Construction Industry Development Board

DEVELOPMENT THROUGH PARTNERSHIP

Description of the service	**APPOINTMENT OF A CONTRACTOR FOR THE CLEANING, REPAIR AND PAINTING OF EXTERNAL WALLS AND FIXTURES AT THE CIDB HEAD OFFICE IN CERTURION**
Date of issuance	31/03/2026
Closing date and time	14/05/2026
RFB number	**cidb/012/2526**
Telephone number	

CONTACT PERSONS	
All enquiries may be directed to:	Ulizwi Mngoma 012 482 7252 Ulizwim@cidb.org.za
TERMS	
Delivery terms	RFPs response documents to be deposited in the box situated a
Validity period	90 days
Briefing session	A compulsory briefing session to be held at the cidb CenturionOffice
LOGISTICAL (DELIVERY) INFORMATION	
Name of the Office	Construction Industry Development Board (cidb)
Contact Telephone Number	012 482 7200
Physical street address	1267 Gordon Hood Road, Centurion, Pretoria, South Africa Next to Centurion Mall and Anew Hotel
City and Province	Centurion, Gauteng
Name of bidder	

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PART D: PROCUREMENT REQUIREMENTS

PART T1: TENDERING PROCEDURE

T1.1 Tender Notice and Invitation to Tender

The Construction Industry Development Board invites tenderers for the cleaning, repair and painting of external walls and fixture at the cidb head office in centurion. It is estimated that tenderers must have a CIDB contractor grading designation of 4GB or higher.

Project Name	APPOINTMENT OF A CONTRACTOR FOR THE CLEANING, REPAIR AND PAINTING OF EXTERNAL WALLS AND FIXTURES AT THE CIDB HEAD OFFICE IN CERTURION	
Tender Number	**CIDB/012/2526**	
Tender documents availability	Bid documents are available at no cost in electronic format, downloadable from the cidb website as well as the eTender portal of National Treasury. Bidders must have access to MS Office 2007 and acrobate Adobe 9.0 or later or similar compatible software.	
Address for submission of tenders	1267 Gordon Hood Road, Centurion, Pretoria, South Africa Next to Centurion Mall and Anew Hotel	
Closing date of the tender	14 May 2026	
Closing time of the tender	11:00 am	
Compulsory briefing meeting (*Tenderers must sign the attendance register in the name of the tendering entity. Addenda (if any) will be issued only to those tendering entities appearing on the attendance register*)	Yes ☒ No ☐	
	Meeting venue	1267 Gordon Hood Road Next to Centurion Mall and Anew Hotel Centurion
	Date	16 April 2026
	Time:	11:00am
Evaluation criteria	**1.** First stage Mandatory **2.** Second stage Administrative **3.** Third stage: Functionality **4.** Fourth stage: Price and Preferential Procurement **5.** Applicable preference points system 80/20	
Mandatory or Compulsory Requirements *(failure to submit or comply with these requirements will lead to automatic disqualification)*	1. Only those tenderers who are registered with the cidb or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a 4GB or higher class of construction work, are eligible to have their tenders evaluated. 2. Joint ventures are eligible to submit tenders provided that: **a) every member of the joint venture is registered with the cidb;** **b) the lead partner has a contractor grading designation in the 4GB or Higher class of construction work; or not lower than one level below the required grading designation in the class of works construction works under considerations and possess the required recognition status.**	

	c) the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 4GB or higher class of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations. 3. Bid proposals must be submitted as follows: a. Each bid participant must provide one (1) original hard copy document of the entire tender, including all the documentation referred to in this document, in the format as specified. One (1) copy of a flash drive or memory stick containing the bid submission and its documentation, these will become the property of the cidb's and will not be returned. b. The original copy must be signed and dated in ink by the bidder or authorized representative of the bidder and initialed on each page.

T1.2 Tender Data

Clause number	Tender Data
	The conditions of tender are the Standard Conditions of Tender as contained in Annex C of Board Notice 423 of 2019 in Government Gazette No. 42622 of 08 August 2019, Construction Industry Development Board (CIDB) Standard for Uniformity in Construction Procurement. (See www.cidb.org.za) which are reproduced without amendment or alteration for the convenience of tenderers as an Annex to this Tender Data. The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of the te**nder**. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies. The following variations, amendments and additions to the Standard Conditions of Tender as set out in the Tender Data below shall apply to this tender.
C.1.3	Wherever reference is made in the documentation to Bill of Quantities it shall also mean the Pri**cing** Schedule. Wherever reference is made in the documentation to Service Provider it shall also mean the Tenderer or bidder or contractor.
C.1.1	**The Employer is the Construction Industry Development Board**
C.1.2	**The Tender** **Part T1: Tendering procedures** T1.1 Tender notice and invitation to tender T1.2 Tender data **Part T2: Returnable documents** T2.1 List of returnable documents T2.2 Returnable schedules **The Contract Part C1: Agreements and contract data** C1.1 Form of offer and acceptance C1.2 Acceptance C1.3 Schedule of Deviations Joint Venture Agreement (If Applicable)

	C1.4 Contract Data **The Contract Part C2: Pricing data** C2.1 Pricing instructions C2.2 Bills of Quantities **Part 3: Scope of work** C3.1 Special Notes to Bidders C3.2 OHS Specifications **Part 4: Site information** C4 Drawings **Part D1: Procurement Requirements**
C.1.4	The employer's representative is: Name : Ulizwi Mngoma Tel No. : 012 482 7252 Email : Ulizwim@cidb.org.za However, all communications related to this bid should be directed to the persons indicated under Enquires on this tender document. Attention is also drawn to the fact that verbal information, given by the Employer's agent during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the Employer. Only information issued formally by the Employer in writing to Tenderers will be regarded as amending the Tender Documents
C.1.5	The employer reserves right to cancel the tender prior to the award of the tender due to the following: a) Funds are no longer available to cover the envisaged expenditure b) Tender irregularities c) The services are no longer required d) No acceptable bids received
C.1.6	A competitive negotiation procedure will not be followed.
C.2.1	**Eligibility** a) Only those tenderers who are registered with the cidb or are capable of being so prior to the evaluation of submissions in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, are eligible to have their tenders evaluated. b) ***Proof of CIDB Grading designations*** Tenderers are required to provide proof of registration with the CIDB register of contractors indicating the category of registration, grading as well as the CRS number of the tenderer. *c)* ***Letter of Good Standing with COIDA***

	Tenderers are required to submit, bound with the tender submission, a letter of good standing from the compensation commissioner indicating that the bidder is in good standing. d) **Registered on National Treasury Central Supplier Database.** Tenderers, or in the event of a Joint Venture or a Targeted Enterprise, each member of the Joint Venture or Targeted Enterprise, shall be registered on the National Treasury Central Supplier Database at the closing date for tender submissions. **Failure to satisfy the eligibility criteria will result in a non-responsive tender**
C2.2	Cost of tendering The tenderer accept**s** that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements
C.2.6	Failure to apply instructions contained in addenda may render a tenderer's offer non-responsive in terms of Condition of Tender C.3.8.2
C.2.7	A Compulsory site briefing A non-compulsory briefing meeting will be held as per Tender invite Tenderers must sign the attendance list in the name of the tendering entity. Addenda (if any) will be issued only to those tendering entities appearing on the attendance list
C.2.8	Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.
C.2.9	No insurance is provided by the cidb
C.2.10	Tenderers are required to state the rates and currencies in Rand. The tenderer is required to submit balanced unit rates for rate only items in the pricing schedule. The rates submitted for these items will be considered in the evaluation of tenders. All rates and/or sums tendered shall not be negative or zero.
C.2.11	Alterations to the documents Bidders are required not to make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations
C.2.12	Alternative tender offer No alternative tender offer is permitted in this tender.
C.2.13.2	*Replace sub-clause C.2.13.2 with the following.* Return all returnable documents to the employer after completing them in their entirety by writing in non-erasable black ink

C.2.13.3	Parts of each tender offer communicated on paper shall be submitted as an original a) The following information must be submitted on hard copy document and a USB flash drive: i) Ensure that all documentation related to the Bid submission is in a printed and bound hardcopy and electronically completed on a flash drive. ii) Wherever it is a requirement to attach certificates or letters to the returnable schedules, these should be included in the hard copy and scanned in, on the flash drive in .pdf format. b) The 1st file in pdf format which contains; i) Scanned copy of Form of Offer (pdf), ii) Scanned copies of all returnable schedules and attachments (pdf), iii) Scanned copy of Pricing Schedule (pdf). c) The 2nd file in Excel format which contains: i) Completed pricing schedule Failure to submit the bid submission in the prescribed format will result in the bid being disqualified.
C.2.13.4	The tender shall be signed by a person duly authorized to do so.
C.2.13.5	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: Location of tender box: c i d b H e a d O f f i c e Physical address: 1267 Gordon Hood Road, Centurion Identification details: Sealed Tender with Tender reference number, Title of Tender and the closing date and time of the tender.
C.2.15.1	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
C.2.16.1	The tender offer validity period is 12 weeks or 90 days.
C.2.16.2	The tender accepts that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).
C.2.17	Any clarification requested under this clause must be provided within two (2) working days of date of request. Where required during tender evaluation, cidb shall seek clarification from tenderers. No change in the competitive position of tenderers or substance of the tender offer is sought, offered or permitted.
C.2.18	Any additional information requested under the clause must be provided within 5 (five) working days of date of request.

C.3.1	cidb shall respond to clarifications received up to 7 (seven) working days before tender closing date.
C.3.2	cidb shall issue addenda until 5 (five) working days before tender closing date. Notwithstanding any requests for confirmation of receipt of Addenda issued, the tenderer shall be deemed to have received such addenda if the employer can show proof of transmission thereof (or a notice in respect thereof) via electronic mail, facsimile or registered post.
C.3.4.1	Tenders will not be opened immediately after the closing time for tenders.
C.3.7	Prior to disqualification, cidb shall inform the tenderer and give the tenderer an opportunity to make representations within fourteen (14) days as to why the tender submitted should not be disqualified and as to why the tenderer should not be restricted by the National Treasury from conducting any business with any organ of state for a period not exceeding 10 years. In the event of disqualification, cidb may, at its sole discretion, claim damages from the tenderer and impose a specified period during which tender offers will not be accepted from the offending tenderer and, cidb shall inform the National Treasury in writing.
C.3.8	A Substantially responsive tender is a tender in which all of the material information and documentation submitted at close of tender contains non-material and non-conformities to the bid specifications but are not related to price. The correction of any such documentation or information, or the condonement for the non-inclusion of any such document or information may not be prejudicial towards the offer and claimed preference of any responsive tender or be construed to be giving an unfair advantage to any tender. A responsive tender is also one that conforms to all the terms, conditions, and scope of work of the tender documents, without material omissions. The test for a material omission is the same as the test for a material deviation or qualification. Amongst reasons for tender cancellation, cidb will cancel the tender should all tenders be non-responsive in terms of Clause C1.5 and no negotiations will be conducted.
C.3.9	Arithmetical errors, omissions, discrepancies and imbalanced unit rates Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount appearing in the summary to the Pricing Schedule shall govern. Check responsive tender offers for: a) the gross misplacement of the decimal point in any unit rate; b) omissions made in completing the Pricing Schedule or Bills of Quantities; or c) arithmetic errors in: i. line item totals resulting from the product of a unit rate and a quantity in Bills of Quantities or Schedules of Prices; or ii. the summation of the prices; (d) imbalanced unit rates. Notify shortlisted tenderers of all errors, omissions or imbalanced rates that are identified in their tender offers. Where the tenderer elects to confirm the errors, omissions or re-balancing of imbalanced rates the tender offer shall be corrected as follows: (a) if Bills of Quantities or Pricing Schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the unit rate shall govern and the line item total shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted and the unit rate shall be corrected. (b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall be corrected.

	(c) Where the unit rates are imbalanced, the tenderer shall adjust such rates by increasing or decreasing them and selected others while retaining the total of the prices derived after any other corrections made under (a) and (b) above. Where there is an omission of a line item, no correction is possible, and the offer may be declared non-responsive. Declare as non-responsive and reject any offer from a tenderer who elects not to accept the corrections proposed and/or fails to justify or balance the imbalanced rates to the satisfaction of the employer and subject the tenderer to the sanction under 4.16.2. The tenderer is required to submit balanced unit rates for Rate Only items in the Pricing Schedule. The rates submitted for these items will be taken into account in the evaluation of tenders.
C.3.11	The tenderers will be evaluated in four stages (i) First stage Mandatory (ii) Second stage Administrative (iii) Third stage: Functionality (iv) Fourth stage: Price and Preferential Procurement (v) Applicable preference point system 80/20 Contractors will be required to declare the status of their key staff and any administrative compliance. In cases where there are changes in the key staff, the contractor should provide CVs and qualifications of the new similar competent staff to the cidb. The new staff should have similar skills, qualifications and experience as the staff submitted during tender. Similarly, the contractors will be expected to provide an update on any changes in their administrative compliances – and should submit the required SBD document in such cases. The award will only be issued to contractors with valid Tax Clearance certificates, active CIDB grading and the contractor who meets all the legislative requirement – this shall be verified by SCM in line with the cidb's SCM Policy.
C.3.11	The tenderer is required to indicate how they claim points for each preference point system and attached relevant supporting documents. The specific goals for claiming preference points include the following: - 51% owned by people who are black women (ownership) - 51% owned by Black people (ownership) - 30% owned by black youth (ownership) - 5% owned by people living with disabilities
C.3.11	The conditions stated in clausesC3.11(a) to (f) of the Conditions of Tender shall be applied as objective criteria in terms of section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000 and as compelling and justifiable reasons in terms of Conditions of Tender clause C3.11: a) the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and b) the tenderer has not abused the Employer's supply chain management system; and c) the tenderer has not failed to perform on any previous contract and has not been given a written notice to this effect. d) the tenderer is tax compliant. The recommended tenderer who becomes non-compliant, prior to award, shall be notified and must become compliant within 7 working days of the date of being notified. A recommended tenderer who remains non-compliant after the 7 working days of being notified, shall be declared non-responsive. In addition to the requirements under paragraph (c) of the Conditions of Tender, in the event that a due diligence is performed as part of the tender evaluation, the due diligence report will be used to evaluate the tenderer's ability to perform the contract as stated in sub-clause (c). The due diligence will evaluate the overall risk associated with the tender. The due diligence will take

	into consideration the following: • Assessment of financial statements to assess the financial position of the tenderer and its ability to obtain the necessary guarantees or insurances; • Evaluation of managerial and technical ability and available resources in relation to the proposed tender; • Integrity risk evaluation; • Operations, activities, locations and key customers; • Reference checks from previous clients; and Risk rating (i.e. high risk, medium to high risk, medium risk or low risk) of the tenderer.

PART T2: RETURNABLE DOCUMENTS

T2.1 : LIST OF RETURNABLE DOCUMENTS

The following documents will form part of the documents submitted to the Contractors as part of the Request for Proposals:

2.1 Fully completed Form of Offer
2.2 Bills of Quantities
2.3 Proof of specific goal for award of the preference points as determined on the Request for Proposal
2.4 SBD 4
2.5 SBD 6.1.
2.6 Declaration on the status of Administration compliance.
2.7 Proof of CIDB grading designations
2.8 Letter of good standing with COIDA
2.9 CSD Report
2.10 Tax clearance certificate
2.11 Declaration of current projects

Failure by the service provider to submit or complete item 2.1 or 2.2 will render their proposal not responsive and will not be considered.

The bidder should also not appear on the National Treasury's list of blacklisted entities

T 2.2 : RETURNABLE SCHEDULE

	Document Name	**Returnable document**
1.	Fully completed Form of Offer	☐ **Yes** ☐ **No**
2.	Priced bills of quantities	☐ **Yes** ☐ **No**
3.	Proof of specific goal for award of the preference points as determined on the Request for Proposal	☐ **Yes** ☐ **No**
4.	SBD 4: Bidder's Disclosure	☐ **Yes** ☐ **No**

5.	SBD 6.1: Preferential Procurement Claim Form	☐ **Yes** ☐ **No**
6.	Declaration on the status of Administration compliance	☐ **Yes** ☐ **No**
7.	Proof of CIDB grading	☐ **Yes** ☐ **No**
8.	Letter of good standing with COIDA	☐ **Yes** ☐ **No**
9	CSD summary report	☐ **Yes** ☐ **No**
10.	Original tax clearance certificate or tax pin	☐ **Yes** ☐ **No**
11.	Declaration of current projects	☐ **Yes** ☐ **No**

T 2.2.1 Declaration on the status of administrative compliance

Please indicate, by circling either **Yes** or **No**, whether the administrative information submitted with the original framework tender documents has changed or not. If yes, kindly provide the particulars below and any supporting documents.

……

……

……

……

Signed ---------- Date .....

Name ----------Position .....

Enterprise

T 2.2.2 Record of Addenda to tender documents

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

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed ..... Date .....

Name ..... Position .....

Tenderer .....

T 2.2.3 Proposed amendments and qualifications

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

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal

Signed_____ Date _____

Name_____ Position _____

*Tenderer*_____

T 2.2.4 SBD 1

INVITATION TO BID (SBD 1)

Bidder's Information

Name of Company	
Physical address	
Postal Address	
Telephone number	
e-mail address	
VAT number	
Total Bid Price	

Bidder Compliance Status

Tax Compliance PIN		**OR**	**Central Supplier Database number**	MAAA
B-BBEE Status Level Verification Certificate		**OR**	**B-BBEE Status level sworn affidavit**	

PLEASE NOTE: A valid B-BBEE status level verification certificate / sworn affidavit (for EME's and QSE's) must be submitted in order to qualify for preference points for B-BBEE.

	YES	**NO**
Is the entity a resident of the Republic of South Africa (RSA)?		
Does the entity have a branch in the RSA?		
Does the entity have a permanent establishment in the RSA?		
Does the entity have any source of income in the RSA?		

Is the entity liable in the RSA for any form of taxation?		

If the answer is "No" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS)

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

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

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

1.3. THIS BID WILL BE PROCESSED IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 WHICH STATES THAT THE BIDDER WHO SCORES THE HIGHEST NUMBER OF POINTS AND COMPLY WITH THE SPECIFICATIONS SHOULD BE AWARDED THE CONTRACT.

1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

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

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

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

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

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

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

SIGNATURE OF BIDDER: ……

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

DATE: ……...

T 2.2.5 BIDDER'S DISCLOSURE (SDB 4)

1.1. Purpose of the form

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

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

1.2. Bidder's declaration

1.2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

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

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

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

1.2.3. If so, furnish particulars:

……

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

……

1.2.4. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

1.2.5. If so, furnish particulars:

……

……

1.3. DECLARATION

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

1.3.1. I have read and I understand the contents of this disclosure;

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

1.3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

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

1.3.5. 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.

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

1.3.7. 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

[2] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 5.1,5. 2 and 5,3 ABOVE IS CORRECT.

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

…… ……

Signature Date

…… ……

Position Name of bidder

T2.2.6 PREFERENTIAL PROCUREMENT CLAIM FORM (SBD 6.1)

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.

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

6.1. General Conditions for the preference point systems

6.1.1. The following preference point systems are applicable to all bids:

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

6.1.2. To be completed by the organ of state

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

(b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

6.1.3. 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.

6.1.4. To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

6.1.5. Failure on the part of the Bidder 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.

6.1.6. The cidb reserves the right to require of a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim with regards to preferences, in any manner required by the cidb.

6.2. 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).

6.3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

6.3.1. POINTS AWARDED FOR PRICE

6.3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 or **90/10**

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

Where:

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

6.4.1. POINTS AWARDED FOR PRICE

6.4.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 **or** **90/10**

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

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

6.5. Points awarded for specific goals.

6.5.1. 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 bid. For the purposes of this bid the bidder 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:

6.5.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

Table 6: Specific goals

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% owned by people who are women (ownership)	7	
51 % owned by Black people (ownership)	5	
30% owned by youth (ownership)	5	
5% owned by people living with disabilities	3	

6.5.3. Name of company/firm……..

6.5.4. Company registration number: ……..

6.5.5. 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]

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

(i) The information furnished is true and correct;
(ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

(iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 6.1.4 and 6.4.2, 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 d ue to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary

……

SIGNATURE(S) OF BIDDERS(S)

NAME AND
SURNAME……

DATE: ……

ADDRESS……

……

……

PART C1: AGREEMENT AND CONTRACT DATA

C1.1. FORM OF OFFER AND ACCEPTANCE (INCOPORATING SBD7)

OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

APPOINTMENT OF A CONTRACTOR FOR THE CLEANING, REPAIR AND PAINTING OF EXTERNAL WALLS AND FIXTURES AT THE CIDB HEAD OFFICE IN CERTURION.

