


	A	B	C	D	E	F	G	H	I
1	Turbine Hall			 Johannesburg Water			PAGE NO.		
2	65 Ntengi Pilliso						CLOSING DATE AND TIME		
3	Newtown						16-Oct-25	16:00	
4							Date of Issue		
5	P O Box 61542						1-Oct-25		
6	Marshalltown 2107						QUOTATION DATE		
7	Tel : (011) 688-1400 Fax : (011) 688-1556						VALIDITY		
8		INITIATING DEPARTMENT	INITIATOR				60 DAYS		
9									
10		OPERATIONS BULK WASTE WATER: NORTHERN WORKS	ROUZERT 011 510 2641						
11		QUOTATION REFERENCE	COLLECTIVE NO.						
12	RFQJW132NS25-Unit 1 Office Partitioning and Refurbishment								
13		QUOTATION REQUESTED FROM							
14				<b>QUOTATIONS WILL BE EVALUATED ON THE 80/20 POINT SCORING SYSTEM. 80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR SPECIFIC GOALS AS PER PPPFA 2022</b>					
15				<b>ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD)</b>					
16				JW SCM Contact Person : Nompumezo Sobhekwa					
17		Unit 1 Offices Partitioning and Refurbishment		Telephone Number : 011 688 1656					
18									
19									
20				DESCRIPTION OF ITEM OFFERED	UOM	QTY REQUIRED	PRICE QUOTED EXCL. OF V.A.T.	DISCOUNT	PRICE QUOTED INCL. OF V.A.T.
21									
22									
23		1 Unit 1 Offices Partitioning and Refurbishment (see attached technical specification and BoQ)							
24									
25									
26									
27									
28		Site Briefing							
29		09 October 2025							
30		Northern Works							
31		388 JR Diepsloot							
32									
33		CONTACT PERSON :							
34		Ntokozo Mdluli							
35		0115102604							
36									
37		Specific Goals	Points						
38									
39		Businesses located in region within COJ.	20 POINTS						
40		COJ municipality or Gauteng province							
41									
42									
43		<b>QUOTATION REF AS ABOVE: RFQ JW SUPPLY AND DELIVERY OF FOLDING NOSE TROLLEY AT NORTHERN WASTE WATER TREATMENT PLANT</b>							
44		<b>NB: All suppliers responding to RFQs should use their own company letter head not JW RFQ Template AND MAKE SURE THEIR EMAIL ADDRESS IS VISIBLE ON THEIR QUOTATION.</b>							
45		<b>NB: A copy of valid lease agreement or municipal account(not older than 3 months) should be submitted with a quote</b>							
46		<b>NB: MBD forms attached should be completed and submitted with the quote</b>							
47		<b>NB: All Quotes should be on PDF (MS WORD, MS EXCEL, PICTURES ARE NOT ALLOWED)</b>							
48		<b>NB: Copy of valid BBBEE CERTIFICATE or SWORN AFFIDAVIT to be submitted with the quote</b>							
49		<b>PLEASE NOTE THAT SUBMISSIONS MUST BE MADE ON THE E-TENDER PORTAL (<a href="https://www.etenders.co.za/">https://www.etenders.co.za/</a>).</b> <b>NO EMAIL SUBMISSIONS WILL BE ACCEPTED.</b>							
50		SUPPLIER DETAILS		1. QUOTATIONS RECEIVED AFTER CLOSE OF BUSINESS ON THE CLOSING DATE WILL NOT BE ACCEPTED. 2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED 3. PRICES QUOTED MUST BE AS PER THE UNIT INDICATED AND BE EXCLUDED OF VAT 4. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY 5. TOTAL QUOTATION VALUE TO INCLUDE VAT WHERE APPLICABLE					
51	OFFICIAL STAMP								
52		AUTHORISED BY: .....							
53		SIGNATURE:.....							
54		DATE:.....							
55									

## Mandatory Requirements

Activity	Technical Specification	Applicable SANS Standard
Contractor Qualification	<ul style="list-style-type: none"><li>CIDB 1GB minimum grading required.</li></ul>	CIDB Regulation
Electrical Competency	Registered Electrician with valid Wireman's License.	SANS 10142-1 Annex D

## Technical Specification with SANS References

Total Area: 56 m<sup>2</sup>

Partition Walls:

