



C3: SCOPE OF WORKS

JBCC Series 2000

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C3: SCOPE OF WORKS

JBCC Series 2000

Project	:	Construction of New Ntshongwe Police Station (Kwazulu-Natal)
Employer	:	South African Police Service
Reference	:	19/1/9/1/20TB (25)

C3.1. DESCRIPTION OF THE WORKS

C3.1.1. Employer's objectives

The South African Police Service endeavours to complete the construction of the New Ntshongwe Police Station.

In addition to the above, the project aims to achieve the following:

- to provide a minimum Contract Participation Goal (CPG) of 5% of the total contract value and develop targeted enterprises by the main or lead partner contractors
- to train learners in Occupational qualifications, trade qualification, work integrated learners – P1 and P2 learners, professional candidates (which ever is applicable after award of the tender)
- to deliver public infrastructure using labour-intensive methods in accordance with EPWP Guidelines
- Small, Micro and Medium Enterprises (SMME's) involvement of at least 30% of the contract value to be sourced from within a specified range from the project site.

The **employer** intends to appoint a suitable **contractor** to construct facilities and amenities as per the **employer**'s specifications

The general intent of this contract is that the **contractor** shall procure all items necessary to construct and complete the **works** in accordance with the terms of this contract, in a workmanlike and expeditious manner

C3.1.2. Overview of the works

Works included in this contract comprise the construction of a police station with services that include fire reticulation and electrical and air conditioning installation to all buildings. The site works comprise bulk earthworks, landscaping, paving, face brick, and steel perimeter fencing with gates and carports. The total area of the building is approximately 1493 m²

In addition to the requirements specified, the design will ensure that the buildings comply with the national building regulations and standards of the country (SANS), the legal, safety, and health requirements, and should observe sustainable design principles

The extent of the works is detailed below, and the portion of the work relevant to the successful bidder of this document has also been stated below

C3.1.3. Extent of the works

The following is the high-level scope for the project:

- Guard House



- b) Single-storey cell block
- c) Public administration block/offices
- d) Lecture room
- e) General stores
- f) Crime investigation offices
- g) Car wash bay and covered parking
- h) Emergency generator room
- i) Refuse area
- j) General Site Works

C3.1.4. Location of the works

See C4: Site Information

C3.2. WORKS SPECIFICATION

C3.2.1. Applicable national and international standards

The following, but not limited to, national specifications even though not bound apply to this document, refer to purpose written specifications for all national standards:

- a) Occupation Health and Safety Act, 1993
- b) SANS 10400: National Building Regulations
- c) SANS 10400-XA: Energy Usage in Buildings
- d) SANS 10400-X: Environmental sustainability
- e) SANS 1186-1: Symbolic safety signs - Part 1: Standard signs and general requirements
- f) SANS 10142: The wiring of premises (part 1 & 2)
- g) SANS 10389-1: Exterior lighting Part 1 Artificial lighting of exterior areas for work and safety
- h) SANS 10389-2: Exterior lighting Part 2 Exterior security lighting
- i) SANS 1765: Low voltage switchgear and control gear assemblies (distribution boards) with rated short circuit withstand strength up to and including 10kA
- j) SANS 10313: Protection against lightning - physical damage to structures and life hazard
- k) SANS 62305: Protection against lightning
- l) SANS 62040: Uninterruptible Power Systems (UPS)
- m) SANS 10252-1: Water Supply Installations for Buildings
- n) SANS 10252-2: Drainage Installations for building
- o) Local Municipality by laws & requirements
- p) SAPS Project Five Star 2012 Specifications for New and Existing Police Cell

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C3.2.2. Particular or generic specifications

The following purpose written (project specific) specifications are applicable to the **works** and are attached as Annexures after C4: Site Information

- a) SANS 1200 A: General
- b) SANS 1200 C: Site Clearance
- c) SANS 1200 D: Earthworks
- d) SANS 1200 DB: Earthworks (Pipe Trenches)
- e) SANS 1200 DM: Earthworks (Roads, Subgrade)
- f) SANS 1200 G: Concrete (Structural)
- g) SANS 1200 GA: Concrete (Ordinary Building)
- h) SANS 1200 H: Structural Steelwork
- i) SANS 1200 L: Medium pressure pipelines
- j) SANS 1200 LD: Sewers
- k) SANS 1200 LE: Stormwater drainage
- l) SANS 1200 ME: Subbase
- m) SANS 1200 MF: Base
- n) SANS 1200 MK: Kerbing and channelling
- o) SANS 1200 MM: Ancillary works
- p) SANS 1123: Flange Specification
- q) SANS 10140: Part 3: Pipe marking
- r) SANS 10400: Part A: General principles and requirements
- s) SANS 10400: Part O: lighting and ventilation
- t) SANS 10400: Part S: stairways
- u) SANS 10400: Part T: fire protection
- v) SANS 10400: Part W: fire installation
- w) SANS 10177-Part 2-4: fire testing of materials
- x) SANS 543: fire hose reels (with semi-rigid hose)
- y) SANS 1128: Part 1: components of underground and above-ground hydrant systems
- z) SANS 1128: Part 2: hose couplings, connectors, and branch pipe and nozzle connections
- aa) SANS 1186: Part 1: symbolic safety signs: standard signs and general requirements