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the conditions of tender.

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

THE OFFERED TOTAL OF THE PRICE INCLUSIVE OF VALUE ADDED TAX IS (CONTRACT PRICE)

Rand (in words); R.....N/A..... ……..

……

… (in figures) R……

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

Signature(s) ....

Name(s) ....

Capacity ....

For the

.....

Date

Name and address of organization

Signature and Name of Witness

Signature .....

Name .....

Capacity .....

C1.2 Acceptance (To be completed by the employer – not the bidder)

To (Name of the successful bidder)

Dear Sir/Madam

APPOINTMENT OF A SERVICE PROVIDER/S FOR THE PROVISION OF GENERAL MAINTENANCE SERVICES TO NINE (9) CIDB OFFICES FOR A PERIOD OF THREE (3) YEARS.

By signing this part of this Form of Offer and Acceptance, the *Employer* identified below accepts the tenderer's Offer. In consideration thereof, the *Employer* shall pay the Consultant the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the *Employer* and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

For the

The terms of the contract, are contained in:

Part C1	Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
Part C2	Pricing Data
Part C3	Scope of Work

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the *Employer* during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

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

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the tenderer (now *Consultant*) within five working days of the date of such receipt notifies the *Employer* in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Employer

Signature .....

Name .....

Capacity .....

Name and address of organization

Signature and Name of Witness

Signature .....

Name .....

Capacity .....

C1.3 Schedule of Deviations

1 Subject . . . . . .

Details . . . . . .

. . . . . .

. . . . . .

. . . . . .

2 Subject . . . . . .

Details . . . . . .

. . . . . .

. . . . . .

. . . . . .

3 Subject . . . . . .

Details . . . . . .

. . . . . .

. . . . . .

. . . . . .

4 Subject . . . . . .

Details . . . . . .

. . . . . .

. . . . . .

. . . . . .

By the duly authorised representatives signing this agreement, the *Employer* and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the *Employer* during this process of offer and acceptance.

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

C1.4 CONTRACT DATA

In the event of a contract being awarded as a result of qualifying as per the required functionality, the Conditions of Contract will be under the **JBCC Series** published by the Joint Building Contracts Committee, to best suite the scope of works.

Copies of these conditions of contract may be obtained from the Association of South African Quantity Surveyors (011-3154140), Master Builders Association (011-205-9000; 057- 3526269) South African Association of Consulting Engineers (011-4632022) or South African Institute of Architects (051- 4474909; 011-4860684; 053-8312003;)

The JBCC Principal Building Agreement makes several references to the Contract Data for specific data, which together with these conditions collectively describe the risks, liabilities, and obligations of the contracting parties and the procedures for the administration of the Contract. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the JBCC Principal Building Agreement.

CONDITIONS OF CONTRACT

The conditions of contract applicable to this contract shall be the **Joint Building Contracts Committee (JBCC), Edition 6.2 (May 2018)**

Should there be any contradicting conditions/statements between these Conditions of Contract and any other part of the documents/specifications, the Principal Agent on behalf of the CIDB will give clarity on which version applies to this contract.

Tenderers, contractors and subcontractors shall obtain their own copies of the document of the JBCC Edition 6.2 May 2018, for tendering purposes and for use for the duration of the contract from the Association of South African Quantity Surveyors

For all specified brands, the contractor on site may provide to the Architect a product of the same quality and should it be approved by the Architect, may be used in the place of the specifications in the document.

Should there be any contradicting conditions/statements between these Contractual requirements, ie, the JBCC, and any other part of the tender documents/specifications, including that of Client requirements; Client requirements will take preference. No claims will be considered attributable to the contradicting conditions/statements.

3.2.1 Contractual Variations and additions to the conditions of contract

3.3.2 Additional considerations for scope of works

Scaffolding and Barricading of works

Contractors must take note that the erection, site storage, daily inspections, signing off and dismantling of the scaffolding must be done by the people trained and scaffolding inspector.

All signed-off scaffolding (erection/dismantling/storage) must have the relevant tag in relation to

the condition of the scaffolding in that particular moment.

All barricades must be properly installed and visible both during the day and night, so to allow maximum safety of the people working and visiting the premises.

Contractor to inspect the CIDB premises prior pricing in the Bills of Quantities for both scaffolding and Barricading as bidders will not have the opportunity to reprice for these items post appointment

On site storage needs to be approved by CIDB.

CONDITIONS OF CONTRACT

The conditions of contract applicable to this contract shall be the **Joint Building Contracts Committee (JBCC), Edition 6.2 (May 2018)**

Should there be any contradicting conditions/statements between these Conditions of Contract and any other part of the documents/specifications, the Principal Agent on behalf of the CIDB will give clarity on which version applies to this contract.

Tenderers, contractors and subcontractors shall obtain their own copies of the document of the JBCC Edition 6.2 May 2018, for tendering purposes and for use for the duration of the contract from the Association of South African Quantity Surveyors

For all specified brands, the contractor on site may provide to the Architect a product of the same quality and should it be approved by the Architect, may be used in the place of the specifications in the document.

Should there be any contradicting conditions/statements between these Contractual requirements, ie, the JBCC, and any other part of the tender documents/specifications, including that of Client requirements; Client requirements will take preference. No claims will be considered attributable to the contradicting conditions/statements.

Contractual Variations and additions to the conditions of contract

CLAUSE NO	CLAUSE	VARIATION / ADDITION
6.1	Employers Agents	Delete “warrants” and replace with “confirms”
6.6	Employers Agents	Delete clause
9.1	Indemnities	Add sub-clause: 9.1.4: “Physical loss or

		damage to an existing structure or property which is caused as a result of the contractor's negligence and/or misconduct. Should such event occur, the contractor shall notify the employer and/or the Principal Agent. "
10 & 11	Insurances and Securities	The contractor shall be responsible for all insurances and risk
11.1	Securities	The contractor will provide both the construction guarantee and 10% of the contract sum will be deductible from the contractor payment certificates as per clause 11.1.2.
11.5	Securities	The employer will not be providing any payment guarantee for works or provide any kind of security whatsoever.
14	Nominated sub-contractors	All Nominated sub-contractors will be provided by the employer before appointment
25.5	Payment	Materials and goods **OFF** site shall **NOT** be included in the amount certified and shall note be paid by the client
25.10	Payment	Replace clause with: "The employer shall pay the contractor the amount certified in an issued payment certificate withing **1 calendar month** of the day of issue of the payment certificate"
	Payment	The employer will not be paying any "default Interest" on late accounts.

25.12	Payment	Delete clause

CONTRACT DATA

DATA		
1	The documentation required before commencement with Works execution are:	• Health and Safety Plan • Initial programme • Organogram • Security and insurances required • Proof that all contributions required in terms of the provisions of the Workman's Compensation Act (Act no 30 of 1941) as amended in 1993, 2002 have been paid • A certified copy of Unemployment Insurance Certificate, Act of 1996 • Quality Plan
2	The time to submit the documentation required from the Commencement Date is:	28 days
3	The non-working days are:	Saturdays and Sundays
	The special non-working days are:	The customary approximately 3-week long construction industry break during December and January of each year Statutory public holidays
4	Non-working Times	Unless approved by the engineer, no work will be permitted before 07:00 in the morning and after 17:00 in the afternoon
5	Penalty for failing to complete the Works is:	• R4 000.00 per calendar day or part thereof
6	Type of security for due performance	Guarantee from approved financial institution or Cash

		deposit
	Liability of performance guarantee/cash deposit	10% of the Contract Sum
7	Retention money guarantee	Yes – 10% of the construction sum released at Practical Completion.

PART C2: PRICING DATA

FINANCIAL CONSIDERATION "ANNEXURE A"

PRICING INSTRUCTIONS

C2.1.1 Measurement and payment shall be in accordance with the relevant provisions of the project specifications.

C2.1.2 The units of measurement described in the Pricing Schedule are metric units. Abbreviations used in the Pricing Schedule are as follows:

%	=	percent
hr	=	hour
km	=	kilometre
No.	=	number
R/only	=	Rate only

C2.1.3 For the Pricing Schedule, the following words shall have the meanings assigned to them:

Unit: The unit of measurement for each item of work as defined in the Project Specification.

Quantity: The number of units of work for each item.

Rate: The payment per unit of work for which the Service Provider tenders to do the work.

Amount: The product of the quantity and the rate tendered for an item.

C2.1.4 It will be assumed that prices included in the bills of quantities take into account the implications of all Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders.

C2.1.5 The prices and rates in the Pricing Schedule are fully inclusive prices for the work described under the items. Such prices and rates cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract Data, as well as overhead charges and profit. These prices will be used as a basis for assessment of payment for additional work that may have to be carried out. A complete breakdown of all rates in electronic format (Excel) on a separate flash drive or memory stick must be submitted with the completed pricing schedule. The rates are to be clearly referenced to the relevant pay item numbers, with each rate broken down into its labour, materials, equipment, transport costs, overhead charges and profit components.

C2.1.6 Where the Scope of Work requires detailed drawings and designs or other information to be provided, all costs associated therewith are deemed to have been provided for and included in the unit rates and sum amount tendered such items.

C2.1.7 An item against which no price is entered will be covered by the other prices or rates in the Pricing Schedule. A single lump sum will apply should many items be grouped together for pricing purposes.

C2.1.8 The quantities set out in the Pricing Schedule are approximate and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the Pricing Schedule.

C2.1.9 Reasonable compensation will be considered in the sole discretion of the Employer where no pay item appears in the Pricing Schedule in respect of work required in terms of the Contract and which is not covered in any other pay item but which is included in scope of work.

C2.1.10 The short descriptions of the items of payment given in the Pricing Schedule are only for the purposes of identifying the items. More details regarding the extent of the work entailed under each item appear in the Scope of Work.

C2.1.11 The pricing schedules are provided electronically. A printout of the entire completed pricing schedule must be signed and attached to the tender as well as an electronic copy of the priced pricing schedule together with the breakdown of rates. In the event of any discrepancy between the signed printed copy, and the electronically submitted copy, the tender rates in the signed copy will govern. The item numbers and description of the PDF document will govern. For all addenda issued relating to the pricing schedule, the item numbers, description and quantities of the issued document will govern.

C2.1.12 The terms “Schedule of Quantities”, (used throughout the Standard Specifications) and “Bill of Quantities”, (used in all other documents forming part of this contract), and “Pricing Schedule” are synonymous.

C2.1.13 All costs will be stated, invoiced and paid in South African Rand and will be inclusive of VAT.

C2.1.14 Payment of undisputed amounts will be effected by the cidb within thirty (30) days from the date of receipt of a valid tax invoice, provided that the cidb is satisfied that the Services for which payment is claimed have indeed been rendered and that such invoice is accurate, complete and meets the cidb’s invoicing requirements as more fully set out hereunder, which requirements may be subject to amendment by the cidb from time to time.

C2.1.15 If the cidb disputes any invoiced amount (“the affected invoice”), then the cidb will, within ten (10) Business Days of receipt thereof, notify the Service Provider in writing, specifying the affected invoice, the disputed amount, and its reasons for such dispute. Such amounts will not be regarded as ‘payable’, provided such dispute is bona fide. If the Parties are unable to resolve such dispute, it will be referred for determination in accordance with the Arbitration clause

PART C2.2: BILLS OF QUANTITIES

REFER TO ANNEXURE

A

PART C3 SCOPE OF WORKS

APPOINTMENT OF A CONTRACTOR FOR THE CLEANING, REPAIR AND PAINTING OF EXTERNAL WALLS AND FIXTURES AT THE CIDB HEAD OFFICE IN CERTURION

1. BACKGROUND

The Construction Industry Development Board (CIDB) is a Schedule 3A public entity that was established by Act of Parliament (Act 38 of 2000) to spearhead infrastructure development in South Africa. The CIDB's role of facilitation and promotion of improved contribution to the construction industry of South Africa, plays a vital role in the country's social and economic development. The head office is located within Centurions' central business district area, is in good condition and requires regular day-to-day general maintenance to maintain standards and values that they promote and uphold.

2. PURPOSE

The purpose of this tender is to invite and appoint a suitably qualified, experienced and competent services provider for the cleaning, repair and painting of external walls and fixtures. The works include and is not limited to cleaning, repair and painting of walls, balustrades, staircases; waterproofing of roofs, windows and balconies which may include removal and reinstating of tiling, testing of concrete to determine the structural integrity of concrete floors and monitor the size and rate of crack expansion, etc.

3. OFFICE FACILITY

3.1 Location:

Works will take place at the CIDB offices at the following address:
Address: 1267 Gordon Hood Rd, Centurion Central, Centurion, 0157

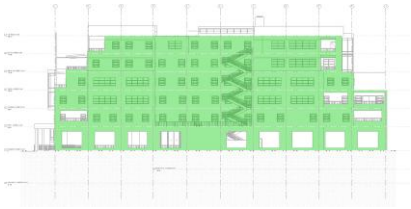
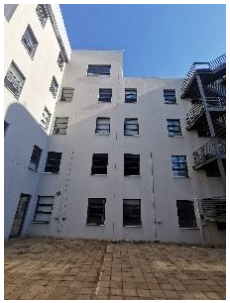
3.2 Brief Office facility Information:

The CIDB Centurion office is built to be 5 storeys above ground with two basement levels, with terraced retaining walls and paving facing north to the Centurion Lake. The building is built in a two-wing layout with a central atrium that spans from the first floor to the fifth floor. The roof level consists of a central roof floor slab and IBR roof sheeting over the wings. The structure of the building is a concrete frame structure with brick infill and the exterior is furnished with mostly plaster and paint with aluminum windows. Alongside the building is emergency stairs, made of concrete and steel, that run across all floor levels of the building

3.3 Scope of services

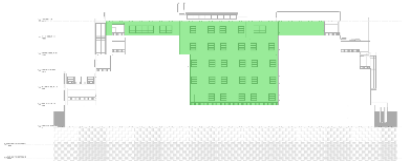
3.3.1. The contractors must take note of the following methodologies and specification of treatments and apply them when pricing the attached pricing schedule.

EXTERIOR WALLS

Current Paint	Location	Wall Segment and Current Condition:	Specification of Treatment
Beige & Dark Grey paint		   • Efflorescence • Loose and flaking paint • Dirt, dust and general soiling • Cracks in Plaster / Concrete	• **PREPARATION:** **In areas where Efflorescence is present:** Remove efflorescence deposits by thorough brushing and / or scraping. Do not wet area. Allow surface to dry thoroughly. Prime affected area with a full coat of a solvent based primer. **In areas that have Dirt/Dust/Soiling:** Thoroughly wash down with fresh water or clean with Polycell Sugar Soap rinsing well with fresh water. **In areas with Loose / Flaking Paint:** Remove back to a firm edge and substrate by scraping, sanding, etc. Feather (level by sanding) the edges where required. Apply a liquid, resin-based binding agent to all scraped areas or prime these areas with a solvent based primer. Sand old enamel paint well with 100 grit paper to a matt finish and apply an alkyd solvent based undercoat. **Cracks in Plaster/Concrete:** Open into a V-Shape and scrape out well. If plaster is loose and fixable apply a liquid, resin-based binding agent into the cracks. Fill with an adhesive filler. Repair cracks between dissimilar materials (e.g. Plaster/wood) with an acrylic co-polymer mastic. • **PRIMER/UNDERCOAT:** **Product:** One coat Solvent based Primer • **FINISH:** **Product:** Two coats Acrylic Paint.

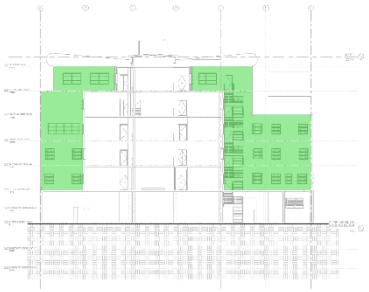
			Colour To Be Confirmed by Architect on site
		 • Efflorescence • Loose and flaking paint • Dirt, dust and general soiling • Cracks in Plaster / Concrete	• **PREPARATION:** **In areas where Efflorescence is present:** Remove efflorescence deposits by thorough brushing and / or scraping. Do not wet area. Allow surface to dry thoroughly. Prime affected area with a full coat of a solvent based primer. **In areas that have Dirt/Dust/Soiling:** Thoroughly wash down with fresh water or clean with Polycell Sugar Soap rinsing well with fresh water. **In areas with Loose / Flaking Paint:** Remove back to a firm edge and substrate by scraping, sanding, etc. Feather (level by sanding) the edges where required. Apply a liquid, resin-based binding agent to all scraped areas or prime these areas with a solvent based primer. Sand old enamel paint well with 100 grit paper to a matt finish and apply an alkyd solvent based undercoat. **Cracks in Plaster/Concrete:** Open into a V-Shape and scrape out well. If plaster is loose and fixable apply a liquid, resin-based binding agent into the cracks. Fill with an adhesive filler. Repair cracks between dissimilar materials (e.g. Plaster/wood) with an acrylic co-polymer mastic. • **PRIMER/UNDERCOAT:** **Product:** One coat Solvent based Primer • **FINISH:** **Product:** Two coats Acrylic Paint. **Colour To Be Confirmed by Architect on site**

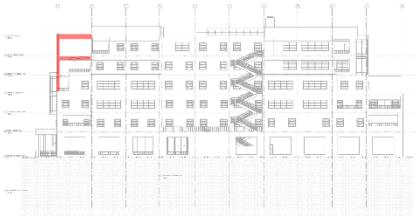
Grey paint		  • Efflorescence • Loose and flaking paint • Dirt, dust and general soiling • Cracks in Plaster / Concrete	• **PREPARATION:** **In areas where Efflorescence is present:** Remove efflorescence deposits by thorough brushing and / or scraping. Do not wet area. Allow surface to dry thoroughly. Prime affected area with a full coat of a solvent based primer. **In areas that have Dirt/Dust/Soiling:** Thoroughly wash down with fresh water or clean with Polycell Sugar Soap rinsing well with fresh water. **In areas with Loose / Flaking Paint:** Remove back to a firm edge and substrate by scraping, sanding, etc. Feather (level by sanding) the edges where required. Apply a liquid, resin-based binding agent to all scraped areas or prime these areas with a solvent based primer. Sand old enamel paint well with 100 grit paper to a matt finish and apply an alkyd solvent based undercoat. **Cracks in Plaster/Concrete:** Open into a V-Shape and scrape out well. If plaster is loose and fixable apply a liquid, resin-based binding agent into the cracks. Fill with an adhesive filler. Repair cracks between dissimilar materials (e.g. Plaster/wood) with an acrylic co-polymer mastic. • **PRIMER/UNDERCOAT:** **Product:** One coat Solvent based Primer • **FINISH:** **Product:** Two coats Acrylic Paint. **Colour To Be Confirmed by Architect on site**

Grey paint		**Refer to Figure 4 for orientation.** • Efflorescence • Loose and flaking paint • Dirt, dust and general soiling • Cracks in Plaster / Concrete	• **PREPARATION:** **In areas where Effloresecence is present:** Remove efflorescence deposits by thorough brushing and / or scraping. Do not wet area. Allow surface to dry thoroughly. Prime affected area with a full coat of a solvent based primer. **In areas that have Dirt/Dust/Soiling:** Thoroughly wash down with fresh water or clean with Polycell Sugar Soap rinsing well with fresh water. **In areas with Loose / Flaking Paint:** Remove back to a firm edge and substrate by scraping, sanding, etc. Feather (level by sanding) the edges where required. Apply a liquid, resin-based binding agent to all scraped areas or prime these areas with a solvent based primer. Sand old enamel paint well with 100 grit paper to a matt finish and apply an alkyd solvent based undercoat. **Cracks in Plaster/Concrete:** Open into a V-Shape and scrape out well. If plaster is loose and fixable apply a liquid, resin-based binding agent into the cracks. Fill with an adhesive filler. Repair cracks between dissimilar materials (e.g. Plaster/wood) with an acrylic co-polymer mastic. • **PRIMER/UNDERCOAT:** **Product:** One coat Solvent based Primer • **FINISH:** **Product:** Two coats Acrylic Paint. **Colour To Be Confirmed by Architect on site**