- 8.5 m brick and mortar (plastered and painted)
- 5 m drywall (painted)

### 1 Building Works

Activity	Technical Specification	Applicable SANS Standard
Brick & Mortar Partition (8.5 m) on both sides	Construct wall using clay bricks and Class II mortar. Plaster and paint.	SANS 10400 Part K, SANS 2001-CM1, SANS 1091
Drywall Partition (5 m)	Steel studs at 600 mm, 12.5 mm gypsum board, painted.	SANS 204, SANS 266
Floor Tiling Repairs (20 m <sup>2</sup> )	Remove, prep, replace ceramic tiles. Waterproof grout.	SANS 10107
Remove 2 Windows	Careful removal and repair of adjacent finishes.	SANS 10400 Part A
External Wooden Door with Handle	813x2032 mm hardwood, sealed and varnished.	SANS 613, SANS 1931
Internal Doors with Handles	Semi-solid core, painted/varnished.	SANS 613, SANS 1931
External Burglar Doors	Powder-coated steel with 3-point locks.	SANS 1123, SANS 10900
Blinds for 6 Windows	Aluminium or PVC blinds inside window recess.	SANS 10142-1

Ceiling Repair and Repaint	Replace boards and repaint with anti-mould paint.	SANS 10400 Part B, SANS 1091
Cabinet Removal and Restoration	Remove, restore wall with gypsum filler and repaint.	SANS 1091
Wall-Mounted Sink	Stainless/ceramic sink with brackets, plumbed.	SANS 10252-1, SANS 10254

## 2. Electrical Works

Activity	Technical Specification	Applicable SANS Standard
Replace & Rewire DB Box	Install new DB with labeled breakers.	SANS 10142-1
Lighting (Supply & Install)	Install LED lighting with proper circuit protection.	SANS 10114-1, SANS 10142-1
Plug Sockets	Install sockets at 450 mm, in PVC or concealed.	SANS 164, SANS 10142-1
CoC Issuance	Electrical CoC with test results and diagram.	SANS 10142-1

## 3. Fibre Installation

Activity	Technical Specification	Applicable SANS Standard
Trenching & Conduit	300 mm deep trench, 25 mm PVC conduit, draw wire.	SANS 10298, SANS 1507
Internal Fibre Termination	Wall-mounted box with SC/APC connectors.	SANS 11801
Cable Routing & Termination	Run fibre through walls/ceilings with proper bends.	SANS 11801, ISO/IEC 14763
Testing & Commissioning	OTDR test and continuity checks.	IEC 61280-4-1

## 4. Contract Requirements

Activity	Technical Specification	Applicable SANS Standard
Contractor Qualification	CIDB 1GB minimum grading required.	CIDB Regulation
Electrical Competency	Registered Electrician with valid Wireman's License.	SANS 10142-1 Annex D

Waste Removal	Dispose of debris at licensed facility.	SANS 10400 Part F
Material Compliance	All materials must carry SABS mark.	General SANS & ISO
Client Approvals	Finishes/colors approved before installation.	ISO 9001 (if applicable)

## Bill of Quantities – Unit 1 Office Partitioning and Refurbishment

### 1. P&G

Item Description	Unit	Quantity	Unit Rate	Total Rate(vat excl)
Safe file and environment	Sum	1		
Total				

### 2. Building Works

Item Description	Unit	Quantity	Unit Rate	Total Rate(vat excl)
Brick and mortar partition wall (plastered and painted)	m <sup>2</sup>	8.5		
Drywall partition (painted)	m <sup>2</sup>	5		
Drywall partition (painted)	m <sup>2</sup>	5		
Floor tiling repairs	m <sup>2</sup>	40		
Remove existing windows and replace with doors	No	2		
Supply and install external wooden door with handle	No	2		
Supply and install internal doors with handles	No	3		
Supply and install external burglar doors	No	2		
Supply and install blinds	No	6		
Repair and repaint ceiling	Item	1		
Remove wall-mounted cabinets	No	5		

Supply and install external aluminum windows 1m x1m	No	2		
Supply and install a wall-mounted sink	No	1		
Waste removal and site clean-up	Sum	1		
Paint the internal wall	m <sup>2</sup>	55		
Subtotal				

