage and Resource Agency (SAHRA).
- (c) Work in areas where artefacts are found must cease immediately.

- (d) Under no circumstances must the Contractor, his/her employees, his/her sub-contractors or his/her sub-contractors' employees remove, destroy or interfere with archaeological artefacts. Any person who causes intentional damage to archaeological or historical sites and/or artefacts could be penalised or legally prosecuted in terms of the National Heritage Resources Act, 25 of 1999.
- (e) A fence at least 2 m outside the extremities of the site must be erected to protect archaeological sites.
- (f) All known and identified archaeological and historical sites must be left untouched.
- (g) Work in the area can only be resumed once the site has been completely investigated. The Project Manager will inform the Contractor when work can resume.

PEM.5.7 Flora

- (a) All suitable and rare flora and seeds must be rescued and removed from the site. They must be suitably stored, for future use in rehabilitation.
- (b) The felling and/or cutting of trees and clearing of bush must be minimised.
- (c) Bush must only be cleared to provide essential access for construction purposes.
- (d) The spread of alien vegetation must be minimized.
- (e) Any incident of unauthorised removal of plant material, as well as accidental damage to priority plants, must be documented by the Contractor.
- (f) Woody vegetative matter stripped during construction must either be spread randomly throughout the surrounding fields so as to provide biomass for other microorganisms and habitats for small mammals and birds, or it may be stockpiled for later redistribution over the reinstated top soiled surface. No vegetative matter must be burnt or removed for firewood other than those removed during the grubbing and clearing phase. Such vegetation can be made available to the local inhabitants to be used as firewood.
- (g) No tree outside the footprint of the Works area must be damaged.

PEM.5.8 Fauna

- (a) No species of animal may be poached, snared, hunted, captured or wilfully damaged or destroyed.
- (b) Snakes and other reptiles that may be encountered on the construction site must not be killed unless the animal endangers the life of an employee.
- (c) Anthills and/or termite nests that occur must not be disturbed unless it is unavoidable for construction purposes.
- (d) Disturbances to nesting sites of birds must be minimized.
- (e) The Contractor must ensure that the work site is kept clean and free from rubbish, which could attract pests.

PEM.5.9 Infrastructure

- (a) The relevant authorities must be notified of any interruptions of services, especially the District Municipality, Local Municipality, National Road Agency, Spoornet, TELKOM and ESKOM. In addition, care must be taken to avoid damaging major and minor pipelines and other services.
- (b) The integrity of property fences must be maintained.

(c) No telephone lines must be dropped during the construction operations, except where prior agreement by relevant parties is obtained. All crossings must be protected, raised or relocated as necessary.

(d) All complaints and/or problems related to impacts on man-made facilities and activities must be promptly addressed by the Contractor and documented.

(e) Storage Facilities

- Proper storage facilities should be provided for the storage of oils, grease, fuels, chemicals and hazardous materials.
- The Contractor must ensure that accidental spillage does not pollute soil and water resources.
- Fuel stock reconciliation must be done on all underground tanks to ensure no loss of oil, which could pollute groundwater resources.
- Cement must be stored and mixed on an impermeable substratum.

(f) Traffic Control

All reasonable precautions must be taken during construction to avoid severely interrupting the traffic flow on existing roads, especially during peak periods.

Before any work can start the Local Traffic Department must be consulted about measures to be taken regarding pedestrian and vehicular traffic control.

(g) Access Roads

The Contractor and the affected landowner must collaborate on the planning and construction of new access routes and the repair or upgrading of existing routes.

Access to the site must be controlled such that only vehicles and persons directly associated with the work gains access to the site.

Temporary access roads must not be opened until required and must be restored to its former state as soon as the road is no longer needed.