Beige paint		01   • Efflorescence • Loose and flaking paint	• **PREPARATION:** **In areas where Efflorescence is present:** Remove efflorescence deposits by thorough brushing and / or scraping. Do not wet area. Allow surface to dry thoroughly. Prime affected area with a full coat of a solvent based primer. **In areas that have Dirt/Dust/Soiling:** Thoroughly wash down with fresh water or clean with Polycell Sugar Soap rinsing well with fresh water. **In areas with Loose / Flaking Paint:** Remove back to a firm edge and substrate by scraping, sanding, etc. Feather (level by sanding) the edges where required. Apply a liquid, resin-based binding agent to all scraped areas or prime these areas with a solvent based primer. Sand old enamel paint well with 100 grit paper to a matt finish and apply an alkyd solvent based undercoat. **Cracks in Plaster/Concrete:** Open into a V-Shape and scrape out well. If plaster is loose and fixable apply a liquid, resin-based binding agent into the cracks. Fill with an adhesive filler. Repair cracks between dissimilar materials (e.g. Plaster/wood) with an acrylic co-polymer mastic. • **PRIMER/UNDERCOAT:** **Product:** One coat Solvent based Primer • **FINISH:** **Product:** Two coats Acrylic Paint. **Colour To Be Confirmed by Architect on site**

		• Dirt, dust and general soiling • Cracks in Plaster / Concrete	

Beige Paint		 • Efflorescence • Loose and flaking paint • Dirt, dust and general soiling • Cracks in Plaster / Concrete	• **PREPARATION:** **In areas where Efflorescence is present:** Remove efflorescence deposits by thorough brushing and / or scraping. Do not wet area. Allow surface to dry thoroughly. Prime affected area with a full coat of a solvent based primer. **In areas that have Dirt/Dust/Soiling:** Thoroughly wash down with fresh water or clean with Polycell Sugar Soap rinsing well with fresh water. **In areas with Loose / Flaking Paint:** Remove back to a firm edge and substrate by scraping, sanding, etc. Feather (level by sanding) the edges where required. Apply a liquid, resin-based binding agent to all scraped areas or prime these areas with a solvent based primer. Sand old enamel paint well with 100 grit paper to a matt finish and apply an alkyd solvent based undercoat. **Cracks in Plaster/Concrete:** Open into a V-Shape and scrape out well. If plaster is loose and fixable apply a liquid, resin-based binding agent into the cracks. Fill with an adhesive filler. Repair cracks between dissimilar materials (e.g. Plaster/wood) with an acrylic co-polymer mastic. • **PRIMER/UNDERCOAT:** **Product:** One coat Solvent based Primer • **FINISH:** **Product:** Two coats Acrylic Paint. **Colour To Be Confirmed by Architect on site**

Dark Navy Grey Paint		  • Efflorescence • Loose and flaking paint • Dirt, dust and general soiling Cracks in Plaster / Concrete	• **PREPARATION:** **In areas where Efflorescence is present:** Remove efflorescence deposits by thorough brushing and / or scraping. Do not wet area. Allow surface to dry thoroughly. Prime affected area with a full coat of a solvent based primer. **In areas that have Dirt/Dust/Soiling:** Thoroughly wash down with fresh water or clean with Polycell Sugar Soap rinsing well with fresh water. **In areas with Loose / Flaking Paint:** Remove back to a firm edge and substrate by scraping, sanding, etc. Feather (level by sanding) the edges where required. Apply a liquid, resin-based binding agent to all scraped areas or prime these areas with a solvent based primer. Sand old enamel paint well with 100 grit paper to a matt finish and apply an alkyd solvent based undercoat. **Cracks in Plaster/Concrete:** Open into a V-Shape and scrape out well. If plaster is loose and fixable apply a liquid, resin-based binding agent into the cracks. Fill with an adhesive filler. Repair cracks between dissimilar materials (e.g. Plaster/wood) with an acrylic co-polymer mastic. • **PRIMER/UNDERCOAT:** **Product:** One coat Solvent based Primer • **FINISH:** **Product:** Two coats Acrylic Paint. **Colour To Be Confirmed by Architect on site**

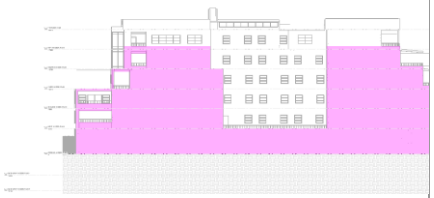
Dark Navy Grey Paint		  • Efflorescence • Loose and flaking paint • Dirt, dust and general soiling	• **PREPARATION:** **In areas where Efflorescence is present:** Remove efflorescence deposits by thorough brushing and / or scraping. Do not wet area. Allow surface to dry thoroughly. Prime affected area with a full coat of a solvent based primer. **In areas that have Dirt/Dust/Soiling:** Thoroughly wash down with fresh water or clean with Polycell Sugar Soap rinsing well with fresh water. **In areas with Loose / Flaking Paint:** Remove back to a firm edge and substrate by scraping, sanding, etc. Feather (level by sanding) the edges where required. Apply a liquid, resin-based binding agent to all scraped areas or prime these areas with a solvent based primer. Sand old enamel paint well with 100 grit paper to a matt finish and apply an alkyd solvent based undercoat. **Cracks in Plaster/Concrete:** Open into a V-Shape and scrape out well. If plaster is loose and fixable apply a liquid, resin-based binding agent into the cracks. Fill with an adhesive filler. Repair cracks between dissimilar materials (e.g. Plaster/wood) with an acrylic co-polymer mastic. • **PRIMER/UNDERCOAT:** **Product:** One coat Solvent based Primer • **FINISH:** **Product:** Two coats Acrylic Paint. **Colour To Be Confirmed by Architect on site**

		Cracks in Plaster / Concrete	

Dark Navy & Beige Paint		  • Efflorescence • Loose and flaking paint • Dirt, dust and general soiling Cracks in Plaster / Concrete	• **PREPARATION:** **In areas where Efflorescence is present:** Remove efflorescence deposits by thorough brushing and / or scraping. Do not wet area. Allow surface to dry thoroughly. Prime affected area with a full coat of a solvent based primer. **In areas that have Dirt/Dust/Soiling:** Thoroughly wash down with fresh water or clean with Polycell Sugar Soap rinsing well with fresh water. **In areas with Loose / Flaking Paint:** Remove back to a firm edge and substrate by scraping, sanding, etc. Feather (level by sanding) the edges where required. Apply a liquid, resin-based binding agent to all scraped areas or prime these areas with a solvent based primer. Sand old enamel paint well with 100 grit paper to a matt finish and apply an alkyd solvent based undercoat. **Cracks in Plaster/Concrete:** Open into a V-Shape and scrape out well. If plaster is loose and fixable apply a liquid, resin-based binding agent into the cracks. Fill with an adhesive filler. Repair cracks between dissimilar materials (e.g. Plaster/wood) with an acrylic co-polymer mastic. • **PRIMER/UNDERCOAT:** **Product:** One coat Solvent based Primer • **FINISH:** **Product:** Two coats Acrylic Paint. **Colour To Be Confirmed by Architect on site**

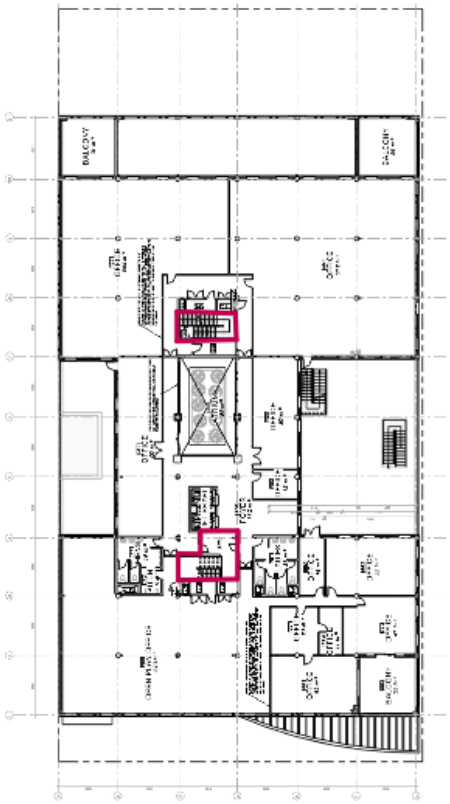
Dark Navy Grey Paint		  • Efflorescence • Loose and flaking paint • Dirt, dust and general soiling	• **PREPARATION:** **In areas where Efflorescence is present:** Remove efflorescence deposits by thorough brushing and / or scraping. Do not wet area. Allow surface to dry thoroughly. Prime affected area with a full coat of a solvent based primer. **In areas that have Dirt/Dust/Soiling:** Thoroughly wash down with fresh water or clean with Polycell Sugar Soap rinsing well with fresh water. **In areas with Loose / Flaking Paint:** Remove back to a firm edge and substrate by scraping, sanding, etc. Feather (level by sanding) the edges where required. Apply a liquid, resin-based binding agent to all scraped areas or prime these areas with a solvent based primer. Sand old enamel paint well with 100 grit paper to a matt finish and apply an alkyd solvent based undercoat. **Cracks in Plaster/Concrete:** Open into a V-Shape and scrape out well. If plaster is loose and fixable apply a liquid, resin-based binding agent into the cracks. Fill with an adhesive filler. Repair cracks between dissimilar materials (e.g. Plaster/wood) with an acrylic co-polymer mastic. • **PRIMER/UNDERCOAT:** **Product:** One coat Solvent based Primer • **FINISH:** **Product:** Two coats Acrylic Paint. **Colour To Be Confirmed by Architect on site**

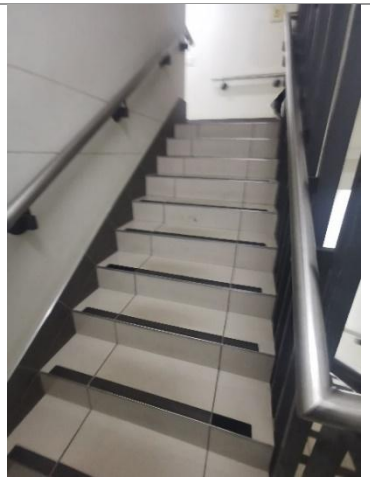
		Cracks in Plaster / Concrete	

Facebrick		  • Brickwork (bare, unpainted • Defective pointing of brickwork)	• **PREPARATION:** **Defective pointing of Brickwork:** Scrape out well. Repair with a masonry patching plaster. • **PRIMER/UNDERCOAT/FINISH:** Leave bare, with repaired grouting.

EMERGENCY STAIRS (INTERIOR)

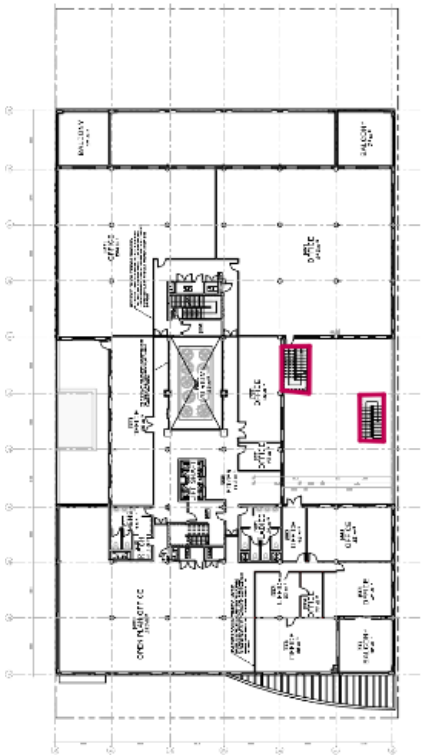
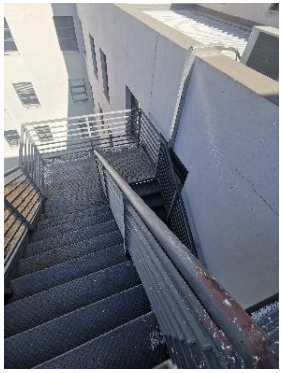
Current Paint:	Plan/Elevation:	Image/s of Wall Segment and Description of Current Conditions:	Specification of Treatment

Grey paint		 • Previously painted surfaces in poor condition • Cracks in Plaster/Concrete	• **PREPARATION:** **Worn out painted surfaces:** Strip completely back to bare substrate by most suitable means (e.g. scraping, sanding, or using a paint stripping agent) and treat as for new substrates. Leave nosing area unpainted, with a distance of 85mm from the nosing edge, in preparation of nosing strip installation. **Anti-slip Nosing Strip**: Use wire brush to obtain surface abrasion appropriate for chemical adhesion, keeping in mind the amount of abrasion needed for metal nosing and concrete tread respectively. Scrub entire abraded area with Sugar Soap solution. Allow to dry. Applying over entire prepared area, use an appropriate adhesive agent for Glass Reinforced Plastic (GRP) Nosing Strip. Apply an Anti-Slip Stair Nosing Strip with tread depth of 85mm minimum across the entire length of the nosing on each step. • **ADHESIVE AGENT:** **Product:** Construction-grade Adhesive • **PRIMER/UNDERCOAT:** **Product: One coat** Solvent based primer • **PAINT FINISH:** **For Edge Trim - Floor Product: Two coats** Enamel Paint– Navy Light Grey (Tonal Differentiation for Accessibility) **For stair threads and risers - Floor Product: Two Enamel Paint**– Grey (Tonal Differentiation for Accessibility)

			• **ANTI-SLIP NOSING STRIP FINISH:** **Adhesive agent:** **Product:** Construction-grade Adhesive **Finish:** **Product (Nosing Strip):** Anti Slip Stair Nosing Strip
		 • Tiled Emergency Staircase with aging anti-slip nosing strips.	• **PREPARATION:** Clean and remove debris and remove old nosing strip by appropriate means, take care not to damage tiling. Scrub gently into the entire area with a sugar soap solution. Allow to dry. Applying over the entire prepared area, use a Construction Adhesive or appropriate adhesive agent for Glass Reinforced Plastic Nosing Strip. Apply Anti Slip Stair Nosing Strip with tread depth of 85mm minimum across the entire length of the nosing on each step. • **ADHESIVE AGENT:** **Product:** Construction Adhesive • **FINISH:** **Product (Nosing Strip):** Anti Slip Stair Nosing Strip

FIRE ESCAPE STAIRS (UNDERSIDE EXTERIOR AND HANDRAIL)

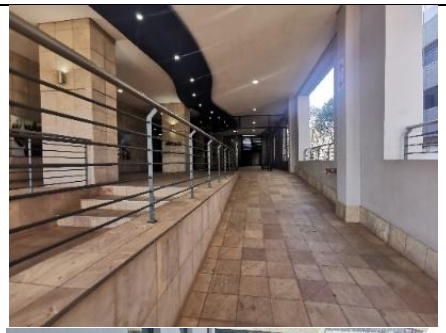
Current Paint:	Plan/Elevation:	Image of Stair Segment	Specification of Treatment

Grey paint		  • Rust on steel, wrought/cast iron • Paintwork in poor condition • Note: Paint is applied on the top- and under-sides of staircase as well as balustrades.	• **PREPARATION:** **Rust on Steel:** Remove by abrasive blasting. Coarse sanding, mechanical grinding, or a chemical rust remover, and /or wire brushing to attain a bright metal finish. In instances where this is not possible and only loose rust can be removed, coat such areas with a polymer-based, waterborne rust converter. Wash with fresh water to remove salt deposits before applying the rust converter. Apply a water based anti-corrosive primer within 4 hours of cleaning or after the rust converter has cured, followed by an alkyd solvent based undercoat. **Worn out Paintwork:** Strip completely by most appropriate means, (e.g. Coarse, sanding, scraping using a paint stripping agent). Wash off with sugar soap and rinse thoroughly with fresh water. Remove rust as indicated above . Prime within 4 hours with a water based anti-corrosive primer. Then apply a coat of an alkyd solvent based undercoat. Leave nosing area unpainted, with a distance of 85mm from the nosing edge, in preparation of nosing strip installation. **Anti-slip Nosing Strip**: Use wire brush to obtain surface abrasion appropriate for chemical adhesion. Scrub entire abraded area with a sugar soap solution. Allow to dry. Applying over entire prepared area, use an appropriate adhesive agent for Glass Reinforced Plastic (GRP) Nosing Strip. Apply an Anti Slip Stair Nosing Strip with tread depth of 85mm minimum across the entire length of the nosing on each step. • **PRIMER/UNDERCOAT:** **Product: One coat** Water based anti-corrosive primer, and **One coat** Solvent based primer • **PAINT FINISH:**

			Product: Two coats Enamel Paint **Colour TBC** • **ANTI-SLIP NOSING STRIP FINISH:** **Adhesive agent:** **Product:** Construction-grade Adhesive **Finish:** **Product (Nosing Strip):** Anti Slip Stair Nosing Strip

HANDRAILS AND BALUSTRADES IN BALCONIES AND ENTRANCE

Image/s of Building Asset	Description of Current Conditions:	Specification/Methodology of Treatment

  	• Stainless Steel Handrails in good condition. • Paintwork on balustrades in good condition, with minimal wear and peeling	• **PREPARATION:** **Stainless Steel Handrails:** Clean and remove debris and stains / marks by means of washing off with a Sugar Soap and rinse thoroughly with fresh water. Wipe thoroughly to dry. **Painted Mild Steel Balustrades:** Where paintwork is in good condition, clean and remove debris and stains/marks by means of washing off with a Sugar Soap and rinse thoroughly with fresh water. Wipe thoroughly to dry. Where paintwork is in bad condition, strip completely by most appropriate means, (e.g. Coarse, sanding, scraping using a paint stripping agent), wash off with Sugar Soap and rinse thoroughly with fresh water. Remove rust as detailed above and Prime. • **PRIMER/UNDERCOAT:** **Product: One coat** Solvent based primer • **FINISH:** **Product: Two coats** Acrylic Paint - **Colour TBC**

WINDOW WATERPROOFING

Image/s of Building Asset	Description of Current Conditions:	Specification/Methodology of Treatment
  	• Visible openings and cracks around cill-wall juncture. • Sealing showing signs of wear and age	• **PREPARATION:** **Drip Groove on lintel:** Cover entire window as a protective measure. Strip paint on lintel completely by most appropriate means, (e.g. Coarse, sanding, scraping using a paint stripping agent). Make 5mm deep 45° V-profile indentation on exposed lintel. Ensure the groove indentation is 20mm away from exterior edge and runs across the entire width of the window opening. Feather (level by sanding) the edges where required. Prime entire exposed lintel with a full coat of a solvent based primer. Paint as per specification. **Worn out Cill Seal:** Clean and remove debris completely by most appropriate means, (e.g. Sanding and/or scraping). Fill cracks along cill-wall juncture with non-shrink cementitious grout, Portland cement-based grouting compound. When grouting has set and cured, prime grouted area with a coat of a solvent based primer. **Surface Finishing/Protection of Cill:** Clean and remove debris completely across the exposed up and undersides of cill by means of scrubbing. Use hard bristled brush, not steel wire brush. Allow to dry. Prime the cill with a water-based primer for masonry and gypsum surfaces. • **SEALANT/GROUT** **Product:** Portland cement-based grouting compound Non-Shrink Cementitious Grout

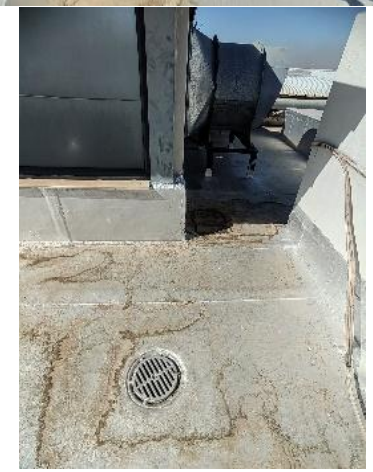
		• **PRIMER/UNDERCOAT:** **Product (Wall): One coat** Solvent based primer **Product (Cill): One coat** Water based primer for masonry and gypsum surfaces. • **FINISH:** **Product (Wall):** Two coats Acrylic Paint - **Colour TBC** **Product (Cill):** Two coats Acrylic roof paint and water proofer
 	• Visible openings and cracks around wall-frame juncture. • Sealing showing signs of wear and age	• **PREPARATION:** **Worn out Exterior/Interior Frame Seal:** Remove all dirt, grease and dust on frame. Use a good quality degreaser around the window frame and clean with a damp cloth. Allow drying thoroughly. Use masking tape to neatly tape off the frame-wall juncture to be sealed. Make sure that the joint, both on the wall and on the window frame, is between 5 and 10 millimetres wide. Apply continuous bead of grey, Silicone based Sealant along the entire juncture, in accordance with manufacturer's specifications. When sealant is set, remove masking tape and rinse with water to remove residues. Ensure that sealant is then dried. • **FINISH:** **Product:** Maximum 2 continuous beads of Silicone based Sealant, Colour: To be confirmed by Architect