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- bb) SANS 1186: Part 5: Symbolic safety signs: photo luminescent signs
- cc) SANS 1464: Part 22: Safety of luminaries: luminaries for emergency lighting
- dd) SANS 10139: fire detection and alarm system design and installation
- ee) The Occupational Health and Safety Act, Act 85/1993
- ff) SANS 10400-T:2020 Fire Protection
- gg) SANS 10139: 2021 Fire detection and alarm systems for buildings - System design, installation and servicing
- hh) SANS 7240-16: Fire detection and alarm systems – Part 16 Sound System Control and Indicating Equipment
- ii) SANS 7240-19: Fire detection and alarm systems – Part 19 Design, Installation, Commissioning and Service of Sound Systems for Emergency Purposes
- jj) SANS 7240-24: Fire detection and alarm systems – Part 24 Sound-system loudspeakers
- kk) SANS10400-A General Principles and Requirements
- ll) SANS 10140-3: 2017 Identification colour markings Part 3: Contents of pipelines
- mm) SANS 543:2019 Fire hose reels (with semi-rigid hose)
- nn) SANS 1086:2015 Flexible poly (vinyl chloride) (PVC) pressure hose
- oo) SANS 10087-1:2013 The handling, storage, distribution and maintenance of liquefied petroleum gas in domestic, commercial, and industrial installations Part 1: Liquefied petroleum gas installations involving gas storage containers of individual water capacity not exceeding 500 L and a combined water capacity not exceeding 3 000 L per installation
- pp) BS EN 12101-Part 5 - Smoke and Heat Control systems
- qq) Local Municipality Emergency Services By-Laws

C3.2.3. Minimum Standard requirements

- a) CIDB Best Practice Project Assessment Scheme (Government Gazette No.43726 of 18 September 2020)
- b) Standard for Developing Skills through Infrastructure Contracts, published in Gazette Notice 48491 of 28 April 2023
- c) Standard for Indirect Targeting for Enterprise Development through Construction Works Contracts, published in Gazette Notice No.36190 of 25 February 2013
- d) Guidelines for the Implementation of Labour-Intensive Infrastructure Projects Under the Expanded Public Works Programme (EPWP) – Third Edition 2015

C3.3. DRAWINGS

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C3.3.1. Tender Drawings

Tender drawings are provided in order to give an overview of the project. Any ambiguities shall be clarified by the tenderer with the **employer's agent** prior to the submission of tenders

The drawings that form part of the tender documents shall be used for tender purposes only

Drawings for construction purposes will be issued to the appointed **contractor** during the execution of the contract

The following drawings are annexed after C4: Site Information, and form part of the contract. The drawings issued to tenderers must be regarded as provisional and preliminary for the tenderer's benefit to assess the scope generally

#	DESCRIPTION	DRAWING No.	REVISION AND DATE
1.0	ARCHITECTURAL DRAWINGS		
1.1	Site Plan- Sewer Layout	104	Rev0
1.2	Site Plan- Roadworks and Storm water	105	Rev0
1.3	Site Plan- Water supply and Fire reticulation	106	Rev0
1.4	Site Plan- Electrical Reticulation	107	Rev0
1.5	External Works and Fencing	108	A
1.6	Ground Floor Layout	132	A
1.7	Ground Floor Element Numbering Layout	133	A
1.8	Ground Floor Co-ordinated Site Services	135	B
1.9	Ceilings Finishes	160	A
1.10	Roof structure Layout	162	A
1.11	Roof Covering Plan	163	B
1.12	SECTIONS B,D&E	200	Rev0
1.13	SECTIONS F,G&H	201	Rev0
1.14	SECTIONS J,K&RES	202	Rev0
1.15	SECTIONS 3,4 & 6	210	Rev0
1.16	Elevations C.S.C.	251	Rev0
1.17	Elevations Residences NSW	252	A
1.18	Building Sections AA-MM	260	B
1.19	Door List	400-0	B
1.20	DT-A	400-1	A
1.21	DT-B	400-2	Rev0
1.22	DT-C	400-3	Rev0
1.23	DT-D	400-4	Rev0
1.24	DT-E	400-5	Rev0
1.25	DT-F	400-6	Rev0
1.26	DT-G	400-7	Rev0
1.27	DT-H	400-8	Rev0
1.28	DT-I	400-9	Rev0
1.29	DT-J	400-10	Rev0
1.30	DT-K	400-11	Rev0

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1.31	DT-L	400-12	Rev0
1.32	DT-M	400-13	Rev0
1.33	DT-N	400-14	Rev0
1.34	DT-O	400-15	A
1.35	DT-P-No drawing		
1.36	Refer-SAPS POL2012/D1a-5	400.17	Rev0
1.37	DT-Q	400-18	
1.38	Window List	402-00	Rev0
1.39	WT01	402-01	Rev0
1.40	WT02	402-02	Rev0
1.41	WT03	402-03	Rev0
1.42	WT04	402-04	Rev0
1.43	WT05	402-05	Rev0
1.44	WT06	402-06	A
1.45	WT07	402-07	A
1.46	WT08	402-08	A
1.47	WT09	402-09	A
1.48	WT10	402-10	A
1.49	WT11	402-11	Rev0
1.50	WT12	402-12	Rev0
1.51	WT13	402-13	Rev0
1.52	WT14	402-14	Rev0
1.53	WT15	402-15	Rev0
1.54	Refer SAPS POL2012_w1-3	POL2012W1	
1.55	WT17	402-17	Rev0
1.56	WT18	402-18	Rev0
1.57	WT19	402-19	Rev0
1.58	WT20	402-20	Rev0
1.59	WT21	402-21	A
1.60	WT22	402-22	A
1.61	WT23	402-23	A
1.62	WT25	402-25	Rev0
1.63	WT26	402-26	Rev0
1.64	WT30	402-30	Rev0
1.65	WT31	402-31	Rev0
1.66	Specification Document	500	Rev05
1.67	Finishes schedule	501	C
1.68	MW01 -02 Fence Detail	551	A
1.69	MW03 – Flagpole Detail	552	A
1.70	Gates G12 non-motorised	553	Rev0
1.71	Signage list	404-01	Rev0
1.72	Signage N1-N4 Specification	404-02	Rev0
1.73	Signage N1-N4 Elevations	404-03	Rev0
1.74	Signage N5-N7	404-04	Rev0
1.75	Signage N8-N12	404-05	Rev0