(h) Batching Plants

Concrete must be mixed only in an area demarcated for this purpose. All concrete spilled outside this area, must be promptly removed by the Contractor and taken to a permitted waste disposal site. After all concrete mixing has been completed, all waste concrete must be removed from the batching area and disposed of at an approved dumpsite. Stormwater must not be allowed to flow through the batching area. Water laden with cement must be collected in a retention area for evaporation and not allowed to escape the batching area. Operators must wear suitable safety clothing.

(i) Chemical toilet facilities should be managed and serviced by a qualified company. No disposal or leakage of sewerage should occur on or near the site.

(j) Blasting

Blasting must not endanger public or private property.

Noise mufflers and/or soft explosives must be used to minimize the impact on animals.

All the provisions of the Explosives Act, 26 of 1956 and the Minerals Act, 50 of 1991 must be complied with.

The Contractor must take measures to limit fly rock.

PEM.5.10 Safety

- (a) Measures must be taken to prevent any interference that could result in flashover of power lines due to breaching of clearances or the collapse of power lines due to collisions by vehicles and equipment.
- (b) Measures must be taken during thunderstorms to protect workers and equipment from lightning strikes.
- (c) All tall structures must be properly earthed and protected against lightning strikes.
- (d) The process of excavation and back filling must be carried out as a sequential process following one another as quickly as possible. Excavations must only remain open for a minimum period of time and during this time they must be clearly demarcated. If excavations place the public at risk these sites must be fenced.
- (e) The residents directly affected by open trenches must be notified of the dangers. This will be done during the site-specific phase.

PEM.5.11 Waste

PEM 5.11.1 Solid Waste

- (i) Littering on site and the surrounding areas is prohibited.
- (j) Clearly marked litterbins must be provided on site. The Contractor must monitor the presence of litter on the work sites as well as the construction campsite.
- (k) All bins must be cleaned of litter regularly.
- (l) All waste removed from site must be disposed at a municipal/permitted waste disposal site.
- (m) Excess concrete, building rubble or other material must be disposed of in areas designated specifically for this purpose and not indiscriminately over the construction site.
- (n) The entire works area and all construction sites must be swept of all pieces of wire, metal, wood or other material foreign to the natural environment.
- (o) Contaminated soil must be treated and disposed of at a permitted waste disposal site, or be removed and the area rehabilitated immediately.
- (p) Waste must be recycled wherever possible.

PEM 5.11.2 Liquid Waste

- (e) The Contractor must maintain mobile toilets on site.
- (f) The Contractor must provide adequate and approved facilities for the storage and recycling of used oil and contaminated hydrocarbons. Such facilities must be designed and sited with the intention of preventing pollution of the surrounding area and environment.
- (g) All vehicles must be regularly serviced in designated area within the Contractors camp such that they do not drip oil.
- (h) All chemical spills must be contained and cleaned up by the supplier or professional pollution control personnel. Run-off from wash bays must be intercepted.

PEM 5.11.3 Hazardous Waste

- (c) No hazardous materials must be disposed of in the field or anyplace other than a registered landfill for hazardous material. Hazardous waste must be stored in containers with tight lids that must be sealed and must be disposed at an appropriately permitted hazardous waste disposal site. Such containers must not be used for purposes other than those originally designed for.
- (d) The Contractor must maintain a hazardous material register.

PEM.5.12 Rehabilitation and Site clearance

- (j) When all major construction activities are completed, the site must be inspected to determine site-specific rehabilitation measures. This may be considered as unplanned work e.g. soil rehabilitation due to oil spills.
- (k) All temporary buildings and foundations, equipment, lumber, refuse, surplus materials, waste, construction rubble fencing and other materials foreign to the area must be removed.
- (l) If waste products cannot be recycled they must be disposed of at a permitted landfill site.
- (m) All drainage deficiencies including abandoned pit latrines and waste pits must be corrected.
- (n) Cut and fill areas must be restored and re-shaped.
- (o) The area must be restored to its natural vegetation condition using indigenous trees, shrubs and grasses as directed by a grassland and/or rehabilitation expert.
- (p) Borrow pits must be re-shaped into even slopes and surfaces to blend with the natural terrain and topsoil must be replaced.
- (q) The grass mix, shrubs and trees used for rehabilitation must be compatible with the species identified in the site-specific investigation.
- (r) Areas compacted by vehicles during construction must be scarified to allow penetration of plant roots and the regrowth of natural vegetation.