ROOF WATERPROOFING

Image/s of Building Asset	Description of Current Conditions:	Specification/Methodology of Treatment

 	• Waterproofing Layer on roof sheet in good condition, showing signs of weathering and age.	• **PREPARATION:** **IBR sheeting:** Clean and remove debris and faulty paint and scrub entire area with a sugar soap solution. Allow to dry. Then apply an alkyd based anti-corrosive primer. In sections of weathered roofing and/or significant rusting, replace roof sheeting and wash entire area with a sugar soap solution. Allow to dry. Then apply an alkyd based anti-corrosive primer. Washing and priming must be performed across existing and new sheeting simultaneously. In sections where only minimal rust is present and can be removed, clean thoroughly with sugar soap and coat such affected areas with a polymer-based, waterborne rust converter and allow to dry for 4 hours. Apply an alkyd based anti-corrosive primer within 4 hours of cleaning or alternatively the polymer-based, waterborne rust converter has cured. Where roof sheets overlap, where there is flashing, where there are screw and/or bolt fixtures as well as where the roof joins the wall, apply a Liquid Waterproof Solution, in accordance with manufacturer's specifications. Ensure that sufficient waterproofing solution is applied, covering at least 60mm in width over both sides of the juncture. Allow to dry for 4 hours. This waterproofing solution is to be applied after final topcoat of roof paint had dried. • **PRIMER/UNDERCOAT:** **Product (IBR sheeting): Two coats** 'Alkyd based anti-corrosive primer within 4 hours of cleaning or alternatively when Solvent based primer for Metal has cured

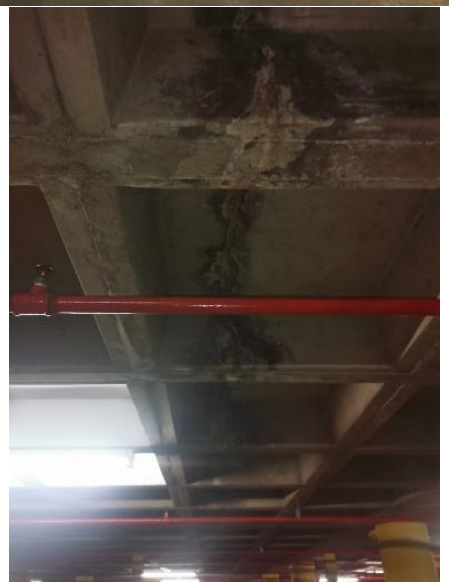
		• **FINISH:** **Product (Roof Paint): Two coats** Acrylic roof paint and water proofer **Product (Waterproofing): Two coats** Liquid Waterproof Solution
 	• Waterproofing Layer on roof slab in good condition. Signs of water ponding.	• **PREPARATION:** **Existing Bituminous Layer on Roof Slab:** Clean and remove debris and stains/marks by means of washing off with Sugar Soap and rinse thoroughly with fresh water. Allow to dry. Prime within 4 hours with Bituminous Priming Solution. • **PRIMER/UNDERCOAT:** **Product (Roof Slab): One coat** Bituminous Priming Solution • **FINISH:** **Product: Two coats** Reflective Bitumen Paint

BALCONY WATERPROOFING

Image/s of Building Asset	Description of Current Conditions:	Specification/Methodology of Treatment

 	• Flooring in overall good condition, with few broken/missing tiles. • Paintwork on walls in good condition, with minimal wear and peeling.	• **PREPARATION:** **Flooring:** Remove all tiles and strip tile adhesive completely with little damage to screed by most appropriate means, (e.g. Coarse sanding, scraping). Evaluate fall of existing screed by means of slope test with water. Clean and remove debris across entire screed. Add a universal waterproofing and bonding agent, in accordance with manufacturer's specifications, to freshly mixed cement slurry and apply as new screed. Ensure that new screed has appropriate fall/slope for present drainage points. When screed is set and has cured, apply sufficient tile adhesive and place new tiles. Apply grouting and ensure that tile spacing is consistent. • **WATERPROOFING AGENT:** **Product:** Universal waterproofing and bonding agent & Fabric

BASEMENT WATERPROOFING

Image/s of Building Asset	Description of Current Conditions:	Specification/Methodology of Treatment
 	• Dampness occurring in basements with visible signs of efflorescence on concrete slabs and soffits	• **PREPARATION:** **Surface Moisture Barrier Protection:** Clean and remove debris and stains/marks by means of washing off with Sugar Soap and rinse thoroughly with fresh water. Pre-wet the prepared areas before application, using a clean sponge, ensure there is no excess water. The prepared surface must have a dark matt appearance and surface pores and cavities must not contain water. At a minimum thickness of 2mm, apply an Epoxy Repair Mortar as a levelling or repair mortar on to the prepared areas without the formation of voids. When the Epoxy Repair Mortar is used as a pore filler or levelling mortar, firmly scrape the mortar over the substrate to fill any pores or cavities. A seamless finish can be achieved if a "wet" edge is maintained during application. Allow the mortar to surface harden and cure for 7-14 days. Surface finish to the required surface texture using trowel and / or sponge. Do not add water during the surface finishing as this can cause discolouration and cracking. • **FINISH:** **Product (Cementitious Mortar): One coat** Epoxy Repair Mortar

Basement concrete soffits		
Total exterior facing northern retaining wall	• Dampness occurring in basements with visible signs of efflorescence on slabs	• **PREPARATION:** **Exterior Face - Retaining Wall Waterproofing:** Recommended to be done by Civil Engineer and Waterproofing Specialist. Subsoil in contact with the exterior face of retaining wall is to be excavated, as per Civil Engineer's specification. Clean the exposed wall surface of all debris by means of a mild-bristled brush and wash surface with Sugar Soap and rinse with fresh water to remove contaminants. Where cavities, pores and cracks are present, apply an Epoxy Repair Mortar as a filler or levelling mortar, firmly scraping the mortar over such identified defects and allow to dry thoroughly. Prime all surfaces with Bituminous Priming Solution, including all verges and around outlets and protrusions and allow the solvent to flash off. Extremely porous surfaces should be re-primed. Apply Dual Reinforced Bitumen 4mm waterproofing membrane, ensuring it is fully bonded by means of "torch on fusion" using propane gas, having side and end laps of 100mm and 150mm respectively. A minimum of 150 mm should protrude above finished ground level. All corners to have a gusset fitted, 100 x 100 mm, apply Dual Reinforced Bitumen 4mm prior to the waterproofing application. Waterproofing Specialist: **Services:** Waterproofing and Damp proofing Specialist **Scope**: Residential, Commercial **Accredited with**:

		• PRAWA – Professional Roof and Waterproofing Association

  **Basement partition boards**	• Drywall dilapidated due to moisture and dampness.	• **PREPARATION:** Strip and remove the partition structure of all cement plaster boarding and install new 6mm thick straight edged medium density plain board or similar fibre-cement boarding. Apply a Water based primer for masonry and gypsum surfaces and apply an acrylic damp barrier coating as waterproofing finish. • **STRUCTURE:** **Product (Partitioning):** 6mm thick straight edged medium density plain board • **FINISH:** **Product (Primer): one coat** water-based primer for masonry and gypsum surfaces **Product (Waterproofing**): **Two coats** Acrylic damp barrier – colour white

  **Basement facebrick Walls**	• Dampness occurring in basements with visible signs of efflorescence on facebrick walls	• **PREPARATION:** **Interior Face - Surface Moisture Barrier Protection:** Clean and remove the facebrick wall of debris and stains/marks by means of washing off with Sugar Soap and rinse thoroughly with fresh water. Pre-wet the prepared areas before application, using a clean sponge, ensure there is no excess water. At a minimum thickness of 2mm, apply Epoxy Repair Mortar as a repair mortar on to the existing brick pointing without the formation of voids. When Epoxy Repair Mortar is used as a levelling mortar, firmly scrape the mortar over the substrate to fill any pores or cavities. A seamless finish can be achieved if a "wet" edge is maintained during application. Allow mortar to surface harden and cure for 7-14 days. Apply Water Repellent Treatment on to the bricks liberally as first coat, ensuring that the whole surface is covered, and absorbency is satisfied. Work from the top of a vertical wall down to the bottom. Apply in horizontal bands in such a manner that a wet curtain of approximately 300mm is formed below the applied band. Immediately apply the next band over this wet curtain to produce a further wet curtain of 300mm below that. Proceed in this manner down to the bottom of the wall. Apply second coat 4 hours after first coat. • **FINISH:** **Product (Cementitious Mortar): One coat** Epoxy Repair Mortar **Product (Waterproofing): Two coats** Water Repellent Treatment

BALCONY CEILING

Image/s of Building Asset	Description of Current Conditions:	Specification/Methodology of Treatment
 	• Ceiling degradation with water stains.	• **PREPARATION:** Where ceiling is significantly damaged, replace damaged ceiling gypsum board and install new board, apply primer and then apply paint. Where ceiling is in good condition with minimal water stains, apply primer and then apply paint. Where the ceiling meets with the roof structure and/or parapet wall by means of a flush edge juncture exposed outwardly, install 6mm thick straight edged medium density plain board as fascia along the length of the edge juncture. Prime and paint fascia boards to match ceiling treatment. • **STRUCTURE:** **Product (Ceiling):** 6.4mm thick Gypsum board **Product (Fascia):** 6mm thick straight edged medium density plain board

Balcony Ceilings		• **PRIME/UNDERCOAT:** **Product: One coat** Water based primer for masonry and gypsum surfaces • **FINISHING:** **Product: Two coats** Acrylic Paint

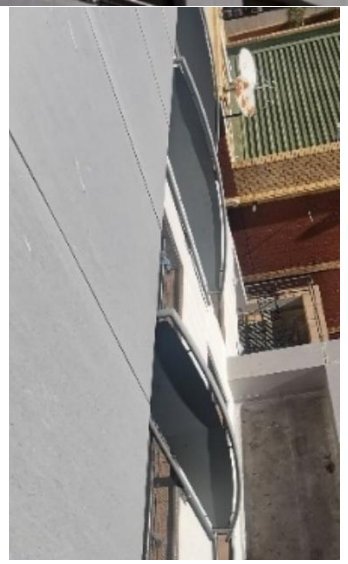
OFFICE GLASS CURTAIN WALL

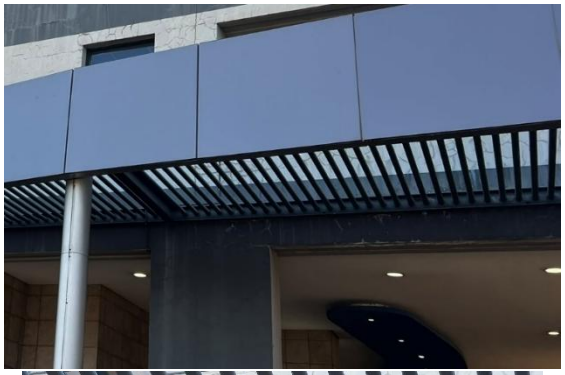
Image/s of Building Asset	Description of Current Conditions:	Specification/Methodology of Treatment
	• Glass Curtain Wall with peeling of window tint, • Sealing showing signs of wear and age • Damaged soffit cladding	• **PREPARATION:** **Worn out Exterior/Interior Frame Seal:** Remove all dirt, grease and dust on frame. Use a good quality degreaser around the window frame and clean with a damp cloth. Allow drying thoroughly. Use masking tape to neatly tape off the frame-wall juncture to be sealed. Make sure that the joint, both on the wall and on the window frame, is between 5 and 10 millimetres wide. Apply continuous bead of grey**:** Silicone based Sealant along the entire juncture, in accordance with manufacturer's specifications. When sealant is set, remove masking tape and rinse with water to remove residues. Ensure that sealant is then dried. **Anti-Glare/UV Window Film:** Replacement recommended to be done by Window Film Specialist.

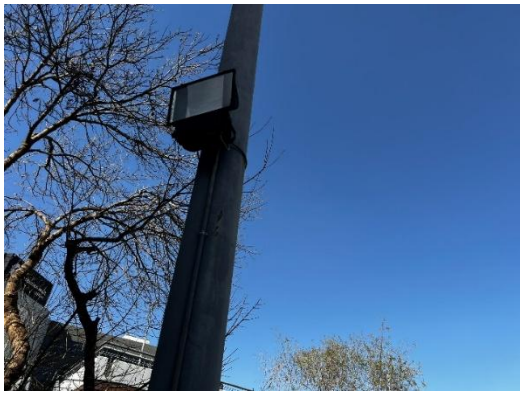
		Soffit Cladding: Recommended to be done by Roof Cladding Specialist. Remove entire cladding, install new cladding with appropriate fixing, by means of riveting or screwing. Ensure that metal frame structure is fixed securely to concrete soffit. If metal frame structure is significantly damaged with visible rusting, construct and install new metal structure in preparation for new cladding installation. If metal frame structure is in good condition with minimal rusting, wash off with Sugar Soap and rinse thoroughly with fresh water. Remove rust with a polymer-based, waterborne rust converter. Prime within 4 hours with a water based anti-corrosive primer or when the rust converter has cured. Then apply a coat of a universal alkyd solvent based undercoat. • **FINISH:** **Product (Sealant):** 2 continuous beads of Silicone Sealant **Colour: Grey** **Product (Window Film) and cladding: To be done by specialists**

EXTERIOR METAL STRUCTURES/FIXTURES

Image/s of Building Asset	Description of Current Conditions:	Specification/Methodology of Treatment

 	• Steel Shading Devices fixed to Lakeside (North-facing) Wall	• **PREPARATION:** **Rust on Steel:** Remove by abrasive blasting. Coarse sanding, mechanical grinding, or a chemical rust remover (**Caution:** contains acid), and /or wire brushing to attain a bright metal finish. In instances where this is not possible and only loose rust can be removed, coat such areas with a polymer-based, waterborne rust converter. Wash with fresh water to remove salt deposits before applying the rust converter—this is particularly important in coastal areas. Apply an anti-corrosive metal primer within 4 hours of cleaning or after the rust converter has cured, followed by a coat of a universal alkyd solvent based undercoat. **Worn out Paintwork:** Strip completely by most appropriate means, (e.g. Coarse, sanding, scraping using a paint stripping). Wash off with Sugar Soap and rinse thoroughly with fresh water. Remove rust by appropriate means following the instruction paragraph above. Prime within 4 hours with an anti-corrosive metal primer. Then apply a coat of a universal alkyd solvent based undercoat. • **PRIMER/UNDERCOAT:** **Product: One coat** Anti-corrosive metal primer and **One coat** Solvent based primer • **FINISH:** **Product: Two coats** Enamel Paint **Colour: TBC**

 	• Steel Shading Devices fixed to Lakeside (North-facing) Wall	• **PREPARATION:** **Rust on Steel:** Remove by abrasive blasting. Coarse sanding, mechanical grinding, or a chemical rust remover, and /or wire brushing to attain a bright metal finish. In instances where this is not possible and only loose rust can be removed, coat such areas with a polymer-based, waterborne rust converter Wash with fresh water to remove salt deposits before applying the rust converter—this is particularly important in coastal areas. Apply an anti-corrosive metal primer within 4 hours of cleaning or after the rust converter has cured, followed by a coat of a universal alkyd solvent based undercoat. **Worn out Paintwork:** Strip completely by most appropriate means, (e.g. Coarse, sanding, scraping using a paint stripping). Wash off with Sugar Soap and rinse thoroughly with fresh water. Remove rust by appropriate means following the instruction paragraph above. Prime within 4 hours with an anti-corrosive metal primer …Then apply a coat of a universal alkyd solvent based undercoat. • **PRIMER/UNDERCOAT:** **Product:** One coat Anti-corrosive metal primer and One coat Solvent based primer • **FINISH:** **Product:** Two coats Enamel Paint Colour: TBC

 		• **PREPARATION:** **Rust on Steel:** Remove by abrasive blasting. Coarse sanding, mechanical grinding, or a chemical rust remover, and /or wire brushing to attain a bright metal finish. In instances where this is not possible and only loose rust can be removed, coat such areas with a polymer-based, waterborne rust converter Wash with fresh water to remove salt deposits before applying the rust converter—this is particularly important in coastal areas. Apply an anti-corrosive metal primer within 4 hours of cleaning or after the rust converter has cured, followed by a coat of a universal alkyd solvent based undercoat. **Worn out Paintwork:** Strip completely by most appropriate means, (e.g. Coarse, sanding, scraping using a paint stripping). Wash off with Sugar Soap and rinse thoroughly with fresh water. Remove rust by appropriate means following the instruction paragraph above. Prime within 4 hours with an anti-corrosive metal primer …Then apply a coat of a universal alkyd solvent based undercoat. • **PRIMER/UNDERCOAT:** **Product:** One coat Anti-corrosive metal primer and One coat Solvent based primer • **FINISH:** **Product:** Two coats Enamel Paint Colour: TBC

		• **PREPARATION:** **Rust on Steel:** Remove by abrasive blasting. Coarse sanding, mechanical grinding, or a chemical rust remover, and /or wire brushing to attain a bright metal finish. In instances where this is not possible and only loose rust can be removed, coat such areas with a polymer-based, waterborne rust converter Wash with fresh water to remove salt deposits before applying the rust converter—this is particularly important in coastal areas. Apply an anti-corrosive metal primer within 4 hours of cleaning or after the rust converter has cured, followed by a coat of a universal alkyd solvent based undercoat. **Worn out Paintwork:** Strip completely by most appropriate means, (e.g. Coarse, sanding, scraping using a paint stripping). Wash off with Sugar Soap and rinse thoroughly with fresh water. Remove rust by appropriate means following the instruction paragraph above. Prime within 4 hours with an anti-corrosive metal primer …Then apply a coat of a universal alkyd solvent based undercoat. • **PRIMER/UNDERCOAT:** **Product:** One coat Anti-corrosive metal primer and One coat Solvent based primer • **FINISH:** **Product:** Two coats Enamel Paint Colour: TBC

ROOF CLADDING

Image/s of Building Asset	Description of Current Conditions:	Specification/Methodology of Treatment
	• Waterproofing Layer on roof sheet in good condition, showing signs of weathering and age.	• **PREPARATION and APPLICATION:** **Aluminium Cladding:** To be specified upon inspection by Architect and Cladding Specialist. Cladding Specialist to inspect and perform maintenance work on cladding system and its support structure/frame. Aluminium Cladding Specialist:

 		**Services:** Manufacturing and Installation of Aluminium and Glass Fixtures **Scope**: Residential, Commercial and Industrial **Accredited with**: • **SAGGA – South African Glass & Glazing Association** • **AAAMSA – Architectural Aluminium Association of South Africa** • **Master Builders Association of South Africa** • **CIDB – Construction Industry Development Board**

STRUCTURAL TESTING

Test required	Methodology and deliverables
Crack monitoring test	The SANS 1058: 2012 crack monitoring test" refers to a crack monitoring procedure conducted according to the South African National Standard (SANS) guidelines. It assesses the growth or movement of cracks in structures by regularly measuring their width using specialized crack gauges, ensuring proper maintenance and identifying potential structural concerns. Standard compliance follows specifications outlined in SANS 1058: 2012, detailing procedures for crack measurement, recording, and interpretation. **Crack Gauge Usage:** Utilizes specialized crack gauges to measure the width of cracks at specific locations. **Regular Monitoring:** Involves periodic inspections to re-measure cracks, tracking changes in width over time that will be monitored under general maintenance. **Data Recording / Deliverables:** Accurate documentation in the form of a report of measurements, including location, date, photographic evidence and relevant observations is to be submitted upon completion of the required test. Testing to be conducted and deliverables to be submitted within 6 weeks of date of commencement of works. **Interpretation:** Analyzes data to determine if crack growth is within acceptable limits or if further action is required. **Applications of SANS crack monitoring:** • Concrete structures: Monitoring cracks in buildings, bridges, retaining walls, etc. • Foundation inspections: Assessing cracks in foundations to identify structural issues.