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1.76	Signage N13-N17	404-06	Rev0
1.77	Sanitaryware Schedule	505	A
1.78	MW07- Metalwork - Cat ladder	554	Rev0
1.79	MW09 - MW10. Security mesh	555	Rev0
1.80	Gates G01 - G02	561	Rev0
1.81	Gates G03 - G08	562	Rev0
1.82	Gates G09 - G12	563	Rev0
1.83	Gates G13	564	Rev0
1.84	Fittings List	601	A
1.85	Fittings material specifications 1	602	Rev0
1.86	Fittings material specifications 2	603	Rev0
1.87	Fittings material specifications 3	604	A
1.88	F01- Public Counter Sections- Fabrication	605	A
1.89	F01-02- Public Counter Elevations	606	Rev0
1.90	F01-02- Public Counter Plan	607	Rev0
1.91	F03- Office counters Sections- Fabrication	608	Rev0
1.92	F03- Office counters 3.01-3.02	609	Rev0
1.93	F03- Office counters 3.03-3.04	610	Rev0
1.94	F03- Office counters 3.05-3.06	611	Rev0
1.95	F04-F06 Tea Kitchen Sections- Fabrication	612	Rev0
1.96	F05-F06 Tea Kitchen Sections- Fabrication	613	Rev0
1.97	F04- Tea Kitchen Plan- F4.01-F5.01	614	Rev0
1.98	F04- Tea Kitchen Plan- F4.2-F5.2	615	Rev0
1.99	F04- Tea Kitchen Plan- F5.3	616	Rev0
1.100	F05-F06 Tea Kitchen Plan- F4.3-F5.4-F5.5	617	Rev0
1.101	F07- Public Bench Section- Fabrication	618	Rev0
1.102	F08- Public Timber Bench Section- Fabrication	619	Rev0
1.103	F09- Public Timber Bench Section- Fabrication	620	Rev0
1.104	F10- Cell Bench Section- Fabrication	621	Rev0
1.105	F11a - F11b Light duty racking	622	A
1.106	F11c-11d Light duty racking	623	A
1.107	F11e Light duty racking	624	Rev0
1.108	F12- Wall band shelving	625	Rev0
1.109	F13- Residential Cupboards	626	Rev0
1.110	F14.1 - F14.2 Lockers	627	Rev0
1.111	F16 - Credenza	628	Rev0
1.112	F17 Concrete counter - Staff patio	629	Rev0
1.113	F19 Concrete counter - Staff common	630	A
1.114	F19- Communal counter	631	A
1.115	F18-F20- Interview counter and seat	632	Rev0
1.116	POL2012-B1 Cell Bench	633	Rev0
2.0	CIVIL ENGINEERING DRAWINGS		
2.1	Access Road Section Details	52-2500	Rev0
2.2	Long Section: Sewer Pipework	51-3000 (1/1)	Rev0
2.3	Sewer Standard Details	52-3250	Rev0

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2.4	Long Section: Stormwater	52-4000 (1/1)	Rev0
2.5	Storm Water Details (1 OF 3)	52-4001 (1/3)	Rev0
2.6	Storm water Details (2 OF 3)	52-4001 (2/3)	Rev0
2.7	Storm water Details (3 OF 3)	52-4001(3/3)	Rev0
2.8	Site Plan Layout	52-5000	Rev0
2.9	Platform and Earthworks Sections	52-5100	Rev0
2.10	Elevated Tank and Pipework Details	52-5250	Rev0
2.11	French Drain Details	52-5401	Rev0
2.12	Road Marking and Signage Plan		
3.0	STRUCTURAL ENGINEERING DRAWINGS		
3.1	FOUNDATION LAYOUT - SHEET 1	6000-001	C
3.2	FOUNDATION LAYOUT - SHEET 2	6000-002	C
3.3	FOUNDATION LAYOUT SHEET 3	6000-003	C
3.4	FOUNDATION REINFORCEMENT DETAILS - SHEET 1	6000-004	C
3.5	FOUNDATION REINFORCEMENT DETAILS - SHEET 2	6000-005	C
3.6	FOUNDATION REINFORCEMENT DETAILS - SHEET 3	6000-006	C
3.7	FOUNDATION REINFORCEMENT DETAILS - SHEET 4	6000-007	C
3.8	FOUNDATION REINFORCEMENT DETAILS - SHEET 5	6000-008	C
3.9	FOUNDATION REINFORCEMENT DETAILS - SHEET 6	6000-009	C
3.10	FOUNDATION REINFORCEMENT DETAILS - SHEET 7	6000-010	C
3.11	SURFACE BED LAYOUT - SHEET 1	6000-011	C
3.12	SURFACE BED LAYOUT - SHEET 2	6000-012	C
3.13	EXTERNAL WORK, V-DRAIN, APRON SLAB AND WALKWAY LAYOUT	6000-013	C
3.14	EXTERNAL WORK, V-DRAIN, APRON SLAB AND WALKWAY LAYOUT	6000-014	C
3.15	ROOF SLAB LAYOUT DETAILS	6000-015	C
3.16	ROOF SLAB REINFORCEMENT DETAILS - SHEET 1	6000-016	C
3.17	ROOF SLAB REINFORCEMENT DETAILS - SHEET 2	6000-017	C
3.18	OPEN COURTYARD PERGOLA LAYOUT AND DETAILS	6000-018	C
3.19	BENDING SCHEDULES - SHEET 1	6000-019	C
3.20	BENDING SCHEDULES - SHEET 2	6000-020	C
4.0	ELECTRICAL ENGINEERING DRAWINGS		
4.1	GROUND FLOOR SLEEVE LAYOUT	NCE23003-EE-01	
4.2	SITE PLAN PERIMETER LIGHTING	NCE23003-EE-02	
4.3	GROUND FLOOR POWER LAYOUT	NCE23003-EE-03	
4.4	GROUND FLOOR HVAC POWER EQUIP	NCE23003-EE-04	
4.5	GROUND FLOOR LIGHTING LAYOUT	NCE23003-EE-05	
4.6	GROUND FLOOR WIREWAYS LAYOUT	NCE23003-EE-06	
4.7	GROUND FLOOR ACCESS & WIREWAYS LAYOUR	NCE23003-EE-09	
4.8	SOLAR PV PANEL LAYOUT	NCE23003-EE-10	
4.9	GROUND FLOOR CCTV & WIREWAYS LAYOUT	NCE23003-EE-08	
4.10	ROOF PLAN EARTHING AND LIGHTING PROTECTION	NCE23003-EE-LP-07	
4.11	MAIN LV PANEL	NCE-23003-SL01	
4.12	TYPICAL UNIT D8 & PERIMETER LIGHTS	NCE-23003-SL02	
4.13	DB-1-1E COMM SERVE CENTRE	NCE-23003-SL03	