### 3. Electrical Works

Item Description	Unit	Quantity	Unit Rate	Total Rate(vat excl)
Replace and rewire DB box	Item	1		
Rewire, Supply and install lighting	Point	8		
Rewire and supply and install plug sockets	Point	8		
Issue Certificate of Compliance (CoC)	Item	1		
Subtotal				

### 4. Fibre Installation

Item Description	Unit	Quantity	Unit Rate	Total Rate(vat excl)
Internal fibre termination point	Item	1		
Fibre optic cable routing	m	20		
Fibre termination and testing	Item	1		
Supply and install a switch	Item	1		
Subtotal				

Item Description	Total Rate (vat excl)
<b>1. P&amp;G</b>	
<b>2. Building Works</b>	
<b>3. Electrical Works</b>	
<b>4. Fibre Installation</b>	
<b>Vat @15%</b>	
<b>Grand Total</b>	

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## 1. SCOPE OF WORK

### *Renovations at Unit 1 offices*

## 2. PURPOSE

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

## 3. APPLICABILITY

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

## 4. APPOINTMENTS

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

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

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

## 5. INSURANCE

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

## 6. COSTING FOR SHE REQUIREMENTS

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

## 7. INDUCTION

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

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

#### **8. SUBMISSION OF SAFETY FILE**

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

#### **9. RISK ASSESSMENT**

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

#### **10. SAFE WORKING PROCEDURES / METHOD STATEMENTS**

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

- Incident investigation, emergency plan, waste management plan, PPE procedure, hand tool procedure, hazardous chemical substance procedure.

#### **11. WORKING IN ELEVATED POSITIONS**

- JW shall not require or permit any person to work in an elevated position, and no person shall work in an elevated position, unless such work is performed safely from a ladder or scaffolding, or from a position where such person has been made as safe as if he were working from scaffolding.

#### **12 WORKING ON A LADDER**

- An employer shall ensure that every ladder is constructed of sound material and is suitable for the purpose for which it is used, and is fitted with non-skid devices at the bottom ends and hooks or similar devices at the upper ends or of the stiles which shall ensure the stability of the ladder during normal use; or is so lashed, held or secured whilst being used as to ensure the stability of the ladder under all conditions and at all times.

#### **13. WELDING, FLAME, CUTTING, SOLDERING AND SIMILAR OPERATIONS (If applicable)**

- JW shall not require or permit welding or flame cutting operations to be undertaken, unless the contractor operating the equipment has been fully instructed in the safe operation and use of such equipment and in the hazards which may arise from its use and effective protection is provided



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and used for the eyes and respiratory system and, where necessary, for the face, hands, feet, legs, body and clothing of persons performing such operations, as well as against heat, incandescent or flying particles or dangerous radiation;

- The Contractor must ensure that the workplace is effectively partitioned off where practicable and where not practicable all other persons exposed to the hazards are warned and provided with suitable protective equipment

#### **14.HOUSEKEEPING AND GENERAL SAFEGUARDING ON SITE**

The contractor must ensure that suitable housekeeping is continuously implemented on each construction site, including the proper storage of materials and equipment.

- The removal of scrap, waste and debris at appropriate intervals; ensuring that materials required for use, are not placed on the site so as to obstruct.
- Means of access to and egress from workplaces and passageways.
- Ensuring that materials which are no longer required for use, do not accumulate on and are removed from the site at appropriate intervals.
- Ensuring that waste and debris are not disposed of from a high place with a chute, unless the chute complies with the requirements ensuring that a catch platform or net is erected above an entrance or passageway or above a place where persons work or pass under, or fencing off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe in the case of danger or possibility of persons being struck by falling objects

#### **15.ELECTRICAL CONTRACTOR & RESPONSIBILITIES**

- The principal contractor may not do electrical installation work as an electrical contractor unless that contractor has been registered as an electrical contractor in terms of the Regulation.
- The principal contractor who does electrical installation work as an electrical contractor shall register annually in the form of Annexure 3 with the chief inspector or a person appointed by the chief inspector. An application for registration shall be accompanied by a prescribed fee.

#### **16.CERTIFICATE OF COMPLIANCE**

- A registered contractor may issue a certificate of compliance accompanied by the required test report only after having satisfied himself or herself by means of an inspection and test that a new electrical installation complies with the provisions of the regulation and was carried out under his or

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her general control; or an electrical installation which existed prior to the publication of the current edition of the health and safety standard incorporated into these Regulations and it complies with the general safety principles of such standard; or the existing part of the electrical installation complies with the general safety principles of such standard and is reasonably safe, and the extensions or alterations effected comply with the provisions of the regulation and were carried out under his or her general control.