	• Post-construction monitoring: Tracking crack development in new structures during initial settling. **Important considerations:** • Qualified inspector: Employing a trained inspector familiar with SANS standards and techniques. The qualified inspector must be qualified in Structural Engineering, with a BTech/BSC degree with a minimum of 5 years of similar projects. • Proper equipment: Using calibrated crack gauges and necessary tools for accurate measurements. • Method statement to carry out test required for approval before test is carried out. • Detailed documentation: Maintaining comprehensive records of measurements, including photos and location details.
Concrete cover test	The Concrete cover meter testing would be under SANS 10100-Part 2: Concrete Structures - Specifications for Design and Construction, which outlines the required concrete cover depths for different reinforcement sizes and exposure conditions and can be used in conjunction with the capabilities of a concrete cover meter to ensure compliance. **Calibration:** Ensure your concrete cover meter is properly calibrated and meets the accuracy standards needed for reliable measurements. **Testing procedure / Deliverables:** • Select appropriate test locations on the concrete structure based on design considerations. • Use the cover meter to measure the concrete cover at multiple points on each location. • Record all readings and compare them to the minimum cover requirements specified in SANS 10100-Part 2. **Important considerations:** • Employing a trained inspector familiar with SANS standards and techniques. The qualified inspector must be qualified in Structural Engineering, with a BTech/BSC degree with a minimum of 5 years of similar projects. • Method statement to carry out test required for approval before test is carried out. • Detailed documentation: Findings to be presented in the form of a report including pictures. Testing to be conducted and deliverables to be submitted within 6 weeks of date of commencement of works

Concrete core test	SANS 10100-Part 2 and SANS 5853 & 5865: Testing of Hardened Concrete. The diameter of the cores to be taken shall be specified, before testing. The ratio of diameter to the nominal maximum size of aggregate shall be greater than 3. The core diameter shall generally be 100 mm to 150mm (± 10 mm), with the preferred diameter being 100 mm for nominal maximum aggregate size up to 20mm. **Important considerations / Deliverables:** • Method statement to carry out test required for approval before test is carried out. • Report from the contractor / inspector not required, only the submission of test results from a pre-approved lab. Testing to be conducted and deliverables to be submitted within 6 weeks of date of commencement of works

PART C3.2: OHS BASELINE RISK ASSESSMENT AND SPECIFICATIONS

BASELINE RISK ASSESSMENT

AS PER CONSTRUCTION REGULATION 5(1)9a), 2014

OCCUPATIONAL HEALTH AND SAFETY ACT, NO. 85 OF 1993

Construction Industry Development Board

DEVELOPMENT THROUGH PARTNERSHIP

PROJECT NAME:

CLEANING, REPAIR AND PAINTING OF EXTERNAL WALLS AND FIXTURES AT THE CIDB HEAD OFFICE IN CERTURION

This document is prepared on behalf of the Client in terms of Construction Regulation 5(1)(a). The Baseline Risk Assessment is conducted to obtain a benchmark of type and size of potential hazards pertaining to the project. The aim is to identify all major and significant risks.

TABLE OF CONTENTS

1. INTRODUCTION

The Construction Industry Development Board (herein after referred to as CIDB), has proposed a need for the cleaning, repair and painting of external walls and fixtures at the CIDB Head Office in Centurion.

The scope covers all aspects of the cleaning, repair and painting of external walls and fixtures of the buildings.

The aim of this Baseline Risk Assessment is to highlight the construction health and safety risks and hazards on the at the CIDB Head Office in Centurion. The Principal Contractor and his or her subcontractors shall identify hazardous and potentially hazardous work operations within their scope of work. The Principal Contractor needs to ensure that the site hazards, the contractor's activity risks and the mitigating measures have been considered in this risk assessments are also addressed on their specific Issue based risk assessment. Emerging risks and hazards shall be managed during construction work.

Activity-based risk assessments must be conducted by an appointed and competent person of the Principal Contractor. This will be verified when reviewing the Contractor SHE file. This Baseline Risk Assessment shall assist the Principal Contractor in conducting preliminary hazard identification prior to work beginning on site. Contractor Baseline Risk Assessments shall be conducted to profile the project risks and shall be approved by the Principal Contractors Competent Person that is, Risk Assessor and the Construction Health and Safety Agent before the construction work commences and shall be updated regularly to ensure its relevance to changing scope.

Risks and hazards associated with the planning and construction stage for the cleaning, repair and painting of external walls and fixtures at the CIDB Head Office in Centurion have been identified on the scope of work, design drawings and locality maps of the site. Risks and hazards have also been pointed out based on the anticipated activities that will be conducted throughout the construction period. Mitigation measures have been highlighted to reduce incidents during the planning and construction period.

Reason for this Risk Assessment

In accordance with Section 9(1) of the Occupational Health and Safety Act 1993, Act No. 85 of 1993 and the associated Construction Regulations 2014, the employer is required to establish as far as is reasonably practicable, what the hazards to the health and safety of persons are attached to any work which is performed, further establish what precautionary measures should be taken with respect to such work and he shall provide the necessary means to apply such precautionary measures. The Construction Regulations 2014 further requires that a baseline risk assessment for an intended construction work project be compiled and a suitable, sufficiently documented and coherent site-specific health and safety specification for the intended construction work based on the baseline risk assessment to be prepared.

2. DEFINITIONS AND ABREVIATIONS

Term	Description

Hazard	Source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the workplace environment, or a combination of these (exposure to danger = potential source of harm)
Risk	Combination of the frequency (likelihood) and consequence (severity) of a specified hazardous event occurring
Reasonably practicable	The degree of risk created by a particular activity balanced against time, cost and physical difficulty of taking measures to avoid the risk, taking into account current technical knowledge and best industry practices
As Low as Reasonably Practicable	A level risk that is not intolerable, and cannot be reduced further without the expenditure of costs that are grossly disproportionate cost, in relation to the benefit gained.
Acceptable risk	A level of risk that is so low as to not require actions to reduce its magnitude further, but which will be managed and monitored by the site using its own management system.
Competent Person	Person who is qualified because of knowledge, training and experience to organize work and its performance; is familiar with applicable Health and Safety legislation that applies to the work; and has knowledge of any potential or actual danger to or effect on health, or safety in the work place.
Due Diligence	Systematic, comprehensive and demonstrable approach to the management of OH&S issues, which is based on an assessment of the likely risks and potential legal liabilities arising from the issues and is reasonably designed and operated to control and reduce those risks and prevent those liabilities from being incurred.

CR	Construction Regulations, 2014
CHSO	Construction Health and Safety Officer
GDHS	Gauteng Department of Human Settlements
NEMA	National Environmental Management Act
NIHL	Noise Induced Hearing Loss
OHSA	Occupational Health and Safety Act
PPC	Personal protective Clothing, i.e. safety boots, overalls, safety gloves, hard hat/ helmet

PPE	Personal protective equipment, i.e. ear muffs, safety goggles
SANS	South African National Standards
SHEQ	Safety, Health, Environment, Quality
SSBRA	Site-Specific Baseline Risk Assessment

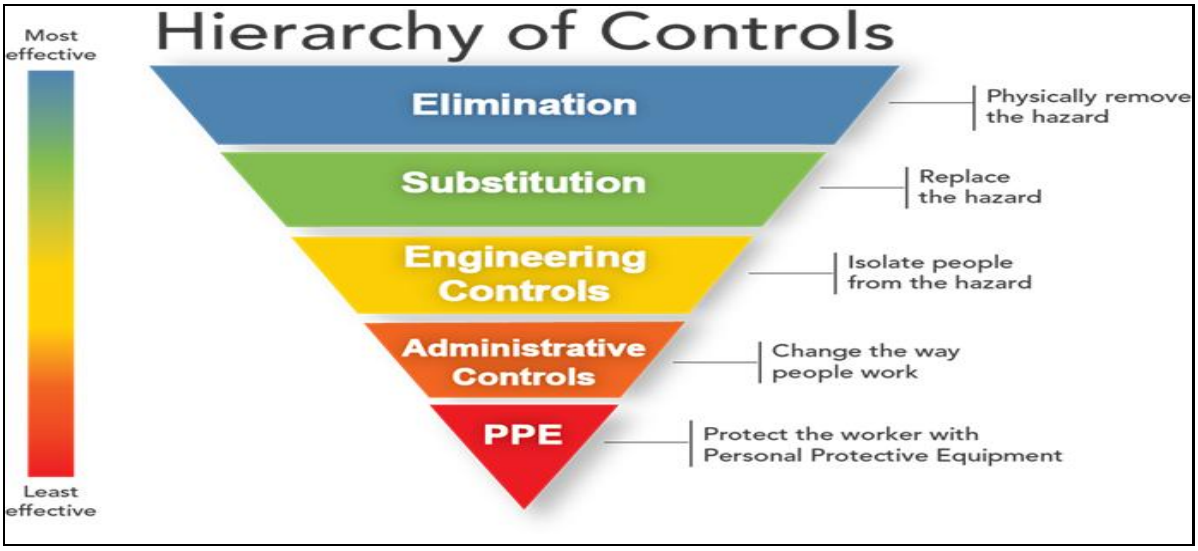


Figure 1: Hierarchy of Control

The various control measures are listed in order of decreasing effectiveness, thus the measures closest to the top should be adopted first wherever possible

The hierarchy of control: is a method of hazard management for the worksite and must always be evaluated during risk assessments. The concept is that higher-level methods are always preferred over lower-level methods. The hierarchy of control for hazards is as below:

- **Elimination** - the work is performed by different means that does not expose the worker to the hazard.
- **Substitution** – substituting or replacing a hazard or hazardous work practice with a less hazardous one.
- **Engineering control** – if the hazard cannot be eliminated, substituted an engineering control is the next preferred measure.

- **Administrative Control** – this includes introducing work practices that reduce the risk, such as implementing measures to ensure that procedures, instruction, training and warning signs are in place to warn and protect workers exposed to hazards. This could also include limiting the amount of time a worker is exposed to a particular hazard. These controls should be used in conjunction with physical controls and appropriate supervision.
- **Personal protective equipment** – this is the very last control used in the hierarchy of controls and must only be considered when all other controls have been considered.

3. OBJECTIVE

- To conduct a risk assessment to identify the hazards and evaluate the associated risks with regard to the upgrading and refurbishment of Mutale Raw and Portable water systems.
- To provide management with the necessary information to institute reasonably practicable measures to eliminate or minimise the identified significant risks and effectively manage and protect persons against them.

4. RISK ANALYSIS METHOD

The risk analysis considered all the tasks as described in the safe work procedures developed for this specific operation.

Risk analysis included

a. Description of the task/system under analysis.
b. Evaluation of each risk by determining the probability of recurrence and severity of each event.
c. Evaluation of current and planned controls, barriers and safeguards.
d. A selected team of personnel were involved to conduct this on-the-job task analysis to determine baseline risk assessment

4.1 Determination of Levels of Risk

a. Risks associated with each step in the operational process were considered.
b. The following factors were considered and rated in accordance with the effect it would have on the items described below, should the event occur:
   - Threat to the health and safety of a worker
   - Severity of the event
   - Likelihood of the event happening
   - Event consequence

A risk level was attributed to each event in the following manner:

Low risk	-	1-6
Medium risk	-	7-15
High risk	-	16-24

4.2 Risk Evaluation

a. **Risk Ranking**

Consequence:

Fatality or permanent disability	-	5
Major Injury	-	4
Average lost time injury	-	3
Minor Injury	-	2
Medical treatment only or less	-	1

Probability:

Common Occurrence	-	5
Has Happen	-	4
Could Occurrence	-	3
Not Likely to Occur	-	2
Very Unlikely	-	1

b. **Calculation of Risk:**

Consequence: Probability = Risk Ranking (see table in risk assessment)

Activities listed in the high-risk categories must be seen as tasks requiring immediate attention. Training will, in most instances, solve the problem satisfactorily.

An implementation plan may then be devised to address the outstanding issues. This action plan must take cognisance of the hazards that should be eliminated concurrently.

4.3 Abbreviations used in Risk Assessment

DSTI - Daily Safety Task Instruction

HIRA - Hazard Identification and Risk Assessment

HCA - Hazardous Chemical Agents
PTO - Planned Task Observation
PPE - Personal Protective Equipment
SOP - Safe Operating Procedure
SWP - Safe Work Procedure

4.4 Task Specific Risk Assessment

Should the baseline assessment indicate tasks in High risk a specific task risk assessment must be conducted. This assessment will then target the specific tasks and the hazards attached to it.

5. STANDARD RISK MATRIX

Required and Existing Control Measures	Available		Adequate		Remarks
	Yes	No	Yes	No	
Scope of Work (logical steps on how task will be performed)	X		X		
Procedures: (WI / SOP / Vendor Spec)	X		X		
Training, Induction, Competency Certificates, Specific Training / Other Instructions	X		X		Induction Training to be given before any work may commence
Special permits required (specify)		X		X	Construction Work Permit, Notification of Asbestos Work
Equipment / Tool Registers / Others (specify)	X		X		
Other		X	X		

PROBABLITY LEGEND		CONSEQUENCE/INJURY/LOSS		RANKING					
					5	4	3	2	1
5	Has happened	5	Fatality or permanent disability or > R 5,000,000	5	25	20	15	10	5
4	Quite possible to happen (Happen during last year)	4	Major Injury or > R 1,000,000 < R 5,000,000	4	20	16	12	8	4
3	Could Happen (No record of recent occurrence)	3	Average Lost time Injury or > R 500,000 < R 1,000,000	3	15	12	9	6	3
2	Not likely to happen	2	Minor Injury or < R 500,000	2	10	8	6	4	2
1	Very Unlikely	1	Medical Treatment only or Less or No Financial loss	1	5	4	3	2	1

High Risk = 15-25 | **Medium Risk = 7 - 14** | **Low Risk = 1 - 6** | **PROB:** Probability | **CON:** Consequence

BASIC PPE REQUIRED FOR TASK	☒HARD HAT	☒OVERALL	☒EAR PROTECTION	☒DUST MASK

	☒SAFETY GLASSES	☒SAFETY FOOTWEAR	☒GLOVES	☒SAFETY VEST
ADDITIONAL REFERENCES TO TASK	☒METHOD STATEMENT	☒MSDS	☒PLANNED TASK OBSERVATION	
	☒WORK INSTRUCTION			

6. PROJECT RISK PROFILE

RISK ASSESSMENT TITLE:	BASELINE RISK ASSESSMENT		
PROJECT NAME:	CLEANING, REPAIR AND PAINTING OF EXTERNAL WALLS AND FIXTURES	START DATE:	
RISK ASSESSMENT REFERENCE NO.		END DATE:	
REVISION STATUS	00	REVISION DATE:	TBC
BRIEF DESCRITION OF WORK/ACTIVITY	CLEANING, REPAIR AND PAINTING OF EXTERNAL WALLS AND FIXTURES		

ACTIVITY	TASK	POTENTIAL HAZARD	RISK	CURRENT RISK			SUGGESTED CONTROL MEASURES
List activity steps	List task steps	Potential dangers that could cause harm. List the potential hazards	Potential Risks due to Hazard	PROB	CON	Ranking	Controls already in place to mitigate the hazard before work may commence
Site Identification & Establishment	Project Mobilization of Personnel	Incompetent personnel appointed	Project interruption	3	4	12	• Ensure all responsible person on site submit CVs. • Legal appointment letters to be signed prior to commencement of work. • Competencies to be verified. Occupational medicals to be in place prior to commencement of work
			Legal liability claims	3	5	15	
			Financial loss	3	3	9	
		Workers not informed of hazards and risks associated with tasks	Serious injuries or Fatalities	4	5	20	• Site specific Induction training to be conducted on all personnel prior to commencing work
		Workers exposed to unknown / unidentified hazards	Serious injuries or Fatalities due to unknown hazards	4	5	20	• Appointed Risk Assessor to be in possession of a HIRA certificate (Hazard Identification and Risk Assessment).

							• Task specific risk assessments to be carried out. • Employees to be trained in the content of the risk assessments. • Attendance registers to be in place
		Poor / unsafe offloading practices	Load falling on employees	3	5	15	• Method statement / safe operating procedure to be in place for offloading plant and equipment. • To be communicated to employees. • Employees to stand clear of offloading operations
		Operators under the influence of Alcohol or other substances while transporting machinery and equipment to site establishment area	Accident-causing property damage	3	2	6	• Company substance abuse / alcohol policy to be available and implemented by communicating the policy to all employees.
			Serious Injuries or Fatalities	3	5	15	
		Pedestrians / public passing by	Pedestrians / public hit by plant and machinery	3	5	15	• Camp area to be fenced off to prevent unauthorised entry. • Unauthorised and general warning signs to be displayed.
		Theft of material, equipment and machinery	Project interruption	3	3	9	• Project program to be compiled to prevent machinery and equipment to be left unattended. • Security to be implemented.
	Setting up Camp & Storage Facilities	Abnormal load	Accident	2	5	10	• Special arrangements to be made for abnormal loads. • Abnormal load signage to be displayed on trucks if applicable. • Valid driver's licence of driver.
		Containers placed on uneven surfaces	Property damage	2	3	6	• Containers / offices to be placed on level surface.
				3	5	15	• Lifting equipment to be load tested.

		Using defective / incorrect equipment to offload containers	Load falling on employees				• Load test certificates to be available. • Lifting equipment to be placed on register and inspected on a monthly basis. • Employees to stand clear of lifting operations and no employees allowed underneath suspended loads.
		Sub-standard housekeeping	Incidents / accidents	3	2	6	• High standards of housekeeping to be maintained. • Stacking and storage supervisor to be appointed in writing. • Monthly inspections to be conducted on stacking and storing on site
	Installation of Temporary Services	Incompetent person conducting installation	Property damage	3	2	6	• Competent / registered electrician to conduct temporary electrical installations. • Electrical COC to be issued and kept on H&S file
			Electrocution	3	5	15	
		Incorrect location / layout plan	Financial loss	3	3	9	• Temporary electrical installations to be done on exact location provided by after consultation with client
Working near electrical services	Offloading material from truck near overhead powerlines	Striking overhead electrical cables	Electrocution	3	5	15	• Contractor to refer to design drawings indicating underground powerlines and to plan accordingly. • Prestart checklist • Operator authorised, competent and medically fit • Machinery may not exceed height of overhead power lines • Supervision • Banksmen/Spotter checking plant height
		Overhead power lines knocked over	Legal Liability Claims	3	5	15	
		Damaging power lines	Property damage	3	3	9	
		Incorrect slinging	Employees struck by swinging load	4	4	16	• Crane / Truck-mounted crane operator to be competent in the operation of the specific machine. Employees to stand clear of lifting operations

Lifting & Lowering Operation	Mobile Cranes / Truck mounted crane	Defective Crane	Load falling on employees	4	5	20	• Crane to be load tested. Prestart inspection to be conducted on a daily basis prior to shift. Employees to stand clear of lifting operations and no employees allowed underneath lifted loads.
		Incompetent operator / not medically fit to operate	Incident / Accident	3	4	12	• Operators (and all other employees) to be sent for Occupational medical surveillance. Medical certificates and Annexure 3 to be placed on the H&S file. • Operator To be appointed in writing in terms of DMR18(11)
		Exceeding maximum load capacity	Crane toppling over	3	5	15	• Crane to be load tested. Maximum Load Capacity to be displayed on Crane. Outriggers of crane to be placed in order to keep crane steady. Crane spec to be available for reference purposes.
	Chains / Slings	Defective equipment used causing falling objects	Load falling on employees	4	5	20	• Lifting equipment to be load tested. Load test certificates to be available. Lifting equipment to be placed on register and inspected on a monthly basis. Employees to stand clear of lifting operations and no employees allowed underneath lifted loads.
		Objects not correctly hooked	Serious injuries, Fatality due to falling loads / objects	4	5	20	• Competent rigger to be appointed. • Rigging guidelines to be followed • Occupational medical of operator and rigger to be available
Scaffold work	Scaffold Erection	Incorrect erection of scaffolding	Collapse of scaffold causing serious injury or fatality	4	5	20	• Scaffolding to be erected by a competent scaffold erector, appointed in writing • Scaffolding to be inspected by a competent person, appointed in writing. Inspections to be done daily and recorded in writing • Scaffolding to be erected in accordance with SANS 10085

	Working on scaffolding inside of pump station	Falling from heights	Serious injury / fatality	4	5	20	• Employees to be issued with specific safety harnesses for the specified work • Safety harnesses to be worn by employees whilst working on scaffolding and to be hooked to scaffold / anchor points. • Safety harnesses to be in good condition, on register and inspected regularly
		Scaffold collapsing	Serious injury / fatality	3	5	15	• Scaffolding to be erected by a competent scaffold erector, appointed in writing • Scaffolding to be inspected by a competent person, appointed in writing. Inspections to be done daily and recorded in writing • Scaffolding to be erected in accordance with SANS 10085 • Scaffold to be anchored / erected in such a way to prevent collapse.
		Falling tools and equipment	Head injury	3	4	12	• Tools and equipment may not be placed on edge of platform boards. • Lifting and lowering of tools must be done properly in a bucket with a rope and no tools may be thrown from heights.
	Disassemble scaffolding	Falling from heights	Serious injury / fatality	4	5	20	• Scaffolding to be disassembled under proper supervision (construction work supervisor / scaffold supervisor) • To be disassembled from top to bottom • Employees to wear safety harnesses while conducting this activity
		Exposure to chemicals such as acids and cleaners	Skin and eye burns, respiratory irritation or damage	5	5	25	• Use of appropriate PPE such as chemical resistant gloves, goggles and face shield, respiratory protection. • Ensure adequate ventilation of the work area. • Use the least hazardous chemical effective for the job.