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4.14	DB-2-2E SERVE ROOM	NCE-23003-SL04	
4.15	DB3 CLEANERS	NCE-23003-SL05	
4.16	KIOSK 1	NCE-23003-SL06	
4.17	KIOSK 2	NCE-23003-SL07	
5.0	MECHANICAL ENGINEERING DRAWINGS		
5.1	AIRCONDITIONING AND VENTILATION	M693/AC/01	F
5.2	AUTOMATIC ALARM AND FIRE DETECTION	M693/FD/01	C
5.3	WATER SUPPLY – GROUND FLOOR	M693/WS/01	G
5.4	COLD & HOT WATER SUPPLY SCHEMATIC	M693/WS/02	G
5.5	SEWER DRAINAGE – GROUND FLOOR	M693/SD/01	F
5.6	FIRE PLAN PART A GROUND FLOOR LAYOUT	M693/F/01	F
5.7	FIRE PLAN PART B GROUND FLOOR LAYOUT	M693/F/02	F

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C3.3.2. Construction Drawings

Construction drawings will, in terms of Clause 3.7 of the **JBCC** Principal Building Agreement Edition 4.1 of March 2005 be issued to the **contractor** by the **principal agent** on the commencement date and from time to time as required

The successful **contractor** will be supplied with three (3) sets of unreduced paper prints of each drawing free of charge. Any additional prints required will be for the account of the **contractor**

The **contractor** shall conform in all aspects to the drawings and specifications and to any written instructions, which the **principal agent** may provide him with during the contract

It is the **contractor's** responsibility to ensure that work is carried out in accordance with the latest revision of the construction drawings

Only figured dimensions may be used, and the drawings shall not be scaled unless the **contractor** is so instructed by the **principal agent** in writing. The **principal agent** will upon written request provide any dimensions that may have been omitted from the drawings

Should any differences or contradictions exist in the documents or dimensions used in the documents, the **contractor** shall be responsible for obtaining clarification thereof from the **principal agent**. Such clarification shall be in writing and shall be final and binding

Should the **contractor** fail to seek clarification of any differences or contradictions, the **contractor** shall be solely liable for any costs that may arise due to his failure in this regard

C3.3.3. As-built drawings

The **contractor** shall mark up on drawings provided to him for this purpose the exact positions and details of all infrastructure, pipelines, and the like constructed under the contract, as well as the details of all existing services found during the contract. The marked-up drawings shall be handed to the **principal agent** monthly as the work progresses

C3.4. PLANT AND MATERIALS

C3.4.1. Plant and materials supplied by the employer

No plant and "free issue" materials are provided by the **employer**

C3.4.2. Materials, samples, and shop drawings

The **contractor** shall, at his own cost, supply all samples that may be required. Material or **works** not conforming to the approved samples shall be rejected. The **employer's agent** reserves himself the right to submit samples to any tests to ensure that the material represented by the sample conforms to the requirements of the specifications

The recommendations of the manufacturers of patented materials must be strictly adhered to regarding the use, mixing, application, fastening, etc. thereof except when otherwise instructed in writing by the engineer

Where proprietary materials are specified, it is to indicate the quality or type of materials or articles required, and where the terms "or other approved", "or approved equivalent", or "similar approved" are used in connection with proprietary materials or articles, it is to be understood that the approval shall be at the sole discretion of the **employer's agent**

C3.5. ACCESS TO WORKS SITE

See item C4.5 of Part 4: Site Information

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C3.6. EXISTING SERVICES

C3.6.1. Known services

Items have been allowed in the **bills of quantities** for dealing with and protecting existing services where they are known

The **contractor** shall take whatever extra precautions are required to protect all existing services from damage during the period of the contract. The **contractor** shall make use of hand excavation to expose services. 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

The **contractor** shall engage with the **employer**, local authority and **principal agent** to identify the positions of all existing services. Such service positions must be compared to those indicated on the drawings and any additional services so located, must be brought to the attention of the **principal agent** and marked up on the drawings. These will then become known services.

All existing services shall be regarded as live and operational until otherwise advised by the responsible service provider or official

C3.6.2. Treatment of existing services

Before the **contractor** commences operations, he must discuss with and have the approval of the **employer**, authority, or owner concerned regarding the method he proposes to use for relocating or safeguarding any services and existing **works** he may encounter during construction

C3.6.3. Use of Detection Equipment

Where the presence of underground cables is suspected the **contractor** shall use such methods as necessary, including cable or metal detectors, to prevent unnecessary damage and consequent delay and cost of repair

C3.6.4. Damage to services

The **contractor** shall be responsible for any damage to such existing services and **works** in the execution of this contract and shall reimburse the **employer**, authority, or the owner concerned for any repairs required and for damages

The **contractor** shall be responsible for immediately notifying the **employer** or **employer's agent** and the authorities concerned regarding any damage caused to public services and existing **works**