- The contractor who does the electrical installation work shall ensure that a valid certificate of compliance is issued for that work and no person may amend a certificate of compliance.

#### **17.COMMENCEMENT & PERMISSION TO CONNECT INSTALLATION WORK**

- JW shall not permit the contractor to commence an installation work which requires a new supply or an increase in electricity supply capacity unless the supplier has been notified thereof in the form of Annexure 4 and provided that the supplier may waive this requirement in respect of such types of work as it may specify.
- JW shall allow any person to connect or permit the connection of any completed or partially completed electrical installation to the electricity supply unless it has been inspected and tested by a registered person and a certificate of compliance for that electrical installation has been issued: Provided that the supplier may on request connect the supply to the electrical installation for the purpose of testing and the completion of the certificate of compliance by a registered person:

#### **18.MEDICAL SCREENING REQUIREMENTS**

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

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- A general physical examination.
- A review of previous medical history.
- Blood pressure tests
- Glucose tests
- Vaccinations (Hepatitis A & Typhoid)

## **19.TOOLBOX TALKS**

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

## **20.PERSONAL PROTECTIVE EQUIPMENT (PPE)**


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

## **21. WORKPLACE SIGNAGE**

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

## **22.INCIDENT REPORTING AND INVESTIGATION**

- All incidents shall be reported to the Client before the end of the shift or within 24hrs of occurrence.

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- Section 24 incidents shall be reported to DOL using the prescribed format.
- The contractor shall develop an incident management procedure and communicate with all employees.

### **23.NOTIFICATION OF CONSTRUCTION WORK**

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

### **24.COMPLIANCE MONITORING**

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

### **25.PROJECT COMPLETION**

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



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Project details					
Project Scope : Renovations at Unit 1 offices					
Depot / Site / Department: Northern works					
Estimated duration: TBC					
Documents required					
Letter of Good Standing	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
SHE plan	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Risk Assessment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Safe working Procedures	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Notification of Construction work	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Inspection registers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Items required before starting					
Medicals	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Vaccinations	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
PPE (boots, hard hats, overall)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Induction	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Approval from OHS	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
APPOINTMENTS AND COMPETENCIES					
<u>Construction Supervisor</u>					
Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
<u>Safety Officer</u>					
Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
NB* Other appointments will be based on the number of employees on site as required by law.					

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

CONTRACTOR:

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

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

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

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



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

PROJECT NUMBER:	RFQ
PROJECT LOCATION:	Northern Works
PROJECT DESCR:	Renovations at Unit 1 offices

### POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequence	Rating	Controls
<b>Compliance with applicable legislation for safety, health and environment</b>	Contractor processes and/or procedures not developed according to legislation requirements.	Not complying with applicable legislation and client SHE specifications.	Litigation, multiple injuries and death.  Work stoppages	<b>E</b>	Planning, design and implementation to comply with legislative requirements, especially for Health, Safety and Environment together with Quality. Appointment of a qualified person to assist with the development of legislative guided processes and procedures.
<b>Conducting SHE Induction training</b>	Employees, contractors, suppliers, and visitors not aware of applicable legislating for the project and policies.	Non-compliance to legislation.	Work stoppages  Multiple injuries	<b>M</b>	Every new employee or visitor must be inducted before entering company premises or starting work. All employees absent from work or on leave for a period of 14days must be inducted. Inducted visitors must at all times be accompanied when walking around company premises.
<b>Arranging Medical surveillance or examination</b>	Employees not medically fit for work appointed for. No proof of medical fitness certificate. Employees not Vaccinated	Non-compliance to statutory requirements. Exposure to unidentified contagious diseases carriers.	Work stoppages.  Incidents resulting to injuries	<b>L</b>	Medical examination or assessments must be conducted prior to start of work and annually by an Occupational Medical Practitioner. Every person must be declared medically fit for the type of work they performing and copies of employees' medical certificates to be kept on site.