							• Follow manufacturer's instructions for dilution, application and rinsing. • Provide emergency eyewash and safety showers. • Train employees on chemical handling and emergency procedures • Restrict public access to the work area.
Preparation of walls	Removal of efflorescence deposits	Manual handling	Musculoskeletal injuries (sprains, strains) from lifting equipment, repetitive motions (scrubbing), and awkward postures	4	3	12	• Use of lightweight equipment where possible. • Job rotation to avoid repetitive tasks. • Proper lifting techniques training. • Use of long-handled tools to avoid bending and over-reaching. • Regular breaks.
		Use of High-Pressure Water Jetting	Physical injury from high-pressure water stream. Damage to the building substrate (erosion of mortar, pitting of brickwork). Introduction of excess moisture into the wall, potentially exacerbating the efflorescence problem.	3	5	15	• Use of the lowest effective pressure. Use of a fan-type nozzle rather than a pinpoint jet. • Maintain a safe distance from the wall surface. • Operator training on the safe use of pressure washing equipment. • Inspection of the substrate to ensure it can withstand the pressure. • Protect vulnerable areas of the building (e.g., windows, vents).
		Inhalation of Dust	Respiratory irritation from airborne salt crystals and particles of the building material (silica dust). Potential for long-term respiratory diseases (e.g., silicosis) with prolonged exposure.	5	5	25	• Wet methods of removal to suppress dust. • Use of industrial vacuums with HEPA filters for dust collection. • Appropriate respiratory protection (e.g., P2/N95 rated dust masks or powered air-purifying respirators). • Enclosure of the work area where feasible. • Good housekeeping to prevent dust accumulation.

		Damage to the Building Substrate	Abrasive damage from aggressive mechanical cleaning (wire brushing, grinding). Chemical damage or staining from improper use of acidic cleaners. Erosion of mortar joints.	4	3	12	• Test cleaning on a small, inconspicuous area before proceeding. • Use the gentlest effective removal method. • Neutralize acidic cleaners thoroughly after application. • Employ skilled and experienced operatives. • Avoid using muriatic (hydrochloric) acid where possible, as it can be highly corrosive.
		Environmental Contamination	Runoff of chemical cleaners and dissolved salts into drains and soil. Contamination of water sources.	3	3	9	• Use of biodegradable and environmentally friendly cleaners where possible. • Containment of runoff water for proper disposal according to local regulations. • Protection of nearby vegetation and water bodies.
	Removal of dust on walls	Dust inhalation	Respiratory infections from dust on the walls	4	4	16	• Wet method removal to supress dust • Provision and use of proper PPE
Working at heights	Edge Work	Falling off edges	Major injuries (fractures), etc.	3	3	9	• Edge protection to be in place. • Employees working near edges to wear safety lanyards to prevent them from falling over edge
			Fatality	3	5	15	
	Cracks repair	Unsafe fall arrest equipment	Suspension trauma Striking the ground, equipment or structures	4	5	20	•) Employees are trained on the appropriate Height Safety courses – including rescue • Fall arrest equipment is inspected and maintained. • Fall arrest equipment complies with international standards and best practices
		Climbing and working from a ladder	Contusions Cuts and lacerations Fractures Injuries Damage to ladder Fatality	5	4	20	• All ladders are inspected prior to use • Ladders are secured and lashed at the top and bottom when in use • The top of the ladder rests on a secure surface.

							• Ladder are placed at the correct angle of inclination i.e. 1 is to 4 rule. • Employees are issued with the appropriate PPE to work with and on a ladder
		Falling debris	Injuries to people below or damage to property	4	4	16	• Install around the work area to contain falling debris. • Barricade and clearly mark areas below work sites to prevent public access.
	Openings	Falling into openings	Major injuries (fractures), etc.	3	3	9	• All openings to be covered. • Employees working near openings to wear safety lanyards to prevent them from falling into openings
			Fatality	3	5	15	
Hazardous Chemical Agents	Painting of walls	Incorrect handling	Skin irritation	2	3	6	• MSDS's to be available • MSDS's to be communicated to all employees handling HCA • Task specific training • Employees to be provided with proper PPE • No hot work shall be permitted in the vicinity of paint or thinners
		Exposed to paint fumes/ inhalation	Occupational Illness or Disease	3	4	12	
		Using paints and thinners near naked flames	Fire and explosion due to flammable substances	4	4	16	
		Incorrect handling of chemical products such as thinners or white spirits pastes	Occupational Illness or Disease, ingestion	3	4	12	
		Paint spillage and walkways not clear or poor housekeeping	Slips, trips and falls	4	3	12	• Drip trays or polythene sheets to be used to avoid paint/ thinners spillage on the ground • Obstruction to be removed prior of lifting a load • All spillages and waste materials to be disposed of and/ or cleaned up. • Disposal of hazardous waste as per legal requirements
	Storage	Incorrect storage of HCA	Production time loss	3	3	9	• Task specific training • HCA inspections • PPE
		Fire hazard	Explosion	3	5	15	

							• HCA compatibility chat to be available and implemented • HCA to be stored in accordance with compatibility chart
Stacking & Storage	Stacking and storage of material and equipment	Sub-standard stacking and storing practices	Collapsing of stacked / stored material causing serious injuries	3	3	9	• Stacking and storage supervisor to be appointed in writing. • Monthly inspections to be conducted on stacking and storing on site
Electrical Work	Installation of Electrical Cables	Exposure to live electricity	Electrocution	4	5	20	• Electrical source to be isolated when conducting installation work • Competent and registered electrician to conduct the electrical installation work • Occupational medical to be available
		Incompetent person conducting electrical installations	Project interruption	4	5	20	
	Connecting of electricity to existing systems	Exposure to live electricity	Electrocution	4	5	20	• Electrical source to be isolated when conducting installation work • Competent and registered electrician to conduct the electrical installation work • Occupational medical to be available
		Incompetent person conducting electrical connection	Project interruption	4	5	20	
	Commissioning of Electrical System	Using electrical equipment in wet areas or outside in wet conditions	Electrocution	4	5	20	• Electrical equipment may not be used in wet areas or wet conditions • Task specific training
		Overloaded power-points	Fire risk	3	4	12	• Competent and registered electrician to conduct the electrical installation work • Fire equipment to be readily available
		Trailing cables from static equipment and whilst using portable electrical equipment	Short circuit	3	3	9	• Antistatic PPE
			Fire Risk	3	4	12	• Competent and registered electrician to conduct the electrical installation work • Fire equipment to be readily available
		Faulty cables	Electrocution	4	5	20	• Electrical source to be isolated • Competent and registered electrician to conduct the electrical installation work • Occupational medical to be available

			Short circuit	3	3	9	• Antistatic PPE
			Fire Risk	3	4	12	• Competent and registered electrician to conduct the electrical installation work • Fire equipment to be readily available
Building Works	Brick Work & Plastering	Working with cement	Dermatitis	3	2	6	• Safety gloves to be worn by employees working with cement
		Handling bricks	Hand injuries	3	2	6	• Safety gloves to be worn by employees handling bricks
		Working at height	Employees falling from heights causing serious injuries of fatality	3	5	15	• Employees conducting brickwork at heights to follow the correct procedures. • Scaffolding to be erected in accordance with SANS 10085 • Safety harnesses to be worn when working at heights
		Falling objects (bricks, tools, etc.)	Head injuries	3	4	12	• Overhead work to be barricaded • Signage to be displayed • Head protection to be worn by employees where falling objects poses a hazard
	Roof Work	Employees conducting work under overhead work	Falling objects causing head injuries / bodily injuries	3	4	12	• Overhead work to be barricaded • Signage to be displayed • Head protection to be worn by employees where falling objects poses a hazard
		Scaffolding use to access the roof work poorly erected	Fall from heights / fatality	3	5	15	• Competent Scaffold Erector and Inspector to be appointed in writing • Roof work / scaffold work to be supervised
		Working at heights	Employees falling from heights causing serious injuries of fatality	3	5	15	• Employees conducting roof work to follow the correct procedures. • Scaffolding to be erected in accordance with SANS 10085 • Safety harnesses to be worn when working at heights

		Tripping over obstacles and objects	Injuries	3	3	9	• High standards of housekeeping to be maintained • Stacking and storing inspections to be conducted on a monthly basis
		Manual handling of material	Injuries	2	2	4	• Task specific training to be provided to employees. • Ergonomical risks to be taken into account
		Manual lifting of material while working at heights	Employees falling from heights causing serious injuries of fatality	3	5	15	• Employees conducting roof work to follow the correct procedures. • Scaffolding to be erected in accordance with SANS 10085 • Safety harnesses to be worn when working at heights
	Glass work	Manual handling of glass	Injuries (cuts / lacerations)	2	2	4	• Task specific training to be provided to employees. • Ergonomical risks to be taken into account
		Using Insafe hand tools	Injuries	3	2	6	• Hand tools and equipment to be inspected on a monthly basis and deviations to be recorded and reported
	Replacing windows	Manual handling of glass	Injuries	2	2	4	• Task specific training to be provided to employees. • Ergonomical risks to be taken into account
		Using unsafe hand tools	Injuries	2	2	4	• Hand tools and equipment to be inspected on a monthly basis and deviations to be recorded and reported
		Exposure to chemicals such as prime, sealant through inhalation, or ingestion	Eye and skin irritation, respiratory diseases	4	4	16	• Required PPE to be used • Training of employees on SOP • Avoid contact with eyes • Contaminated clothes to be removed immediately • After contact with skin, wash immediately with plenty of water and soap.

	Waterproofing	Flammable fumes from bitumen & LPG cylinders	Fire outbreak, burns to employees	3	3	9	• LPG cylinders to be properly fitted and secured during waterproofing. • Do not mix heated or hot bitumen with water to avoid emission of combustible vapor • Adequate number of fire extinguishers to be provided near waterproofing activities. • Isolate by installing barricade around the area where bitumen is applied.
		Using blow torch and LPG fuel in sticking the membrane	Fire and burns	4	4	16	• Competent personnel to perform the task • Provide adequate fire extinguisher near waterproofing area • Test all connections for leaks using non-detergent soap and water solution
		Use of defective tools to installation of aluminium flash	Hand injuries, laceration and cut. Exposure to sharp edges and rotating parts from portable equipment.	3	3	9	• Hand protection to be worn during markings and drilling holes • Measure and mark all drilling centres for aluminium walls.
	Removal of existing roof coverings and installation of new roof coverings	Tripping over obstacles and objects	Injuries	3	3	9	• High standards of housekeeping to be maintained • Stacking and storing inspections to be conducted on a monthly basis
		Manual handling of material	Injuries	2	2	4	• Task specific training to be provided to employees. • Ergonomic risks to be taken into account
		Damaged asbestos bags can cause people from community to be exposed to asbestos and cause health hazard		2	5	10	
Transmittable Diseases	Coming into contact with other workers. Normal working activities on site	Workers exposed to Health Hazards namely Diseases / Bacteria / Viruses	Serious illnesses due to Health hazards. Contracting disease.	4	5	20	• Health and Safety Management Plan to include planning around transmittable diseases

							• Compile and implement a Risk Assessment and Safe Operating Procedure • Toolbox talks and general awareness training • Emergency Response and Prevention Plan to address transmittable diseases • Employees to be trained in the content of the risk assessments • Implementation and adherence to the latest issued Directive
Site Demobilization	Disconnect Services	Incompetent person disconnecting temporary electrical distribution boards	Property damage	3	2	6	• Competent / registered electrician to conduct the disconnection of temporary electrical installations.
			Electrocution	3	5	15	
	Loading of material, equipment and offices	Employees standing underneath lifting operations	Load falling on employees	4	5	20	• Lifting equipment to be load tested. • Load test certificates to be available. • Lifting equipment to be placed on register and inspected on a monthly basis. • Employees to stand clear of lifting operations and no employees allowed underneath suspended loads. • Operators to be competent.
	Loading of Machinery on Trucks	Improper loading of plant and machinery	Plant / machinery falling off trucks causing property damage	4	5	20	
			Load falling on employees	4	5	20	
	Transporting of equipment, machinery and tools	Vehicle not roadworthy	Accident	3	5	15	• All construction vehicles to be roadworthy • Verification on roadworthiness to be done before entering site

HEALTH AND SAFETY SPECIFICATIONS

AS PER CONSTRUCTION REGULATIONS 5(1)(b), 2014

OCCUPATIONAL HEALTH AND SAFETY ACT, NO. 85 OF 1993

Construction Industry Development Board

DEVELOPMENT THROUGH PARTNERSHIP

PROJECT:

CLEANING, REPAIR AND PAINTING OF EXTERNAL WALLS AND FIXTURES AT THE CIDB HEAD OFFICE IN CERTURION

This document is prepared on behalf of the Client in terms of Construction Regulation 5(1)(a). The Baseline Risk Assessment is conducted to obtain a benchmark of type and size of potential hazards pertaining to the project. The aim is to identify all major and significant risks.

Contents

1. BACKGROUND

In terms of the Construction Regulation 5(1)(b), 2014 of the Occupational Health and Safety Act, No. 85 of 1993, the Client, is required to compile a Health & Safety Specification for any intended project and provide such specification to Contractor.

The Project is located in Centurion, Gauteng, South Africa.

2. SCOPE

The scope is the development of a health & safety specification that addresses all aspects of occupational health and safety as affected by construction work.

The scope of work will include the following:

- Cleaning
- Repair of external walls
- Painting of external walls and fixtures

3. DEFINITIONS

Act: means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

AIA: means an Inspection Authority approved by the chief inspector: Provided that an inspection authority approved by the chief inspector with respect to any particular service shall be an Approved Inspection Authority with respect to that service only.

Asbestos: means the following fibrous silicates such as asbestos actinolite, asbestos grunerite (amosite), asbestos anthophyllite, chrysotile, crocidolite, asbestos tremolite and any mixture containing these fibrous silicates.

Asbestos containing material: Asbestos as well as any material that contains asbestos and includes asbestos cement products, asbestos coating, asbestos insulation board, asbestos insulation, asbestos textured decorative coatings, asbestos contaminated soil and other asbestos-containing material.

Asbestos Demolition Work: Includes demolition, alteration, stripping, removing, repair, gleaning of any spilt asbestos, or high-pressure water jetting of any structure containing asbestos lagging or insulation, but does not include work performed on asbestos cement sheeting and related products and asbestos cement products that form part of the structure of a workplace, building, plant or premises.

Asbestos dust: Airborne or settled dust, which contains or is likely to contain regulated asbestos fibres.

Asbestos Waste: An undesirable or superfluous asbestos-containing by-product, emission or residue of any process or activity that has been discarded by any person; accumulated and stored by any person with the purpose of eventually discarding it with or without prior treatment connected with the discarding thereof; or stored by any person with the purpose of recycling, re-using or extracting a usable product from such matter.

Asbestos Work: Work that exposes or is likely to expose any person to asbestos dust.

Client: means any person for whom construction work is being performed.

Competent Person: means any person having the knowledge, training, experience and qualifications specific to the work or task being performed.

Construction Manager: means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site.

Construction Work: means any work in connection with—

- the erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure.
- the installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling.
- the moving of earth, clearing of land, the making of an excavation, piling, or any similar type of work.

Contractor: means an employer, as defined in section 1 of the Occupational Health and Safety Act, who performs construction work and includes principal contractors.

Designer: means a competent person who

- prepares a design;
- checks and approves a design;
- arranges for a person at work under his or her control to prepare a design, including an employee of that person where he or she is the employer; or
- designs temporary work, including its components;
- an architect or engineer contributing to, or having overall responsibility for a design;
- a building services engineer designing details for fixed plant;
- a surveyor specifying articles or drawing up specifications;
- a contractor carrying out design work as part of a design and building project; or
- an interior designer, shop-fitter or landscape architect;

Disaster Management Act: means the Disaster Management Act, 2002 (Act No. 57 of 2002).

Hazard identification: means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.

Health and Safety file: means a file or other record in permanent form, containing the information required as contemplated in these regulations.

Health and safety plan: means a documented plan, which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified.

Health and Safety specification: means a documented specification of all health and safety requirements pertaining to the associated works on a construction site, so as to ensure the health and safety of persons.

HCA: Hazardous Chemical Agents

Medical Certificate of Fitness: means a certificate contemplated in Construction Regulation 7(8).

MSDS: Material Safety Data Sheet.

Occupation Health Practitioner: means an occupational medicine practitioner or a person who holds a qualification in occupational health recognized as such by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974), or the South African Nursing Council as referred to in the Nursing Act, 1978 (Act No. 50 of 1978);

Occupational Hygiene Survey: means a Survey or Analysis on Hazardous Environmental Exposure e.g. Noise, Lead, Asbestos, Airborne Pollutants, Thermal Stress, Hazardous Chemical Substances, etc. to Persons conducted by an Inspection Authority Approved by the Department of Employment and Labour for the Exposure identified, provided that an inspection authority approved by the chief inspector with respect to any particular service shall be an Approved Inspection Authority with respect to that service only.

Occupational Hygiene: means the anticipation, recognition, evaluation and control of conditions arising in or from the workplace, which may cause illness or adverse health effects to persons.

OHSA: means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).

OREP: Occupational Risk Exposure Profile

PPE: Personal Protective Equipment

Principal Contractor: means an employer, as defined in section 1 of the Occupational Health and Safety Act who performs construction work and is appointed by the client to be in overall control and management of a part of or the whole of a construction site.

Risk assessment means a program to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard.

SACPCMP: means the South African Council for the Project and Construction Management Professions.

Structure: means any building, steel or reinforced concrete structure.

Worker: means any person who works in an employer's workplace including an employee of the employer or contractor, a self-employed person or volunteer.

Transmission or Transmitting: is the passing of a pathogen causing communicable disease from an infected host individual or group to a particular individual or group, regardless of whether the other individual was previously infected.

4. OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

4.1.1 Construction Work Permit

The Client's Agent shall, as the contract meets the requirements laid down in Construction Regulations 3, prior to commencement of the works, apply to the Department of Employment and Labour for a Permit to do Construction Work. A copy shall be kept on the OH&S file and the construction work permit number shall be displayed at the entrance to the Construction Site. No Construction activities may take place before Permit has been issued by the Department of Employment and Labour.

4.2 Structure and Organization of OHS Responsibilities

a. Overall Supervision and Responsibility for OHS

- The Client to ensure that the Principal Contractor, is appointed in terms of Construction Regulation 5(1)(k), implements and maintains the agreed and approved OHS Plan.
- The Chief Executive Officer of the Principal Contractor in terms of Section 16 (1) of the Act to ensure that his Employees (as defined in the Act) complies with the Act. Legal Compliance Audit may be used for this purpose.
- Any OH&S Act (85 /1993), Section 16 (2) appointee/s as detailed in his/her/their respective appointment forms.
- The Construction Manager, Assistant Construction Manager, Supervisor and Assistant Construction Supervisor/s appointed in terms of Construction Regulation 8. Should provide proof of OHS training and fully understand their duties and responsibilities outlined by the respective appointments.
- The principal contractor shall appoint as a minimum a Full-Time competent Health and Safety Officer that is registered with the SACPCMP.

b. Further (Specific) Responsibilities for OH&S

The contractor shall note that it is a generic list only and is intended for use as a guideline.