C3.7. ALTERATIONS, ADDITIONS, EXTENSIONS, AND MODIFICATIONS TO EXISTING WORKS

The **contractor** shall satisfy himself within 14 days of moving onto a site that the dimensional accuracy, alignment, levels, and setting out of existing structures or components thereof are compatible with the proposed works and procedures. Any discrepancies shall immediately be brought to the attention of the **principal agent** in writing where this is not the case

Failure by the **contractor** to timeously give written notice to the **principal agent** in this regard shall result in any claim for additional time and/or costs being rejected

New structures shall, as far as possible, match existing structures regarding the type of materials and finishes unless otherwise stated. The **contractor** shall provide the **employer's agent** with samples of bricks, blocks, and other materials and finishes for approval at least 3



weeks prior to starting any work. Only once the **principal agent** has given approval may the **contractor** place orders for these materials

C3.8. PERMITS AND WAY LEAVES

The **contractor** shall obtain the necessary approvals and shall be required to comply with the authorities, service providers, and landowners' / occupiers' requirements at all times

The **contractor** will be required to take cognizance of, and comply with, the general wayleave and 'permission to occupy' requirements of the authorities, service providers, and landowners/occupiers during the construction of the works

The **contractor** will be required to confirm that permission has been granted and that the authorities, service providers, landowners/ occupiers, and all affected parties have been informed of the **contractor's** intentions before commencing work on each property

C3.9. MANAGEMENT OF THE WORKS

C3.9.1. Planning and programming

The programme shall be in the form of a bar chart (Gantt Chart) or similar acceptable time/activity form reflecting the proposed sequence and tempo of the various activities. The programme shall clearly indicate the critical path, the inter-dependency of activities, and the sequence in which the **contractor** proposes to construct the **works**

During the course of the contract, whenever a significant change occurs, the **contractor** shall submit a revised programme allowing the allocation of resources, to the **principal agent** for approval. The **contractor** shall update the programme whenever construction progress differs by more than a week from anticipated in the programme

C3.9.2. Quality plans and control

The onus to produce work which conforms in quality and accuracy of detail to the requirements of the specifications and drawings rests with the **contractor**, and the **contractor** shall, at his own expense, institute a quality-control system and provide experienced engineers, foremen, surveyors, materials technicians, other technicians, and technical staff, together with all transport, instruments, and equipment, to ensure adequate supervision and positive control of the **works** at all times

The costs of all supervision and process control, including testing thus carried out by the **contractor** shall be deemed to be included in the rates tendered for the related items of work

The **contractor's** attention is drawn to the provisions of the various standardized specifications regarding the minimum frequency of testing that will be required for process control. The **contractor** shall, at his own discretion, increase this frequency where necessary to ensure adequate control

On completion of every part of the work and submission thereof to the engineer for examination, the **contractor** shall furnish the **employer's agent** with the results of all relevant tests, measurements, and levels to indicate compliance with the specifications

The **contractor** shall at his own cost, supply all samples that may be required. Material or work not conforming to the approved samples shall be rejected. The engineer reserves the right to submit samples to any tests to ensure that the material represented by the sample conforms to the requirements of the specifications

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No separate payment will be made for such testing by an approved independent laboratory, the costs of which will be deemed to be included in the **contractor's** tendered rates for the various items of work requiring testing in accordance with the specifications

The **contractor** shall provide a fortnightly progress report covering work that is the subject of a scope of works

C3.9.3. Payment Certificates

The **contractor** shall submit invoices at monthly intervals in terms of Clause 31.0 of JBCC Principal Building Agreement Edition 4.1 of March 2005 in respect of **works** completed during the preceding period and **materials and goods** on **site**. The work shall be measured according to the format of the **bills of quantities** and measurements should be taken together with the **employer's agent** (e.g quantity surveyor) and are subject to agreement as to the status of work completed

The **contractor** will submit his invoice, together with invoices and other supporting documentation to the **principal agent** in terms of contract

The **payment certificate** will be scrutinised by the **employer** prior to payment within the prescribed period stipulated on the contract. The **contractor** must ensure that, allowing for the time allowed for processing **payment certificates** by the **employer**, his invoice is submitted in good time to allow for the payment cycle to be met

The **contractor's** tendered rates for the relevant items in the **bills of quantities** shall include full compensation for all possible additional costs which may arise from this, and no claims for extra payment due to inconvenience as a result of the modus operandi will be considered

Each **payment certificate** must, where applicable, be accompanied by:

- a) Monthly local content report
- b) **Tax** Invoice
- c) Labour intensive report
- d) Contract participation and contract skills development goals reports
- e) Supporting documentation for **materials and goods**

C3.9.4. Community Liaison Officer

It is the responsibility of the **contractor** to appoint a competent Community Liaison Officer (CLO) for the duration of the contract

The primary role of the CLO will be liaison and facilitation of communication which shall include

- a) Represent the community and assist the **employer**, the **employer's agent** and the **contractor** with communication between them and the community
- b) Inform community regarding the project detail, safety precautions and programme.
- c) Be available at the **site** offices when required in terms of the contract.
- d) Assist with relocation of people, where applicable
- e) Maintain and up-to-date record of potential employees within the community and provide the **contractor** with copies of this information

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- f) To identify, screen and nominate labour from the community in accordance with the **contractor's** requirements and determine, in consultation with the **contractor**, the needs of local labour for employment and relevant technical training, where applicable.
- g) Liaise between principal **contractor** and labour regarding wages and conditions of employment.
- h) Communicate daily with the principal **contractor** on labour related issues such as numbers and skills.
- i) Identify possible labour disputes, unrest, strikes, etc., in advance and assist in their resolution.
- j) Have a good working knowledge of the contents of the contract document regarding labour and training matters.
- k) Attend all meetings at which the community and/or labour is represented or discussed.
- l) Attend contract site meetings and report on community and labour issues of these meetings.
- m) Co-ordinate and assist with the obtaining of information regarding the community's needs (questionnaires, etc.)
- n) Inform local labour of their conditions of temporary employment, to ensure their timeous availability and to inform them they will be relieved.
- o) Ensure that all labour involved in activities when tasks have been set, are fully informed of the principle of task based work.
- p) Attend disciplinary proceedings to ensure that hearings are fair and reasonable.
- q) Keep a daily written record of interviews and community liaison.
- r) Arrange venues for training if required.
- s) Assist with the training and education of the community regarding the correct usage of the services, where applicable.
- t) Any other duties that may become necessary as the works progress.