					Employees must be vaccinated prior to work on site
<b>Gate access to site premises - by people</b>	Walking on the vehicle's driveways Lack of observation Intoxicated pedestrian employee or visitor entering security gate Employees, visitors or contractors entering with firearm Unauthorized entry	Personal injuries due to vehicles driving over people. Personal fight due to arrogant intoxicated people. Theft due to unauthorized entry.	Personal fight due to arrogant intoxicated people.  Work stoppages resulting in delay to production  Theft due to unauthorized entry.	<b>L</b>	Only Authorised entry on JW premises Zero alcohol tolerance All Employees, contractors, suppliers and visitors to walk only on designated walkways in and around site/client premises.
<b>Obtain necessary JW documentation and JW approvals</b>	Working without authorization from JW	JW removing Contractor from site	Delay in production	<b>L</b>	No work is allowed to start without the necessary documentation and approvals in place. Occupational notices must be available on site kept on site in the Health and Safety File
<b>Working on site</b>	Working during peak hours	Employees and vehicles moving around the vicinity	Serious injuries Vehicle damages	<b>M</b>	Access to the work area must be restricted/monitored Designated pedestrian routes must put in place to restrict unauthorized access Work must be planned for quieter times of the day when reduced/restricted pedestrian access is required to the area Safe working area must be cordoned off around the area and signage must be used as appropriate High visibility clothing worn by Site Supervisor if working on traffic route.
<b>Using the Scaffolding</b>	Manual handling	Lifting of heavy Objects	Back pains	<b>M</b>	Follow proper lifting techniques



<b>Personal Protective Clothing – Operation specific.</b>	Operational noise. Handling or touching hot material. Sharp edges from steel. Falling objects. Slippery surfaces. Loose clothing.	Noise induced hearing loss. Burns on hands. Cuts and bruises. Lacerations. Foot injuries.	Injuries Property damages Fatality	<b>E</b>	Ear plugs or Earmuffs. Leather gloves. Safety shoes. Overall. Safety spectacles
<b>Erection and dismantling the scaffolding</b>	Untrained persons may cause injury to him and others. Property damage may occur. Off balance load. Incorrect load lift sequence. Load may fall, roll or swing. Sharp edges. Poor communication and loss of concentration.	Cuts and bruises. Injury to person. Property damage or damage to transport vehicle. .	Injuries Fatality	<b>E</b>	Only licensed and trained persons to erect and dismantle the scaffolding Do work in a safe and effective manner. Concentrate on job at hand. Ensure personnel in a safe position. Daily checks – completion of checklists.
	Untightening the bolts with the spanner	Cutting Hand injuries	Hand injuries/ strain/sprain back muscles	<b>M</b>	Hand tools to be inspected before use
	Lifting activities (chain blocks/slides)	Fingers pinched and old slings	Fatality Loss time injuries Property damages	<b>E</b>	Overhead to be used or forklift to be used to lift heavy objects
	Manual lifting of objects/materials	Back pain Muscles strains	Pains Muscular disorder Back ache	<b>M</b>	Proper lifting tool to be inspected before use Employees must be trained on the lifting of objects/material
	erection and dismantling of scaffolding	crashing of the scaffolding	Injuries property damage fatality	<b>H</b>	only competent personnel to erect and dismantle the scaffolding “SAFE TO USE” tag must be in place at all the time Supervision must be in place at all time
	Manual handling	Lifting of heavy Objects	Back pains	<b>M</b>	Follow proper lifting techniques

<b>Weather conditions</b>	Weather conditions; high winds, heavy rain, hot weather etc	Eye strains	Fall injuries, sun burn, heat exhaustion	<b>M</b>	<p>Employees assesses the weather conditions before undertaking external work and does not undertake the task if conditions unsuitable</p> <p>Employees wears clothing appropriate to the weather conditions</p> <p>Employees wears clothing to cover skin and wears sunscreen in hot sunshine</p> <p>Employees keeps well hydrated and takes regular breaks in hot weather.</p>
<b>Electricity</b>	Electric cables	Use of faulty cables/unsafe electric cables	Burns/electric shock/fatality	<b>E</b>	<p>Site Supervisor must undertake an inspection of area to identify any electrical hazards / overhead power cables</p> <p>No work must be carried out within 6 meters of high voltage cables</p> <p>Live supplies must be isolated where necessary</p> <p>Aluminum ladders must not be used where any electrical hazard exists</p>
<b>Height</b>	Working at height	Falling of objects, debris	Fracture Fatality Head injuries/concussion	<b>E</b>	<p>pre job brief must be conducted before the commencement of the work</p> <p>full time supervision on site</p> <p>hardhat must be provided</p> <p>safety arrest must be provided to the employees</p> <p>A safe working area is cordoned off around the work at height</p> <p>equipment and signage is used as appropriate</p> <p>A belt holster or belt hooks are used for carrying tools up/down ladder</p>