Delegation of Duties	Section 16(2)
Construction Manager	Construction Regulation 8(1)
Assistant Construction Manager	Construction Regulation 8(2)
OHS Officer	Construction Regulation 8(5)
Construction Supervisor	Construction Regulation 8(7)
Assistant Construction Supervisor	Construction Regulation 8(8)
Risk Assessor	Construction Regulation 9
Fall Protection Plan Developer	Construction Regulation 10
Structures Supervisor/Inspector	Construction Regulation 11
Excavation Supervisor	Construction Regulation 13
Scaffold Erector & Inspector	Construction Regulation 16
Bulk Mixing Plant Supervisor	Construction Regulation 20
Crane Inspector	Construction Regulation 22
Construction Vehicle/ Mobile Plant/ Machinery Supervisor	Construction Regulation 23
Drivers/ Operators of Construction Vehicles/ Plant	Construction Regulation 23
Electrical Installation and Appliances Inspector	Construction Regulation 24
Hazardous Chemical Agent Supervisor	HCA Regulations & CR 25
Stacking & Storage Supervisor	Construction Regulation 28
Emergency/ Security/ Fire Coordinator	Construction Regulation 29
First Aider	General Safety Regulation 3
Fire Equipment Inspector	Construction Regulation 29

Incident Investigator	General Admin Regulation 9
Ladder Inspector	General Safety Regulation 13A
OHS Committee	OHS Act Section 19
OHS Representatives	OHS Act Section 17
Person Responsible for Machinery	General Machinery Regulation 2
Pressure Equipment Supervisor	Pressure Equipment Regulations
Welding Supervisor	General Safety regulation 9
Asbestos Work Supervisor	Asbestos Abatement Regulations

The above appointments shall be in writing and the responsibilities clearly stated together with the period for which the appointment is made. This information shall be communicated and agreed with the appointees.
Competencies of all Appointed Personnel to be attached to Appointment and Placed on Health and Safety File.
The principal contractor shall, furthermore, provide the clients agent with an organogram of all contractors that he/she has appointed or intends to appoint and keep this list updated and prominently displayed on site.

4.3 Communication and Liaison

i. OHS Liaison between the Client, the principal Contractor, the other Contractors, the Designer and other concerned parties will be through the OHS committee or Committee established by Client for this purpose.
ii. In addition to the above, communication may be directly to the Client or his appointed Agent, verbally or in writing, as and when the need arises.
iii. Consultation with the workforce on OHS matters will be through their Supervisors, OHS Representatives, the OHS committee and their elected Trade Union Representatives, if any.
iv. The Principal Contractor will be responsible for the dissemination of all relevant OHS information to the other Contractors e.g. design changes agreed with the Client and the Designer, instructions by the Client and/or his/her agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.
v. The Principal Contractor will be responsible to continuously liaise with the Pr. CHSA on the project regarding Health & Safety issues, findings and other related matters. In addition, the Principal Contractor must after every Audit compile a corrective Action Plan in table form which must be submitted to the Pr. CHSA. The Corrective Action Plan must consist of the following headings: Findings, Action taken / to be taken, Date closed out, Signature (of Safety Officer). The Construction Manager must also sign off on the Corrective Action Plan before submitting.

4.4 OHS File

The Principal Contractor must, in terms of Construction Regulation 7(1)(b), keep a health & safety file on site at all times that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor and the agreements between the parties and details of work being done.
The following documents must inter alia be kept in the OHS file:

i. Construction Work Permit (Construction Regulation 3)
ii. Notification of Asbestos Work (Asbestos Abatement Regulations)
iii. Copy of OHS Act (updated) (General Administrative Regulation 4.)
iv. Proof of Registration and good standing with a COID Insurer - Construction Regulation 5(1)(j)

v. OHS Plan agreed with client including the underpinning Risk Assessment/s & Method Statements (Construction regulation 5(1)(l))
vi. Policies
vii. Risk assessment conducted and reviewed during works and Safe Work Procedures
viii. Ergonomic Assessments
ix. Asbestos Management Plan
x. Health and safety specifications and Baseline Risk Assessment provided by the client.
xi. A list of Contractors (Sub-Contractors) including copies of the agreements between the parties and the type of work being done by each Contractor (Construction Regulation 7)
xii. Appointment/Designation forms.
xiii. Competency Certificates
xiv. Occupational Medical Certificates of all personnel working on site to proof Fitness to work
xv. AIA Certificate of Contractor responsible for Occupational Hygiene Monitoring
xvi. Asbestos Removal Contractor Certificate
xvii. Occupational Hygiene Surveys
xviii. Minutes of Safety Committee Monthly meetings
xix. Statistical Data
xx. Registers as follow (but not limited to):

- Risk Register
- PPE - Personal Protective Clothing and Equipment issued
- Daily Mobile Machinery Checklists
- Generator and Other Fuel Driven Machinery Registers
- Registers / Checklists for all Equipment being used on site
- Stacking & Storage Inspection Register
- Excavations Inspection Register – Daily
- Monthly Environmental Checklist
- Weekly Hygiene Facility Inspection Register – Ablutions and Eating areas
- Incident Register
- Safe Area Declarations
- Fire Extinguishing Equipment Register
- Training Attendance Registers
- First Aid Box and Equipment Checklist
- Dressing Record Register – To be placed in First Aid kit
- Risk Assessment Communication Registers
- Lock-out Request Forms and Permits (Water and Electricity)
- Asbestos Monitoring Register
- SHE Officer Inspection Register (Non-Conformance Register) – Monthly checklist and deviations

4.5 OHS Goals and Objectives and OH&S Performance Review

The Principal Contractor is required to maintain a DIFR of less than 1 and report on this to the Client on a monthly basis.

4.6 Identification of Hazards , Risk Assessments, SOPs Procedures & Method Statements

The Principal Contractor is required to develop Risk Assessments, Standard Working Procedures (SWP) and Method Statements for each activity executed in the contract or project (See Section 5 below "Project/Site Specific Requirements").

4.7 Arrangements for Monitoring and Review

a) Monthly Audit by Client

The Client will be conducting monthly Audits to comply with Construction Regulation 5(1)(o) to ensure that the principal Contractor has implemented and is maintaining the agreed and approved OHS Plan.

If contractor is non-compliant according to Client's Health and Safety Audit, the Client's Agent / Representative may stop the work or a specific work activity and request a re-audit that must be approved by the client and the contractor will be held liable for the cost.

The Principal Contractor must compile a Corrective Action Report with evidence of close outs and submit to the Pr. CHSA within seven (7) days of receiving the Audit Report.

b) Other Audits and Inspections by Client

The Client reserves the right to conduct other ad hoc audits and inspections as deemed necessary.

The Principal Contractor must conduct a Monthly Internal Health and Safety Audit on their own health and safety management system, and an Audit on all Sub-Contractors.

The Audit must be conducted by an independent person of the contractor or contractor's representative, which is not working on the site, on condition that the person is qualified to conduct an Occupational Health and Safety Audit.

c) A representative of the Principal Contractor must accompany the Client on all Audits and Inspections and may conduct his/her own audit/inspection at the same time. Each party will, however, take responsibility for the results of his/her own audit/inspection results.

The client's representative / Agent must approve the Principal Contractor's Health and Safety Audit Template, to be used, before work commences.

d) Reports

e) The Principal Contractor is required to provide the Client with a monthly report.

f) The Principal Contractor must report all incidents where an employee is injured on duty to the extent that he/she:

- dies
- becomes unconscious
- loses a limb or part of a limb
- is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed

OR where:

- a major incident occurred
- the health or safety of any person was endangered
- where a dangerous substance was spilled
- the uncontrolled release of any substance under pressure took place
- machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects
- machinery ran out of control to the Provincial Director of the Department of Employment and Labour within seven days. (Section 24 of the Act & General Administrative Regulation 8.)

g) The Principal Contractor is required to provide the Client with copies of all statutory reports required in terms of the Act. The Principal Contractor is required to provide the Client with copies of all internal and external accident/incident investigation reports.

h) Review

i) The Principal Contractor is to review the Hazard Identification, Risk Assessments and SWP's at each Production Planning and Progress Report meeting as the construction work develops and progresses and each time changes are made to the designs, plans and construction methods and processes.

j) The Principal Contractor must provide the Client, other Contractors and all other concerned parties with copies of any changes, alterations or amendments.

4.8 Site Rules and Other Restrictions

i. *Site OHS Rules*

The Principal Contractor must develop a set of site-specific OH&S rules that will be applied, to regulate the OH&S aspects of the construction site.

ii. *Security Arrangements*

iii. The Principal Contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must include the rule that non-employees will not be allowed on site unaccompanied.

iv. The Principal Contractor must develop a set of Security rules and procedures and maintain these throughout the construction period.

v. The Principal Contractor must appoint a competent Emergency Controller who must develop emergency contingency plans for any emergency that may arise on site as indicated by the risk assessments. These must include a monthly practice/testing program for the plans e.g. January: Fall Accident, February: Electrical Shock, etc. and practiced/tested with all persons on site at the time, participating.

4.9 Training

The contents and syllabi of all training required by the Act and Regulations to be included in the Principal Contractor's OHS Plan.

a) *General Induction Training*

All employees of the Principal and other Contractors to be in possession of proof of General Induction training.

b) *Site Specific Induction Training*

All employees of the Principal and other Contractors to be in possession of Site Specific OH&S Induction training.

c) *Other Training*

d) All operators, drivers and users of construction vehicles, mobile plant and other equipment to be in possession of Competency Certificates & Medical Certificates of Fitness (Construction Regulation 23).

e) All employees in jobs requiring training in terms of the Act and Regulations to be in possession of valid proof of training.

f) OHS Training Requirements: (as required by the Construction Regulations and as indicated by the OH&S Specification & the Risk Assessment/s):

- General Induction (Section 8 of the Act)
- Site/Job Specific Induction (also visitors) (Sections 8 & 9 of the Act)

- Construction Manager
- Construction Supervisor
- OHS Representatives (Section 18 (3) of the Act)
- Operation of Cranes (Driven Machinery Regulations 18 (11)
- Operators & Drivers of Construction Vehicles & Mobile Plant (CR 23)
- Basic Fire Prevention & Protection (ERW 9 and CR 29)
- Basic First Aid (General Safety Regulations 3)
- Storekeeping Methods & Safe Stacking (Construction Regulation 28)
- Emergency, Security and Fire coordinator
- Work and Appointment Related training
- Work at Heights Training (Where Required)
-

4.10 Accident and Incident Investigation

i. The Principal Contractor is responsible for the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she/they had to be referred for medical treatment by a doctor, hospital or clinic. (General Administrative Regulation 9).

ii. The results of the investigation to be entered into the Accident/Incident Register: Annexure 1. (General Administrative Regulation 9)

iii. The Principal Contractor is responsible for the investigation of all non-injury incidents as described in Section 24 (1) (b) & (c) of the Act and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

iv. The Principal Contractor is responsible for the investigation of all road traffic accidents and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

4.11 Health and Safety Representatives and Committees

i. *Designation of OHS Representatives*

Before commencing work, the Principal Contractor shall designate a competent Safety, Health and Environmental representative (SHE Rep) who shall be acceptable to the Agent, to represent and act for the Contractor and Subcontractors. This person may be the appointed Full-Time Construction Health and Safety Officer.

It should be noted that the Principal Contractor is held responsible for the activities of the Subcontractors. Failure of Health and Safety measures by the Subcontractor will revert directly back to the Principal Contractor.

The Contractor shall inform the Agent in writing of the name and address of the Contractor's SHE Rep and of any subsequent changes in the name and address of the SHE Rep, together with the scope and limitations of the SHE Rep's authority to act for the Contractor.

The Contractor's SHE Rep shall make available to the Employer an all-hours telephone number at which the SHE Rep can be contacted at any time in the event of an emergency involving any of the Contractor's employees, or other persons at the Works.

ii. OH&S Representatives have to be designated in writing and the designation must include the area of responsibility of the person and term of the designation.

iii. *Duties and Functions of the OHS Representatives*

iv. The Principal Contractor must ensure that the designated OHS Representatives conduct a minimum monthly inspection of their respective areas of responsibility using a checklist and report thereon to the Principal Contractor.
v. OHS representatives must be included in accident/incident investigations.
vi. OHS representatives must attend all OH&S committee meetings.
vii. Appointment of OH&S Committee
viii. The Principal Contractor must establish an OH&S Committee consisting of all the designated OH&S Representatives together with a number of management representatives that are not allowed to exceed the number of OH&S representatives on the committee. The members of the OH&S committee must be appointed in writing.
ix. The OH&S Committee must meet minimum monthly and consider, at least, the following Agenda:
a. Opening
b. Previous Minutes
c. Observations
d. Program and Safety considerations
e. Occupational Health
f. Housekeeping improvement
g. Incidents & Accidents / Injuries
h. Equipment Registers
i. Safety performance Evaluations
j. Occupational Hygiene monitoring and measuring
k. Education & Safety promotion program
l. Legal non-compliances
m. Asbestos Monitoring Results
n. General
o. Date of Next Meeting
p. Closing

4.12 Occupational Medicals

Principal Contractor must ensure that all employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner as per Annexure 3 of Construction Regulation, 2014 – Construction Regulation 7(1)(g)
Principal Contractor to ensure that Ergonomic Risks are included in the Medical Surveillance Program.
Refer to 5.16 of this Specification for medical surveillance pertaining to Asbestos Work.

4.13 Fines and Penalties

i. Repeated non-conformances raised during Audits may be subjected to a Minimum Fine of R 250.00 per Finding and a Maximum Fine of R 5,000.00 per finding.
ii. The value of the fine will be recommended by the Pr. CHSA and Finally Approved by the Client's Project Manager.

4.14 Contractor Management

Contractors shall be appointed by the Principal Contractor in terms of Construction Regulation 7(1)(c)(v).

An agreement will be drawn up between the Principal Contractor and appointed contractor in terms of Section 37(2) of the Occupational Health & Safety Act 85 of 1993.

The Agreement must include all Health and Safety aspects, requirements, etc. pertaining to the specific project. The agreement must also indicate whether the contractor will make use of the Principal Contractor's First Aid facilities, if they have less than 10 persons on site or does not have their own appointed and trained First Aider.

A list of all Contractors must be drawn up and displayed in the site office, indicating the name of the contractor, contact person / responsible person, contact number and scope of work. The list must be updated on a monthly basis and as the work progress. No Contractor may be appointed by the Principal Contractor, unless they are in possession of a valid Letter of Good Standing with the Compensation Commissioner (COIDA).

Every Contractor must provide the Principal Contractor with a site-specific Health & Safety Plan and File. The Health & Safety Plan will be evaluated and must be approved prior to the Contractor commencing on site.

All personnel of Contractors must, prior to commencement, submit to the Principal Contractor Occupational Medicals of all their personnel who will be involve in the project.

The Principal Contractor will be responsible to monitor each Contractor on site on an ongoing basis to ensure compliance in terms of the Act and Regulations. Monthly Audits will be conducted on each contractor and reports kept on file.

To ensure Induction and Toolbox talks are done properly and kept on the same standard, all Contractors will fall under the Induction Program and weekly toolbox talks of the Principal Contractor.

5. PROJECT/SITE SPECIFIC REQUIREMENTS

5.1 Risk Management

The following is a list of specific activities and considerations that have been identified for the project and site and for which Risk Assessments, Standard Working Procedures (SWP), management and control measures and Method Statements (where necessary) have to be developed by the Principal Contractor:

- Site Establishment
- Offices
- Secure / safe storage for materials, plant and equipment
- Ablutions
- Sheltered eating area
- Vehicle access to the site
- Dealing with existing structures
- Location of existing structures
- Installation and Maintenance of temporary construction electrical supply
- Adjacent land uses / surrounding property exposures
- Boundary and access control
- Public liability exposures
- Health risks arising from neighbouring as well as own activities and from the environment e.g. threats by dogs, bees, snakes, lightning etc.
- Ergonomic Risks
- Exposure to noise
- Protection against dehydration and heat exhaustion
- Protection from wet and cold conditions

- Dealing with HIV/Aids and other diseases
- Use of portable electrical equipment
- Loading and offloading of trucks
- Manual and mechanical handling
- Lifting and lowering operations
- Working in elevated positions / roof work
- Driving & Operation of Construction Vehicles and Mobile Plant
- Use and Storage of Flammable Liquids and other Hazardous Substances
- Reinforced steel fixing
- Excavation Work
- Asbestos Work
- Concrete works
- Electrical work and installation
- Installation of Support Services
- Signage
- As discovered by the principal contractors' hazard identification exercise
- As discovered from any inspections and audits conducted by the client or by the principal contractor or any other contractor on site.
- As discovered from any accident / Incident Investigation

The following are in particular requirements of works and will form a basis for compliance audits.

a) Administrative & Legal Requirements
b) Education, Training & Promotion
c) Public Safety & Emergency Preparedness
d) Personal Protective Equipment
e) Housekeeping
f) Working at Heights
g) Temporary Structures e.g. Formwork, Support work, Scaffold, etc.
h) Traffic Control & Accommodation
i) Electrical Safeguarding
j) Emergency/Fire Prevention & Protection
k) Excavations (Foundations, Trenches, etc.)
l) Ladders & Tools
m) Lifting Equipment
n) Permits
o) Transport & Materials Handling
p) Site Plant & Machinery
q) Plant & Storage Yard
r) Occupational Health & Hygiene
s) Construction Activities

t) Asbestos Work

5.2 Construction Vehicles and Mobile Plant – Regulation 23

The Contractor shall ensure that drivers of motor vehicles are in possession of a driver's license, valid for the class of vehicle which they are required to drive, and shall produce the license on request.

The Contractor shall not permit any driver to be in control of a vehicle at the Works while under the influence of alcohol, drugs or other substance.

A register shall be kept of workers operating construction vehicles and mobile plant. The register shall contain proof of training of operators to operate construction vehicles and mobile plant, certification of competency and authorization of operators to operate machinery, vehicles or plant.

Names of operators and their relevant training with date and time stamps together with name of course instructor shall be kept in the Health and Safety File on site. Physical and Psychological fitness shall be proved by way of a medical certificate of fitness of the said operators before allowing operators to operate machinery, vehicles or plant.

The Health and Safety File shall include the written training material offered to operators for the different construction vehicles and mobile plant.

Each driver shall be trained on risks involved and safety procedures.

All Construction vehicles and mobile plant must be of acceptable design and construction and used according to their design. All construction vehicles and mobile plant must be maintained in good working order.

A register of all vehicles and plant shall be kept on site together with names of operators responsible for each. The register shall report all maintenance activities performed on these vehicles and plant as well as signatures certifying the condition of the vehicles as in a good working order.

All requirements on the vehicles and mobile plant regarding safety and health shall be inspected and certified.

During use of Construction vehicles or mobile plant the following rules shall be adhered to:

- Construction vehicles or mobile plant must be prevented from falling into excavations, water or any other area lower than the working surface. These protection must consist of adequate edge protection e.g. Guard rails and/or crash barriers
- No person shall be allowed to or require to ride on any Construction Vehicle or Mobile Plant in a position otherwise than a safe place provided for on the construction vehicle or mobile plant as designed for that purpose.
- The construction site must be organized in such a way that as far as is reasonable practical, pedestrians and vehicles can move safely and without risks to health and safety.
- Traffic routes shall be of sufficient size, sufficient in number and in suitable positions to be used safely by construction vehicles, mobile plant and pedestrians.
- Each and every traffic route shall be indicated by suitable signs for reasons of safety and health.
- No tools and/or material shall be transported in the same compartment as the operators/drivers/employees unless the said are secured against movement during transportation.
- All Construction Vehicles and Mobile Plant left unattended at night adjacent to a freeway in normal use or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, in order to identify the location of vehicles or plant
- Bulldozers, scrapers, loaders and other similar mobile plant are, when being repaired or when not in use, fully lowered or blocked with controls in a neutral position, motors stopped and brakes set.

5.3 Barricade and Demarcation

The construction site shall be barricaded completely to prevent pedestrians and vehicles to enter the construction area.

Protection around the site must be in the form of a physical barrier and appropriate signage, to prevent public from entering the area.

It is advised to use 1.2m high DAY-GLO Mesh (barrier netting) to prevent pedestrians to enter the specific construction area.

5.4 Housekeeping and Construction Sites – Regulation 27

The Contractor shall at all time carry out the Works in a manner to avoid the risk of bodily harm to persons or risk of damage to any property. The Contractor shall take all precautions, which are necessary and adequate to eliminate any conditions, which contribute to the risk of injury to persons or damage to property. The Contractor shall continuously inspect all work, materials and equipment to discover and determine any such conditions and shall be solely responsible for the discovery, determination and elimination of such conditions.

During the period of this Contract, the Contractor shall be responsible for the safe storage of all materials and equipment required for execution of the Contract, and for disposal of all non-usable waste material in an orderly manner.

All materials, whether stored on the construction site or within the Contractor's designated area, shall be stored neatly and safely to prevent possible injury to any personnel. The material shall be stored to facilitate safe access to, and removal of the material from the storage area.

Any flammable material, such as paint, diesel fuel and oil, shall be stored in lockable non- combustible structures, which shall be clearly marked to indicate the hazardous nature of the materials stored within.