The CLO shall have no authority to issue any instructions to the **contractor**. The CLO shall be neutral to all parties and endeavour to remain impartial should any conflict arise

Responsibility for identifying a pool of suitable labour shall rest with the CLO, although the **contractor** shall have the right to choose from the pool. The **contractor** (and sub-contractors) shall have the right to determine the total number of labourers required at any one time, which may vary throughout the contract

The **contractor** shall have the right to replace labour that is not performing adequately and the replacement of any labour shall be done in conjunction with the CLO

Due cognizance must be taken of the risk of the Community Liaison Officer not being a member of the targeted community, and/or the Community Liaison Officer not being recommended by the Ward Councilor(s)

C3.10. LABOUR-INTENSIVE WORK

Applicable: Yes ☒ No ☐

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If yes;

Labour-intensive works shall be constructed/maintained using local workers who are temporarily employed in terms of the scope of work. Provided, however, that should adequate and appropriate labour not be available within the locality, other labour may be employed to satisfactory proof that reasonable endeavour has been made to employ labour from the immediate locality

The **contractor** through the appointed CLO shall communicate with the local community leaders or project steering committee where applicable with purpose of negotiating with them regarding the utilization of local labour in the construction process

In this regard, the **contractor** shall furthermore give preference, wherever possible to the employment of single heads of households, women and youth. The **contractor** shall in general maximize the involvement of the local community

C3.10.1. Generic Labour-Intensive Specification

Contractors are referred to the Guidelines for the Implementation of Labour-intensive Infrastructure Projects under the Expanded Public Works Programme (EPWP) for the generic labour-intensive specification (Hereinafter referred to as "Guideline") applicable to the contract

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

- a) trenches having a depth of less than 1.5 metres
- b) stormwater drainage
- c) roads
- d) sidewalks and non-motorised transport infrastructure
- e) water and sanitation

Precedence

Where this specification is in conflict with any other standard or specification referred to in the C3: Scope of Works to this contract, the requirements of this specification shall prevail

Hand excavatable material

Hand excavatable material is:

a) granular materials:

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

b) cohesive materials:

- i. whose consistency when profiled may in terms of table 2 be classified as very soft, soft, firm, stiff and stiff / very stiff; or

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- ii. where the material is a gravel having a maximum particle size of 10mm and contains no cobbles or isolated boulders, no more than 8 blows of a dynamic cone penetrometer is required to penetrate 100mm;

Note

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

Table 2: Consistency of materials when profiled

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

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Trench excavation

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

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

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

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

Excavation

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

Clearing and grubbing

Grass and bushes shall be cleared by hand

Shaping

All shaping shall be undertaken by hand

Loading

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

Haul

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

Offloading

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

Spreading

All material shall be spread by hand

Compaction

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

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Grassing

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

Stone pitching and rubble concrete masonry

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

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

Grout shall be mixed and placed by hand

Manufactured Elements

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

C3.10.2. Labour-intensive competencies of supervisory and management staff

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

C3.11. CONTRACT PARTICIPATION GOALS AND CONTRACT SKILLS DEVELOPMENT GOALS

The contractor shall achieve in the performance of the contract the following goals as specified below. Provision for pricing of the compliance with the achieving the goals is made in the Project Assessment Scheme section of the bills of quantities and it is explicitly pointed out that all requirements in respect of the aforementioned are deemed to be priced thereunder and no additional claims in this regards shall be entertained:

C3.11.1. Minimum Targeted Enterprise Development Contract Participation Goal

The Minimum Targeted Enterprise Development CPG: Applicable ☒ Not Applicable ☐

If, applicable;

The Standard for Indirect Targeting for Enterprise Development through Construction Works Contracts, published in Gazette Notice No.36190 of 25 February 2013 (Hereinunder referred to as "Standard") applies to this section

The lead partner or main contractor shall dedicate a minimum of 5% of the tender amount at the time of award to provide developmental support to the targeted subcontractor or joint venture partner. Preference will be given to insert type of enterprises e.g. General Building, Electrical, Mechanical, Plumbing, etc. It could be either or any combination of all enterprises

The successful contractor shall:

- a) Subcontract a minimum of 5% of the total project value to targeted enterprises;



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- b) develop the targeted enterprise/s in two development areas as specified in the Standard¹, and agreed by both the main **contractor** and the targeted enterprise/s;
- c) perform needs analysis on the targeted enterprise to identify developmental goals;
- d) provide internal mentorship support to improve the targeted enterprise/s performance;
- e) develop a project-specific enterprise development plan to improve the targeted enterprise/s performance in the identified developmental areas;
- f) monitor and report the progress of the agreed development areas with the targeted enterprise/s; and
- g) submit a project completion report to the **employer's** representative for each targeted enterprise.

The development of the Targeted Enterprise shall be guided by the CIDB Competence Standard for Contractors Gazette No. 41237, 10 November 2017

The **contractor** shall attain or exceed the enterprise development goal in the performance of the contract. Failing to achieve the participation goal will result in a penalty of thirty percent (30%) of the value not achieved, excluding VAT, unless the **contractor** can prove to the **employer's** satisfaction that the non-achievement was beyond his/her control

The main **contractor** or lead partner in a joint venture in a leader of the awarded bid must;

- a) prepare needs analysis for indirect targeting and development in at least any two developmental areas as stipulated in paragraph 3.2.1 of the Standard;
- b) appoint an enterprise development coordinator in accordance with paragraph 3.2.3 of the Standard.
- c) provide a competent person/s to provide internal mentorship to the Targeted Enterprise/s in the two agreed developmental areas.