PEM.6 MEASUREMENTS AND PAYMENT

No additional payment will be made to the Contractor to comply with the above actions as it will be deemed to be included in the rates tendered.

PROJECT SPECIFICATIONS FOR THE RENOVATION OF AGRICULTURE OFFICE AT COFIMVABA TOWN IN THE INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT

BUILDING RENOVATION

PPS CP1 REMOVAL OF EXISTING CARPET TILES AND SKIRTING

Carefully lift and remove all existing carpet tiles without damaging the sub floor. Any reusable tiles shall be stacked and stored as directed by the Client.

Adhesive residue shall be chemically or mechanically removed to achieve clean smooth surface. Adhesive removal methods must comply with environmental and safety regulations.

Floor to be thoroughly inspected for defects such as cracks, holes, uneven surfaces and moisture issues and repaired using appropriate compounds where necessary. Surface to be thoroughly cleaned.

Remove all debris, carpet tiles and adhesive waste from site.
Dispose of materials in accordance with local environmental standards.

PPS CP1 MEASUREMENT AND PAYMENT:

PPS CP1.1 Removal of Carpet tiles and skirting..... Sum
The unit of measurement shall be sum. The tender rate shall include full compensation for tools required for removal of tile-glue and skirting, transport and labour as per specification.

PPS CP2 CARPET TILES AND SKIRTING



PPS CP2 TEXTILE FLOOR FINISHES AND SKIRTING:

Textile floor tiles shall comply with SANS 1375 / SANS 1415.
Tiles and such like floor finishes shall be laid in strict accordance with the Manufacturer's instructions on a perfectly dry and clean screeded surface. The adhesive shall be of the emulsion type such as bitumen, rubber bitumen or latex-resin, all as described in SABS Code of Practice 070. The floor finishes shall be rolled with a suitable roller to ensure complete adhesion of the material. The flooring shall be cut where required and neatly fitted against adjoining floors, thresholds, etc. Wood skirtings shall be close fitted to floors and walls, butted at heading joints, neatly mitred at internal angles and dressed round external angles, and fixed nails.
Sheet flooring shall be in standard widths with cut sheets at sides of floors against walls etc. as necessary.

The floors and skirtings shall be protected from damage during the progress of any remaining work and at completion shall be cleaned and handed over in perfect condition.
 The work must be carried out by skilled workmen experienced in laying these types of floor finishes.
 Descriptions (prices) of floor coverings and wall linings shall be deemed to include dressing around and into corners.

PPS CP2 MEASUREMENT AND PAYMENT:

PPS CP2.1 Carpet tiles..... m²
 The unit of measurement shall be square meter. The tendered rate shall include full compensation for all materials tile, glue and skirting, transport and labour as per specification.

ELECTRICAL DISTRIBUTION, SUPPLY AND INSTALLATION

SCOPE

The scope of the electrical work is to distribute electricity supply from a main distribution board that receives power from the designated meter to all the offices and guardhouse shown on the floor plan in the form of lighting and socket outlets. All work is to be carried out as neatly as possible; trays and conduits should be used as far as possible.

PPS E1 FLOURESENT LIGHTING

The supply, delivery and installation and connection of:

Ceiling Flush Mounted, slim line fluorescent lights
 Width: 150mm
 Length: 1530mm
 With white acrylic covers
 Including 2 x 56w fluorescent tubes

Connected to the flush mounted single light dual way switches and the main distribution board according to the minimum SANS required cable diameters and standards.

PPS E2 MEASUREMENT AND PAYMENT:

Item	Unit
PPS E2.1 Fluorescent Lights	No.