					Any person footing the ladder is advised to wear head protection. Employees are advised to bag any debris into small quantities and lower it slowly to the ground.
<b>Cutting of steel/Bricks using the Grinder</b>	Grinder	Untrained staff	Injuries Fatal Property damage	<b>E</b>	Only the right competent personnel to operate the grinder.
	Use of Electricity	Improper maintenance	Shock/ Burns	<b>M</b>	Always switch off electricity before working
	Use of faulty electric cables	Fire ignition	Burns/ damages	<b>M</b>	Visual inspection of cable before use
	Electrical safety	Electrical shock or burns Damaged portable electrical appliances, cables, plugs	Injuries Properties damage	<b>H</b>	All portable electrical equipment should be tested for electrical safety at correct interval  Electrical cables and plugs should be regularly visually inspected by the user for damage
	Cutting and welding of the Steels	Burns	injuries	<b>M</b>	Care with torch and PPE  All the steel cut must be placed in a barricaded space
	Incompetent employees	Wrong connections	Burning of equipment	<b>L</b>	Use only competent employees
<b>Drill</b>	Incompetent personnel	Incorrect operation	Injuries Property damages	<b>M</b>	
	Working environment	May feel too hot/cold	Fatigue Discomfort	<b>M</b>	Temperature must always be kept within a comfortable range.
<b>Ladder</b>	Use of Ladder	Fall from ladder	Injuries	<b>M</b>	SOP when using ladder must always be adhered to

<b>Climbing down on ladder or structure</b>	Working at heights	Falling onto / Falling objects Mechanical failure of step ladder bolts Loosing footing and falling to ground Smooth angle iron surfaces that can be slippery	Employees falling from heights which may result in fatality Personal injuries from elevated equipment	<b>M</b>	Admin: provide training for personnel working at heights Developing a safe working procedures and inspections should be conducted on regular basis
<b>Plastering (Use of hazardous chemical substances)</b>	The use of Chemicals (Cement, Paint, asbestos,)	Inhalation of chemicals Fumes from the paint Wrong handling of the paint Paint getting into the eyes.	Skin burns or irritation caused by contact with a cement  Material in contact with the employee's skin resulting in skin irritation.  Paint dropping into the eyes resulting in blindness  Inhaling fumes from hazardous material resulting in lung infection/problems	<b>M</b>	Using respiratory mask; replace  Respirators/Dust mask to be used at all times when working with hazardous material. Rotate workers working with hazardous material.  Asbestos risk assessment must be communicated before commencement of work  Visual inspection for any signs of damage must be conducted before work commences  Wear gloves at all times, wear full PPE to avoid skin contact.  Ensure standard safety procedures are followed.  Wear safety goggles properly at all times. Training on MSDS.
<b>Painting</b>	Lead Paint  Dust/fumes – rubbing down/stripping & preparing surfaces	Inhaling the paint fumes/dust	Respiratory disease  Eye soreness  Skin irritation	<b>M</b>	MSDN for the paint must be communicated with all the employees prior to work