The enterprise development coordinator shall have the following competencies:

- a) Minimum experience of 5 years in the construction industry at a Managerial level as a Site Agent, Contracts Manager, Site Manager, Construction Manager, Business Development Manager, or Enterprise Development Manager
- b) Minimum experience of 2 years in training and development in Building or Construction; and

¹

Standard for Indirect Targeting for Enterprise Development through Construction Works Contracts, published in Gazette Notice No.36190 of 25 February 2013

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- c) National Diploma or B Degree in the Built Environment or Business Management

Format of communications

The **contractor** shall submit to the **employer's** representative:

- a) Project interim reports in the specified format (ED105P) detailing the interim value of the CPG that was achieved. Such a report shall also contain a monthly progress report, compiled by the **employer's** representative and the **contractor**, detailing an assessment of the enterprise development support provided
- b) Project completion report, in the specified format (ED101P), to the **employer's** representative for acceptance within 15 days of achieving practical completion. The report shall include the value of the CPG that was certified in accordance with the contract, cidb registration numbers of each and every targeted enterprise, and the value of the subcontracted works or the participation parameter of the joint venture entered into; and
- c) Enterprise development declaration (ED104P).

Management Meetings:

The **contractor** shall report to the **employer's** Representative on the implementation and progress of the targeted enterprise development and CPG

Forms for contract administration

The **contractor** shall submit to the **employer's** Representative the following proformas:

- a) Form ED 105P Project Interim Report
- b) Form ED 104P Enterprise Development Declaration
- c) Form ED 101P Project Completion Report

Records:

The **contractor** shall:

- a) keep records of the targeted enterprise development,
- b) keep records of the payments made to the targeted enterprises in relation to the CPG,
- c) ensure all the documentation required in terms of the Standard is provided in a timely manner and according to a prescribed format where applicable.

Payment Certificates:

The **contractor** shall:

- a) achieve the measurable CPG and provide enterprise development support to the targeted enterprise/s as per the Standard,
- b) submit payment certificates to the **employer** representative at intervals determined in the C1.2 Contract Data

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C3.11.2. Minimum Targeted Contract Skills Development Goal

Minimum Targeted Contract Skills Development Goal: Applicable ☒ Not Applicable ☐

If, applicable;

The **contractor** shall achieve or exceed in the performance of the contract the Contract Skills Development Goal (CSDG) established in Table 2 of the Standard for Developing Skills through Infrastructure Contracts (published in Government Gazette No. 43495 of 3 July 2020, as amended (Hereinafter in this section referred to as "Standard") in cidb Best Practice Project Assessment Scheme Notice No. 43726 of 18 September 2020 – Condition of Contract

Failing to achieve the targeted Contract Skills Development Goal will result in A) a thirty percent (30%) penalty of the value of the portion not achieved, excluding VAT, and B) the issuing of completion certificates only after the completion certificate of achieving the skills development goal, counter-signed by the relevant individuals has been submitted, unless the **contractor** can prove to the **employer's** satisfaction that the non-achievement was beyond his/her control

The **contractor** shall apportion the learners in the different construction activities based on the scope of work. The cost of accommodating learners will be determined by using Table 3 in the Standard and this cost will be used to determine the value in Rand and will be added to the provision for training as provided for in the Preliminaries section in the Bill of Quantities

The **contractor** may only place 33% of employees employed by him or that of his subcontractors contributing to the CSDG

The **contractor** shall employ at least 60% of the learners from a Public FET / TVET college should the **contractor** select to have trade qualification learners (Method 2) contributing to the CSDG

The successful **contractor** may employ part/full occupational qualification learners, trade qualification learners, work integrated learners or candidates directly or through a Skills Development Agency (SDA), (A1 - List of cidb accredited SDAs).

The successful **contractor** shall employ at least zero percent (0%) from eligible part/full occupational qualification learners, trade qualification learners, work integrated learners or candidates in the employment of the **employer**.

The successful **contractor** shall ensure that no single method shall contribute more than seventy-five percent (75%) of the CSDG for the contract

Training requirements

The **contractor** shall achieve the measurable CSDG by providing opportunities to learners requiring structured workplace learning using one or a combination of any of the Skills Methods as agreed:

- a) Part/Full Occupational Qualification Learners (**Method 1**)
- b) and/or Trade Qualification Learners (**Method 2**)
- c) and/or Work Integrated Learners (**Method 3**)
- d) and/or Candidates (**Method 4**) as per the Standard in relation to work directly related to the contract or order as indicated under clauses 4.2 and 4.3 in the Standard.

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The **contractor** must ensure all beneficiaries of the Standard are registered with the CIDB Skills Development Agency (SDA)

The Format of Communications:

The **contractor** shall, within 30 days of the award of the contract and in the specific format (Form A2 Baseline Training Plan), submit to the **employer's** representative a baseline training plan

The **contractor** shall submit to the **employers** representative:

- a) an interim contract compliance training report in the specific format (Form A3 Project Interim Report) at intervals that do not exceed 3 months; and
- b) a final contract compliance training report, in the specific format (Form A5 Project Completion Report). This report shall, respectively, be submitted within 15 days of: reaching completion, end of the service, the delivery date for all work required or practical completion (in the case of professional service), service, design, and construct contracts, and engineering and construction works contracts,

The Key Personal:

For Structured Workplace Learning Opportunities for Learners (Method 1 and Method 2)

The **contractor** shall:

- a) appoint a responsible supervisor to allocate learning tasks, to learners in line with their training plans.
- b) appoint an artisan in the applicable trade with a minimum of 3 years to mentor learners associated with structured workplace learning.