The unit of measurement shall be in number. The tendered rate shall include full compensation for all supply, fitting, delivery, Connection including wiring, transport and labour.

PPS E3 LIGHT SWITCH PRODUCTS

The supply, delivery and installation and connection of:

Single light Dual way switch – SANS approved
 Flush Mounted to wall in acceptable, reachable position.

Connected to the fluorescent lighting main distribution board according to the minimum SANS required cable diameters and standards.

PPS E4 MEASUREMENT AND PAYMENT:

Item	Unit
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PPS E4.1 Light SwitchesNo.
 The unit of measurement shall be in number. The tendered rate shall include full compensation for all supply, fitting, delivery, Connection including wiring, transport and labour.

PPS E5 SOCKET OUTLETS

The supply, delivery and installation and connection of:

Single switch socket outlets – Flush Mounted 100 x 100mm yoke
 16 Amp
 250V
 Material: steel
 Colour: White
 SANS approved

Connected to the main distribution board according to the minimum SANS required cable diameters and standards.

PPS E6 MEASUREMENT AND PAYMENT:

Item	Unit
PPS E6.1 Socket outlets	No.
The unit of measurement shall be in number. The tendered rate shall include full compensation for all supply, fitting, delivery, Connection including wiring, transport and labour.	

PPS E7 WIRING

The supply, delivery and installation and connection of:
 All wiring from the distribution board to all sockets, Lights and switches as required, including all cable trays conduits and necessary requirements to distributed cable from the Distribution board, including chiselling and fitting into existing walls.

All according to the minimum SANS required cable diameters and National electrical standards.

PPS E8 MEASUREMENT AND PAYMENT:

Item	Unit
PPS E10.1 Wiring.....	Lump Sum
The unit of measurement shall be Lump Sum. The tendered rate shall include full compensation for all supply, fitting, delivery, Connection, transport and labour.	

PPS E9 COC CERTIFICATE

Requires the issuing of a COC compliance certificate from the national authority, to prove that the electrical distribution is done according to the correct minimum requirements.
 This Certificate must be given to the Site Engineer once issued.

PPS E10 MEASUREMENT AND PAYMENT:

Item	Unit
PPS E10.1 COC Certificate	No
The unit of measurement shall be Number. The tendered rate shall include full compensation for the cost of having the certificate issued by the National issuing authority including inspection, transport and labour.	

PPS RF 1 REMOVAL OF EXISTING ROOF SHEETS

The contractor shall carefully remove all existing roof sheeting without causing damage to the underlying timber structure. Condition of timber members and roof structure must be full inspected prior re-installation of new sheets. Worn/damaged timber will be removed.

All removed sheets will be stockpiled within the property. Engineer’s Representative will give that directive.

PPS RF2.0 MEASUREMENT AND PAYMENT:

Item	Unit
PPS RF 2.1 Removal of Roof sheets	m ²
The unit of measurement shall be square metre. The tendered rate shall include full compensation for the cost of removing, stockpiling, inspection, transport and labour.	

PPS RF 3 REMOVAL OF EXISTING BROKEN SANITARYWARE AT ALL TOILETS

Contractor to carefully disconnect, remove and dispose of all existing sanitary ware and associated fittings as instructed by the Client. Items include but not limited to toilets, (WC pans and cisterns), Basins and associated pipe connections, traps and brackets. Price to includes carting waste /damaged materials to Municipal dump site. All costs will be paid by the contractor.

PPS RF4.0 MEASUREMENT AND PAYMENT:

Item	Unit
PPS RF 4.1 Removal of damaged Sanitaryware	m ²
The unit of measurement shall be square metre. The tendered rate shall include full compensation for the cost of removing, stockpiling, inspection, transport and labour.	

PPS RW3 SECURITY GUARD-HOUSE

A 2.5m x 2.5m Kwikspace or similar approved single wide modular relocatable building systems. Structure built on a welded chassis/galvanised base frame.