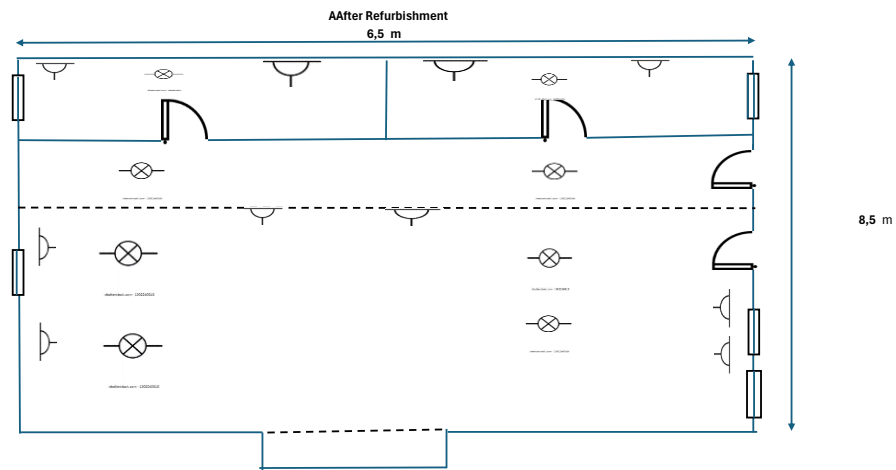
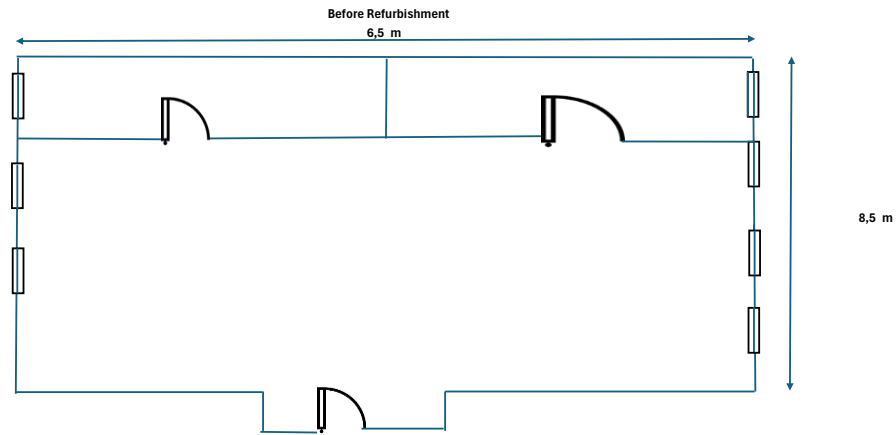
					Employees must be provided with the proper PPE (Safety Goggles) when painting
<b>Back filling and Paving</b>	Compacting and filling	Contact with underground Services. Vehicles / workers falling into excavations. Contact with moving plant. Contact with tipping materials.	Employee injuries	<b>M</b>	Trained banks man to control vehicle movement. Competent workers to operate plant. PPE to be worn. Workers to stand clear as materials are being tipped. Use stop blocks and signs to warn vehicles of excavations, where applicable. Stand clear of plant whilst materials are being compacted.  Establish position of underground services and protect services from damage
<b>Compactor</b>	The use of compactor to compact the ground	Incompetent personnel Incorrect way of operating the machine	Injuries Fatality Property damages	<b>E</b>	Employees must be trained to operate the compactor Supervision must always be in place
<b>Grinder</b>	The use of Grinder	Suspended loads Open flames Small chips on the floor	Injuries	<b>H</b>	Employees should be provided with the right PPE to protect themselves from cutting themselves.  Area must be cleared after a task.  Only the right competent personnel to operate the grinder.
<b>Clean site and remove Rubble</b>	Waste Disposal	Injuries or property damaged	Injuries	<b>H</b>	A proper waste disposal system should be in place

					Waste should be removed daily and placed in the correct waste disposal system
	Poor house keeping	Trip and fall	Injuries	H	Good housekeeping to be maintained
<b>General activities in and around site</b>	Protection of public	Injury to member of public from site works	Injuries	M	Barriers and signage to be in place.