For Structured Workplace Learning for Candidates (Method 3 and Method 4)

The **contractor** shall:

- a) appoint a supervisor who is actively engaged in work directly associated with the contract to issue tasks,
- b) appoint a suitable mentor as required by the professional body or statutory council.

Management Meetings:

The **contractor** shall report to the **employer's** representative on the implementation and progress of the CSDG

The Forms for Contract Administration:

The **contractor** shall submit to the **employer's** representative the following proformas:

- a) Form A2 Baseline Training Plan
- b) Form A3 Project Interim Report
- c) Form A5 Project Completion Report

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Records:

The contractor shall:

- a) keep records for learners and candidates of the hours worked and registration with the cidb SDA, Sector Education Training Authorities SETA's (where required), and professional statutory councils (where required) particulars towards compliance with this Standard
- b) ensure all the documentation required in terms of clause 4 in the Standard is provided in a timely manner and according to a prescribed format where applicable
- c) upon termination of the opportunities provided to satisfy the CSDG, certify the quantum and nature of the opportunity and submit the certificate and counter-certified by the relevant individual, to the **employer's** representative for record-keeping purposes

Payment Certificates:

The contractor shall:

- a) achieve the measurable CSDG as agreed by providing opportunities to learners requiring structured workplace learning using one or a combination of any of the Skills Methods as per the Standard in relation to work directly related to the contract or order as indicated under clause 4.2 and 4.3 in the Standard
- b) submit payment certificates to the **employer's** representative at intervals determined in the contract

C3.12. ANNEXURES (REFER TO E-PORTAL)

Annexure A: Design Specifications as listed in Paragraph C3.2.2

Annexure B: Tender Drawings as listed in Paragraph C3.3.1

Annexure C: Geotechnical investigation report

Annexure D: Occupational Health and Safety Specifications

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*CONSTRUCTION OF NTSHONGWE NEW POLICE STATION:KWAZULU
NATAL PROVINCE*

BID: 19/1/9/1/20TB(25)

PART C:

CONTRACT

Part C4

Site information:





C4: SITE INFORMATION

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PART 4: SITE INFORMATION

C4: SITE INFORMATION

Project : Construction of New Ntshongwe Police Station (Kwazulu-Natal)

Employer : South African Police Service **Reference** : 19/1/9/1/20TB(25)

C4.1 SITE LOCALITY

Erf/stand number	Portion 481 of the Farm Makathini Flats No 16533
Site address	Portion 481 of the Farm Makathini Flats No 16533
Township / Suburb	Ntshongwe
City / Town	uMhlabuyalingana
Province	KwaZulu-Natal
Local authority	uMhlabuyalingana Local Municipality
GPS Coordinates	-27°25' 52.56"S 32°22' 52.38"E

Google Earth picture for site locality below:



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C4.2 GEOTECHNICAL INFORMATION

C4.2.1 Nature of Ground

The Geotechnical Investigation Report (Reference: 032-24.R01 Revision 1 dated 13 March 2024) is attached herein for detailed description of the nature of the ground.

Whilst the information provided above is given in good faith, the Engineer and Employer accept no responsibility for the accuracy thereof. It remains the responsibility of the Contractor to verify the actual ground conditions during construction and to take appropriate measures to ensure the safety of persons and the Works at all times.

The contractor is to provide rates for appropriate work as he anticipates, deviations in terms of the ground conditions are deemed inclusive in the tendered rates.

C4.3 EXISTING BUILDINGS

There are no existing buildings on site.

C4.4 EXISTING SERVICES, SERVITUDES AND WAYLEAVES

The known existing services are shown on the drawings. The positions of the services cannot be guaranteed. On establishing on site, the contractor must determine the positions of all pipelines and cable routes with the assistance of the engineer and the employer's staff on Site. The contractor must take precautions to prevent any damage to existing services. Damages that might occur will be repaired at the cost of the contractor.

The contractor must also excavate to determine the position where the installed outfall starts and determine the invert level of the first manhole.

Wayleaves will be required.

C4.5 ACCESS TO SITE

The site is 104km from Hluhluwe and 24km from Mbazwane which is 31km from the coast. Site Access is via the gravel road – P444, off the P447 to the tarred road R22 between Mbazwana and Manguzi. The site is 900m from the intersection of the P444 and P447 gravel roads, at an intersection of three community areas, Ntshongwe, Mozi and Esibhoweni

C4.6 ADDITIONAL SITE INFORMATION

C4.6.1 Water Supply

Water is not available for construction purposes and the Contractor must make his/her own arrangement for water supply to the site. The contractor will be responsible at his or her own cost for the supply and distribution of water for construction use.

C4.6.2 Electricity Supply

There is an existing 11kV ESKOM Overhead Line that passes the front of the site. The police station shall be supplied from the 11kV Eskom Overhead line, and the Contractor will need to make application for this supply, as detailed in the Electrical Specification. Electrical power is not available for construction purposes and the Contractor must make his/her own arrangement for a temporary electrical power supply to the site. The contractor will be responsible at his or her own cost for the supply and distribution of electricity for construction use.

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C4.6.3 Environmental Issues

The environmental assessment report of March 2017 by Bizycon Pty Ltd confirms that no watercourses are situated within 32m of the site, and the proposed development footprint (size) is noted to be less than the 1ha threshold, so an EIA has not been triggered.

The National Department of Environmental Affairs comments from 26.7.2017, confirms that the proposed police station does not constitute any listed activities as defined in terms of the NEMA EIA Regulations, 2014, as amended.

C4.6.4 Traffic assessment

There is no need for traffic impact assessment since the site is anticipated increase in vehicular trips, associated with the proposed upgrade will not exceed the threshold which requires a traffic impact study.

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