40mm insulated sandwich panels (polyurethane core). Pre-painted steel/ chromadek sheeting. Structure is thermally4 insulated, weather resistant and of low maintenance.

Roof is made of galvanised steel sheets.

Door and windows: 1 x single lockable steel/ chromadek door. **3 x aluminium windows** with burglar bars as shown.

Electrical: Internal and external front light fittings. 2 x Plug points. Distribution board with circuit breakers.

Flooring: Rubberised base.

Compliance & Performance: Manufactured to ISO 9001 quality standards. Fire rating: ±30minutes



PPS RW3 MEASUREMENT AND PAYMENT:

Item

Unit

PPS RW3.1 Security Guard-HouseLump Sum

The unit of measurement shall be in Lump Sum of supply and erection of the guardhouse structure.

The tendered rate shall include full compensation for all complete unit, electrical connection, transport and labour as per specification.

PPS RW4 BURGLAR BARS TO STEEL WINDOWS

Supply, fabricate, and install mild steel burglar-proof bars consisting of horizontal bars welded onto vertical flat bars complete with fixing to masonry wall. Burglar bars to made of welded mild steel (SABS APPROVED).

Horizontal Bar thickness shall be 12mm solid round bars at 100mm spacing.

Vertical support shall be 6mm x 25mm mild steel flat bars and must be evenly spaced across the width as shown on illustration.

The frame shall be 25 x 25mm mild steel square tubing.

Fully welded construction.

All joints to be continuously welded with smooth, clean welds (no sharp edges). Structure must ebe rigid wit no movement.

Finishing: 1 coat anti rust primer and two coats enamel paint.

Installation: Installed to reveals using M10 anchor bolts fixed a 6points per unit.

Bars to be fixed internally for improved security.



PPS RW5 MEASUREMENT AND PAYMENT:

Item
The Tender
Reference no: SCMU8-26/27- 0061

Unit
202
Rev 24.2 – 06/11/2024

PPS RW5.1 Burglar bars to steel windows.....No
The unit of measurement shall be number (No) of supply, fabricate and installation of the burglar-proof bars.
The tendered rate shall include full compensation for all full fabrication, installation, painting, transport and labour as per specification.

PPS RF 6 REMOVAL OF EXISTING BURGLAR-PROOF FOR WINDOWS

The contractor shall carefully remove all existing burglar-proof for windows without causing damage to the walls.

All removed burglar sheets will be stockpiled within the property. Engineer’s Representative will give that directive.

PPS RW 7 MEASUREMENT AND PAYMENT:

Item	Unit
PPS RW 7.1 Removal of existing burglar-proof for windows.....	Sum
The unit of measurement shall be Lump Sum. The tendered rate shall include full compensation for the cost of removing, stockpiling, transport and labour.	

PPS RF 8 INSTALLATION OF 0.75kW BOOSTER PUMP

Supply, deliver, installation, test and commissioning a 0.75kW water booster pump set complete with all necessary fittings, controls, and accessories for a fully operational system.

Type: Centrifugal booster Pump

Power: 0.75kW

Voltage: 220 -240V

Flow Rate: 40litres/min

Head: 50m

Speed: 2900rpm

Pump casing: Cast iron or stainless steel

Impeller: Brass or stainless steel

Shaft Stainless steel

Motor Specification:

- Totally enclosed fan-cooled motor
- F -Insulation class
- Protection rating: Minimum IP55
- Built -in thermal overload protection.

Systems shall include:

- Pressure switch or pressure controller
- Non-return valve
- Isolation valve
- Pressure guage
- Flexible connector (anit-vibration)
- Mounting frame

Installation

Installed on concrete base

Proper alignment and levelling of pump

Connection to water supply and delivery pipes

Electrical connection by qualified personnel. Earthing according to regulations. Wiring to local insulator.

Secure mounting with anti-vibration pads.