## RISK ASSESSMENT MATRIX

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


# Security Control Room Drawings





## Symbols

 windows

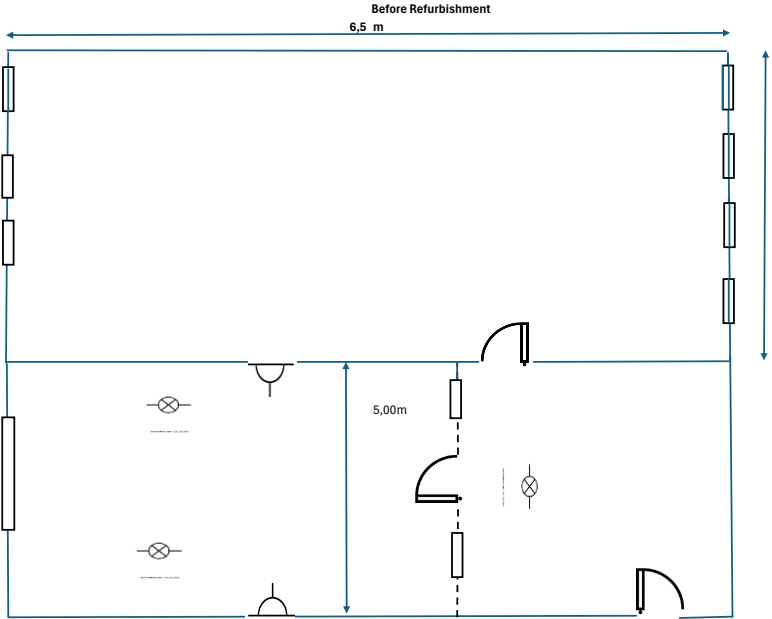
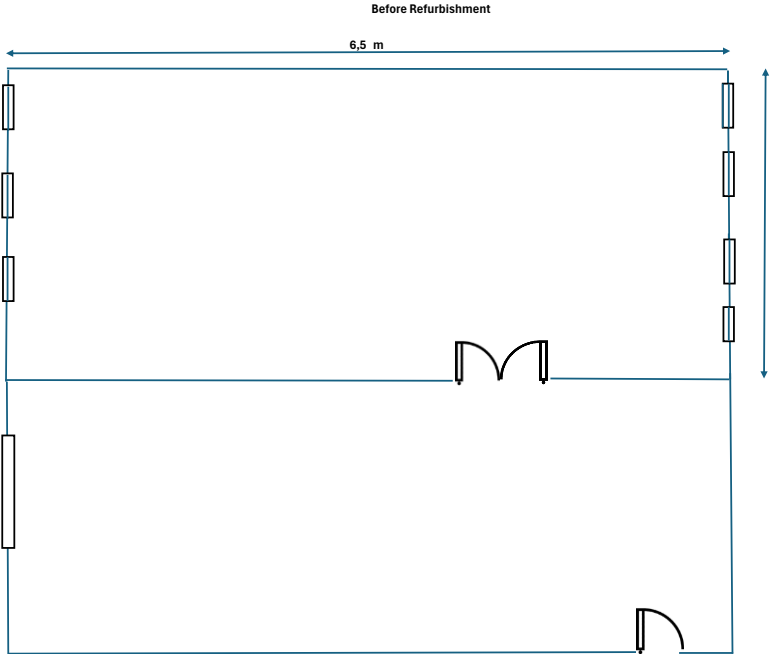
 Solid Partitioning Wall

 door

 light bulb  
 Plug Socket



Filing Room Drawings



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

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

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

eTenders Contact Centre

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

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

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

# POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

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

## 1. Privacy Notice applies to:

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

## 2. Definitions of personal information

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

## 3. About the Public Entity

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

### 3.1 The information we collect

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

### 3.2 How Johannesburg Water use your information

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

### 3.3 Disclosure of information

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

We may also disclose your information:

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

### 3.4 Information Security

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

# POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

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

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

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

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

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

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

## **3.7 How to contact us**

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



a world class African city



City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall  
65 Ntengi Piliso Street  
Newtown  
Johannesburg

Johannesburg Water  
PO Box 61542  
Marshalltown  
2107

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

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

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

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

**Directors:**

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

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30

## MBD 4

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

**3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

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

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

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

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

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

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....

.....

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

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

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

3.13.1 If yes, furnish particulars.

.....

.....

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

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

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



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

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

### 1. GENERAL CONDITIONS

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

### 2. DEFINITIONS

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

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{min}$  = Price of lowest acceptable tender

##### 3.1.1. POINTS AWARDED FOR PRICE

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

**80/20**

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ o}$$

Where

- $P_s$  = Points scored for price of tender under consideration
- $P_t$  = Price of tender under consideration
- $P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)	Proof of documents per specific goals
Businesses located in region within COJ. COJ municipality or Gauteng province	20		Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI/CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath, and  Proof of municipal account / valid lease agreement, letter from the Ward Council confirming the business address.

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

- 4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering process;
    - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
    - (e) forward the matter for criminal prosecution, if deemed necessary.

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

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

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

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

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

### CERTIFICATION

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
  
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
  
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
  
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
  
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder



6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

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