Testing and commissioning to be done.

Compliance to SANS Standards.

PPS RW 9 MEASUREMENT AND PAYMENT:

Item	Unit
PPS RW 9.1 0.75kW water booster pump set with fittings.....	Sum
The unit of measurement shall be Lump Sum. The tendered rate shall include full compensation for the cost of supply, delivery, installation, testing, commissioning, transport and labour.	

PPS RF 10 REMOVAL OF DAMAGED ROOF TRUSSES AT OUTSIDE OFFICE

The contractor shall carefully remove all existing damaged roof trusses without causing damage to the walls.

All removed timber will be stockpiled within the property and carted to Municipal Dump Site. All local Municipal dumping rules to be followed including payment for permit if applicable.

PPS RW 11 MEASUREMENT AND PAYMENT:

Item	Unit
PPS RW 11.1 Removal of existing roof trusses.....	Sum
The unit of measurement shall be Lump Sum. The tendered rate shall include full compensation for the cost of removing, stockpiling, transport and labour.	

PPS RF 12 DISPOSAL OF LITTER AND SORTING OF OLD FILES

The contractor shall collect, remove, dispose of litter, and sort all files/documents as instructed by Client. The work includes cleaning, segregation, handling and lawful disposal of materials.

All usable files will be stored within the property at designated area. Removed waste will be dumped at licensed landfill/Municipal dumping rules to be followed including payment for permit if applicable.

PPS RW 13 MEASUREMENT AND PAYMENT:

Item	Unit
PPS RW 13.1 Disposal of litter and sorting of old files.....	Sum
The unit of measurement shall be Lump Sum. The tendered rate shall include full compensation for the cost of removing, stockpiling, transport and labour.	

PART C4 – SITE INFORMATION

**EASTERN CAPE GOVERNMENT
DEPARTMENT OF AGRICULTURE**

**THE RENOVATION AGRICULTURE OFFICE AT COFIMVABA TOWN IN THE INTSIKA
YETHU LM OF THE CHRIS HANI DISTRICT.**

C4 Site Information

ITEM	DESCRIPTION
Site Location	COFIMVABA Town.
GPS co ordinates	COFIMVABA Town co-ordinates: 31°59'57.81"S and 27°34'40.16"E
General geography	Flat terrain
Road conditions	Tar road.
Site extent	0.4ha
Site clearance required	Yes
Site soil properties	Unknown contractor to inspect and verify its suitability
Site vegetation	Grass
Site fenced	No.
Site access	Moderate difficulty to access due to bad weather
Services available	None
Accommodation	Provide own
Labour	Negotiate for local labour with the Community
Storage of materials	Provide own
Security	Provide own
Construction difficulty	Fair terrain
Plant required	Water tanks, Jackhammers, Compact rollers, whacker, concrete mixer, generator with welder, concrete vibrator.
Equipment / tools required for	Contractor to identify specific tools for various tasks
Transport required	For all materials For all plants, equipment and tools For contractor's personnel
Testing of works	Laboratory testing of compacted area Pump installation. Water Connection leaks Engineer to oversee testing of the completed Works
Commissioning of works	Contractor to commission and test.

**EASTERN CAPE PROVINCIAL GOVERNMENT
DEPARTMENT OF AGRICULTURE**

**THE RENOVATION OF THE AGRICULTURAL OFFICE AT COFIMVABA TOWN IN
THE INTSIKA YETHU LM OF THE CHRIS HANI DISTRICT.**

C.4.2 Schedule of contract Drawings

The following drawings form part of this contract:

ADDITIONAL DRAWINGS

DRAWING NO:	DESCRIPTION:
1	DRAWING 1 OF 4 – GENERAL OFFICE LAYOUT
2	DRAWING 2 OF 4 – SITE LAYOUT PLAN
3	DRAWING 3 OF 4 – ELEVATIONS
4	DRAWING 4 OF 4 - LOCALITY