The flammable materials stores shall be located in safe areas away from hazardous surroundings and adequate and suitable fire-fighting equipment shall be provided within easy reach of the materials stores.

Loose material need for use shall not accumulate so as to obstruct means of access to and egress from the workplace.

Scrap and waste shall not be allowed on site and must be removed daily.

The construction sites adjacent to build up area or public way shall be effectively fenced and controlled with access points.

5.5 Stacking and Storage on Construction Sites – Construction Regulation 28

A Competent person shall be appointed in writing with the duty of supervising all stacking and storage of material on site.

Adequate storage areas shall be provided which includes demarcated areas. All storage areas shall be kept neat and under control. Registers and checklist on housekeeping shall be kept on site

5.6 First Aid

a. Safety Notice Board

The Contractor shall provide a Safety Notice Board where safety notices, site regulations concerning safe working practices and information on the location of the nearest first aid station, can be conspicuously displayed to all staff. The size of the notice board shall be at least 600 mm x 800 mm.

b. First Aid Equipment
The Contractor shall provide for its employees a stretcher for emergencies and an approved first aid box. The first aid box shall be checked weekly by a responsible person, who shall be appointed by the Contractor, and a record shall be kept of the contents. Any deficient medical supplies shall be promptly replenished by the Contractor.

c. Hazard Notices
The Contractor shall display hazard notices in all areas where hazardous conditions prevail or may occur.

d. Reporting of Incidents and/or injuries
All incidents in respect of damage to Works, property or machinery, or injury to persons, shall be reported by the Contractor's SHE Rep by the quickest means possible.

e. A mandatory incident report form, containing full details of the incident, shall be completed and submitted to the Site Agent and the Department of Employment and Labour within twenty-four (24) hours of the occurrence of the incident.

5.7 Fire Precautions on Construction Sites - Construction Regulation 29

A register shall be kept on all Acetylene and Oxygen cylinders used on the site. Condition of components, sub-components and safety components (e.g. Flame back arrestors) shall be listed in the register and signed by the construction supervisor at regular intervals as required with time and date stamp.

Acetylene, Oxygen and LP Gas cylinders shall be stored in suitable places to minimize the risk of fire.

Suitable storage to be provided for flammable liquids, e.g. petrol, diesel, paint, thinners. Smoking shall be prohibited in the workplace and notices posted accordingly.

Suitable and sufficient firefighting equipment shall be placed in strategic positions in the work place. (On vehicles and other positions as deemed necessary).

A register shall be kept on type and number of equipment for each site in the Health and Safety File.

A competent person shall inspect all firefighting equipment. A sufficient number of employees shall be trained in the use of firefighting equipment.

A register shall be kept in the Health and Safety File on site with names of employees and type of firefighting training completed with date.

Suitable signs shall be erected in workplaces indicating escape routes.

Escape routes shall be kept clear. Evacuation plans shall be in Health and Safety File as part of Induction Training. Combustible materials shall not accumulated on site.

5.8 Construction Welfare Facilities – Regulation 30

On each site where existing facilities are not present, at least one sanitary facility shall be erected for every 10 workers, one shower for every 15 workers, a changing facility for each sex and sheltered eating areas.

Mobile toilets with bucket system / Chemical Toilets shall be installed at the site. Cleaning of Toilet Facilities shall be arranged with the City Council or an Approved contractor.

Eating facilities shall be made available in the form of a shaded net, table and chairs.

As the site is in a remote area, transport shall be made available for workers to and from site.

5.9 Hazardous Chemical Agents

The Contractor shall exercise all necessary care in the handling of toxic compounds and shall be able to identify the major chemical components in the event of medical treatment being required.

Hazardous Chemicals and Materials

a) The Contractor shall provide suitable and adequate protective equipment when working in an area where hazardous chemicals and materials are being used.
b) The Contractor shall ensure that its employees have familiarized themselves with the hazardous material data sheets applicable to the specific site as well as the location of firefighting equipment, safety showers / baths and other washing facilities, prior to commencement of work.

5.10 Commissioning Safety Precautions

The Contractor shall ensure that wherever repairs, adjustments or any other work are undertaken on any plant or machinery, the power supply is switched off, disconnected or the plant / machinery disengaged until the work or repairs have been completed.

5.11 Electrical Installations and Machinery on Construction Sites – Regulation 24

Before construction commences or any other related works and during the progress thereof adequate steps must be taken to establish the presence of and guard against any danger to the workers in respect to electrical cables or apparatus.

In areas where it cannot be established where electrical devices are, the employees must use tools of which the handles are insulated or rubber insulated gloves.

Any temporary electrical installation set up by the principal contractor or contractor must be inspected at least once a week by a competent person. The inspections shall be recorded in a register and kept in the Health and Safety File.

When working on or next to live electrical Machinery/Equipment the Principal Contractor or Contractor must provide insulated stands, trestles and mats.

When Distribution Boards are removed the incoming power supplies shall be cut by the client's authorized Electrician. The incomer electricity supply feeder shall be earthed by a suitable earth wire or spike to prevent cable of becoming live during the installation of new Distribution Boards.

No person shall continue with wiring of premises unless the supply to the premises has been rendered dead and the above effective measures has been taken to ensure that such cables remain dead. When rewiring of premises is done the feeder breakers at the other end of the supply cables shall be locked out and the cable earthed to prevent any injury to workers by Electrical Shock.

A register shall be kept on site in the Health and Safety File indicating all signatures of competent persons switching electricity supply on or off with time and date stamp.

No person shall use or permit to use a portable electric load operating at a voltage exceeding 50V to earth unless it is connected to a source of electrical energy incorporating an earth leakage protection device.

A register shall be kept on site in which all daily checks of portable electric tools are performed and signed by the responsible person. Checks shall include condition of plug top, power cord, on-off switch and insulation condition of electric tool. All tools shall be numbered and entered accordingly into the register. Condition of tools as listed in the register shall be inspected and signed by the construction supervisor at regular intervals as required by the nature of the equipment.

5.12 Dealing with HIV/AIDS and other Diseases

The Principal Contractor need to comply with Section 8 of the Occupational Health & Safety Act, taking into consideration transmittable diseases (e.g. COVID19 virus).

Health and Safety Planning

The Health & Safety Management Plan must include the planning in relation to dealing with HIV / Aids and other transmittable diseases.

Awareness

An awareness programme will be implemented by the Principal Contractor pertaining to HIV / Aids and other transmittable diseases. The awareness programme may include aspects such as, displaying posters, washing and personal hygiene, toolbox Talks, etc. An Emergency Response and Prevention Plan must be compiled by the Principal Contractor including the latest applicable Regulations.

Risk Assessment and Safe Operating Procedure:

A risk assessment will be compiled for transmittable diseases including the following:

- Identification of hazards pertaining to the disease
- Identifying the risks involved
- Evaluating these risks (evaluating in accordance with risk matrix)
- Control measures

When compiling documentation, the Principal Contractor must take the following into consideration:

- Section 8 of the Occupation Health & Safety Act:
  Section 8 (1) - Duties of Employers to Employees
  - *Every employer shall provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of his employees.*
- Other specified regulations pertaining to a specific disease (e.g. COVID-19)
- Use and supply of proper personal protective equipment and other items (e.g. condoms) in the workplace.

5.13 Working at Height

The Contractor shall ensure that a site-specific Fall Protection Plan is developed by a competent person, appointed in writing as per Construction Regulation 10.

The Fall Protection Plan must take into consideration the following:

- A risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location
- The processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof
- A programme for the training of employees working from a fall risk position and the records thereof
- The procedure addressing the inspection, testing and maintenance of all fall protection equipment
- A rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure the rescue procedure is implemented immediately following the incident

Training pertaining to Work at Heights:

- Fall protection plan developer to be competent (US 229994)
- Install, use and perform rescues from fall arrest systems (US 229995). This competency to be obtained by at least one person who will be full-time on site (e.g. Supervisor)
- All personnel who will be conducting working at heights, will attend Working at Heights (W@H) training
- First Aid Training – first aider to be available at hand when working at heights take place.

Medical Surveillance

All personnel working at heights will be in possession of a valid occupational medical certificate and declared fit for work at heights.

Implementation and Application:

The Fall Protection Plan will be implemented by the responsible person on site (Construction Manager).

Safety Harnesses will be available for all personnel conducting work in elevated positions. Inspections of the harnesses and other fall protection equipment will be conducted on issue (daily) and record kept thereof. All defective fall protection equipment must be discarded immediately.

Scaffolding will be erected by a competent scaffold erector and inspected by a competent scaffold inspector, appointed in writing. Scaffolding will be erected in accordance with SANS 10085.

Anchor points must be installed at strategic points, where there is nothing else strong enough to hook the safety harnesses to. Retractable lifelines / lifeline(s) will be installed where and if necessary.

No equipment, material or tools will be thrown from heights. Areas underneath overhead work will be demarcated to prevent employees from entering the critical work area.

5.14 Ergonomics – Ergonomic Regulations 2019

The contractor shall:

Ensure a training programme is established for employees who may be potentially affected or exposed to ergonomic risks. Such training shall prior to placement of the relevant employee in the workplace. Refresher training shall also be conduct when recommended by the health and safety committee.

Ensure that all employees obey any lawful instruction given to him/her regarding the:

- The use of measures adopted to control ergonomic risks
- Cooperating with employer in determining his/her exposure to ergonomic risks
- The reporting of potential ergonomic risks to the health and safety representative
- Reporting for medical surveillance as required in ER 8
- Information, instructions and training received as contemplated in ER 3

Ensure a risk assessment is conducted by a competent person before any work commence that may exposed employees to ergonomic risks. Risk assessment shall include:

- A complete hazard identification
- The identification of all persons who may be affected by the ergonomic risks
- How employees may be affected by the ergonomic risks
- The analysis and evaluation of the ergonomic risks
- The prioritisation of the ergonomic risks

Revision of Ergonomic Risk Assessment:

- Assessment in no longer valid
- Control measures are no longer effective
- Technological or scientific advances allow for more effective control measures

- There is a change in: work method, the type of work carried out, the type of equipment used to control the exposure and an accident occurs or medical surveillance reveals an adverse health effect, where ergonomic risks are identified as a contributing factor.

Ensure all ergonomic risks are prevented or when not reasonably practicable adequately controlled to the benefit of the employee. Ensure all employees are placed under medical surveillance, which is overseen by a registered occupational medicine practitioner as required in ER 8. Ensure all records are kept as contemplated in ER 3, 6,7,8,9.

5.15 Completion of works and close out

The Principal Contractor shall ensure that the necessary and applicable resources remain available towards the end of the project.

A consolidated Health & Safety File must be prepared by the Principal Contractor, including all Legal documentation pertaining to the project, as well as other documents as indicated by the Pr. CHSA. The format of submission must be confirmed with the client.

On completion, the Principal Contractor will ensure that all required close out information is submitted to the Pr. CHSA, in order to prepare the Project Health & Safety Close Out Report.

PART C4 SITE INFORMATION

SITE INFORMATION

The site is located at:

1267 Gordon Hood Rd, Centurion Central, Centurion, 0157

Brief Office facility Information:

The CIDB Centurion office is built to be 5 storeys above ground with two basement levels, with terraced retaining walls and paving facing north to the Centurion Lake. The building is built in a two-wing layout with a central atrium that spans from the first floor to the fifth floor. The roof level consists of a central roof floor slab and IBR roof sheeting over the wings. The structure of the building is a concrete frame structure with brick infill and the exterior is furnished with mostly plaster and paint with aluminium windows. Alongside the building is emergency stairs, made of concrete and steel, that run across all floor levels of the building

PART D1: PROCUREMENT REQUIREMENTS

PART D 1.1 EVALUATION PROCESS

The CIDB will adopt a four (4) phase approach in assessing, analysing and evaluating proposals, which will be:

Phase 1: Mandatory requirements

The Mandatory Requirements are listed below, and it is mandatory that bidders submit all the documentation requested or will be disqualified and not be evaluated further.

No	Document that must be submitted	Yes/No	Description and Minimum requirements
1.	Proof of CIDB grading		Must be registered with the in terms of General building (GB) Grade designation Level/Grade FOUR (4) or higher
2.	COIDA		Must submit Valid Letter of Good Standing with COIDA

Phase Two: Administration requirements

No	Document that must be submitted	Yes/No	Non-submission **MAY** result in disqualification?
1.	SDB 1 - Tender notice and invitation to bid. Provide MAAA number.	Yes	Complete and sign the **supplied pro forma document**
2.	SBD2 – Tax compliant with SARS	Yes	SARS (to be verified through CSD or SARS). Attach a copy of Tax Compliance status Pin.
3.	SBD3.1 – Pricing data	Yes	Submit full details of the pricing proposal
4.	SBD4 – Bidders Declaration	Yes	Complete and sign the **supplied pro forma document**
5.	SBD 6.1 – Preference Points Claim form.	No	A certified copy of B-BBEE status level verification certificate or an original sworn affidavit signed by the EME representatives AND attested by Commissioner of Oath

			Non-submission will lead to a zero (0) score on BBBEE (if applicable) **Attach in the Annexure provided.**
6.	Certificate of Authority for signatory /Delegation of authority	Yes	Complete and sign the **supplied pro forma document**
7.	Record of Addenda issued (if any)	Yes	Complete and sign the **supplied pro forma document**
8.	Proof of registration with the National Treasury Central Supplier Database	Yes	The bidder must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration in the Annexure provided.
9.	Active Registration with Company Intellectual Property Commission Certified copies of South African Identity Documents or Valid Passports of Members. Directors / owner (In a case of a sole proprietor or Partnership)	No	(to be verified through CSD and CIPC). Attach a copy of CIPC/CIPRO certificate. Attach certified copies in the Annexure provided
10.	A Joint Venture Agreement (in case of a Joint Venture)	No	Attach Joint Venture agreement in the Annexure provided

Phase Three: Functionality / Technical Evaluation

The purpose of the Technical Evaluation or Functional Criteria is to determine the functionality of each proposal by assessing the quality and the robustness thereof.

Quality criteria	Sub criteria	Maximum number of points	
EXPERIENCE OF THE CONTRACTOR	(i) Bidders must demonstrate experience by providing proof of similar projects with a similar scope specified in the description of services. (ii) The bidders must submit proof of experience in the form of appointment letter(s) not older than 5 years with the project value(s) and Completion Certificate(s) of each project(s) completed. The letter(s) that details the scope of work and certificate(s) must be signed, dated and stamped by the client to be considered. (iii) It is at the discretion of the CIDB to reject the project as not relevant or request for additional information regarding the projects submitted as proof of experience, therefore proper project descriptions must be given. The list of projects must be in the format of the table below. Failure to complete table below or submission of supporting requested information, will score zero points on experience. (iv) To evaluate whether reference letters demonstrate relevant, recent, and technically comparable experience aligned with the CIDB project scope weighted as follows for each project scoring criteria: **1. Exterior Wall Refurbishment (Cleaning, Repair, Painting)** **Weight: 30%** Experience should include: • Treating efflorescence • Surface preparation (including washing, scraping, sanding) • Crack repairs • Paint Application **2. Waterproofing to Roofs (IBR Sheeting & Concrete)** **Weight: 30%** Experience should include: • Cleaning and priming roof sheeting • Rust treatment on metal roofs • Application of liquid waterproofing membranes (e.g., Sikalastic-560) • Waterproofing to bituminous roof slabs	35	**100**

3. Balcony & Floor Waterproofing (Tile Removal, Screeding, Re-Tiling)

Weight: 20%
Experience should include:

- Tile removal with minimal substrate damage
- Re-screeding with bonding/waterproofing additives
- Restoring sloped screeds for drainage
- Re-tiling and grouting

4. Work on Metal Structures (Fire Escape Stairs, Handrails & Balustrades)

Weight: 20%
Key competencies:

- Rust removal (abrasive methods, chemical treatments)
- Metal priming and Enamel painting

No.	Client name	Description of services provided	Contract duration	Contract value	Contactable client details
1.					Name…… Tel…… Email……
2.					Name…… Tel…… Email……
3.					Name…… Tel…… Email……
4.					Name…… Tel…… Email……
5.					Name…… Tel…… Email……

Points will be allocated as follows:

	<table><tr><th>Scoring criteria</th><th>Max Points</th><th>Points claimed</th></tr><tr><td>the bidder did not submit proof of experience</td><td>0</td><td></td></tr><tr><td>the bidder submitted proof of experience (1 project)</td><td>7</td><td></td></tr><tr><td>the bidder submitted proof of experience (2 projects)</td><td>14</td><td></td></tr><tr><td>the bidder submitted proof of experience (3 projects)</td><td>21</td><td></td></tr><tr><td>the bidder submitted proof of experience (4 projects)</td><td>28</td><td></td></tr><tr><td>the bidder submitted proof of experience (5 projects or more)</td><td>35</td><td></td></tr></table>		
PROJECT EXECUTION PLAN AND WORK BREAKDOWN STRUCTURE	Bidders to demonstrate how they intend to execute the project including sectioning of the works, time frames, etc; to enable the client to allocate notices to building tenants on active areas etc; Project execution plan to include the following: • Project specific execution plan and sequencing of work • Barricading, Scaffolding & Site Safety Management plan based on works executed on similar projects • Health and Safety Plan and Implementation <table><tr><th>Scoring criteria</th><th>Max Points</th><th>Points claimed</th></tr><tr><td>the bidder did not submit project execution plan and work breakdown structure</td><td>0</td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td>the bidder submitted a detailed project specific execution plan and work breakdown structure that includes the all the above</td><td>26</td><td></td></tr></table>	26	
TEAM COMPETENCY	(i) Bidders must demonstrate the skills, experience and qualifications of the resources pertaining to a similar scope specified in the description of services. (ii) Attach detailed CVs of the key personnel and populate the below table for the CIDB to assess relevant experience. Evidence of		

qualifications and certifications to the relevant bodies of the key personnel to be included. All documentation contained in the CV to be certified (not older than 3 months)

(iii) Points allocation to be allocated per resource qualifying for the minimum requirements.

(iv) Failure to submit all relevant supporting information, especially that that is mentioned in the minimum requirements will result in the bidder not obtaining the allocated points.

No.	Role	Name of Member	Qualifications	Years of relevant Experience
1				
2				
3				

Scoring criteria	Max Points	Points claimed
The resource not meeting minimum requirements	**0**	
Site supervisor / Foreman with NQF Level 04 or higher and minimum of 5 years' experience on projects in relevant category	**13**	
Contracts manager with NQF Level 04 or higher and minimum of 5 years' experience on projects in relevant category	**13**	
Health and Safety agent with NQF Level 03 or higher and minimum of 3 years' experience.	**13**	

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TOTAL	**100**

NB: Only bidders who will obtain a 80% minimum functionality threshold will qualify to be considered for phase 4

Phase Four: Pricing and BBBEE

In the event of a contract being awarded and work has been allocated, successful service providers in the panel will be evaluated on price and preference in accordance with the PPPFA and the Preferential Procurement Regulations of 2017.

The Preferential Procurement Policy Framework Act will be applied and the **80/20** BBBEE points system will be applicable.

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

PART D 1.2: SPECIAL NOTES TO BIDDERS

The following special conditions are for compliance and attention to bidders:

1.1. CIDB reserve the right to call interviews with short-listed bidders before final selection.
1.2. CIDB reserve the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include surprise site visits.
1.3. CIDB reserve the right to appoint the bidder that proves to be fully capable and qualified to handle and execute the job.
1.4. The proposals submitted must be in line with the detailed specification.
1.5. CIDB reserve the right to cancel or withdraw this bid if:

i. Due to changed circumstances, there is no longer a need for this services; or
ii. Funds are no longer available to cover the total envisaged expenditure; or
iii. No acceptable bids are received; or
iv. There is a material irregularity in the Bid process.

1.6. In the case of sub-contracting or joint venture agreement, CIDB will enter into a single contract with the principal bidder.
1.7. Bidders who are not registered on Central Supplier Database (CSD) must register before submission of bids.
1.8. Any completion of the bid document in pencil or erasable ink will not be acceptable and will automatically disqualify the submitted bid.
1.9. Successful bidder will be required to sign and enter into a formal contract upon the award.
1.10. Notwithstanding shortcomings and/or inconsistencies, if any, in this specification, which is

only a minimum specification, a bidder shall make provision for a complete solution that will deliver the required service efficiently and cost-effectively.

1.11. Bid documents must be submitted physically to the closing address as reflected on the Tender document.

1.12. Bids received after the closing date and time will not be accepted for consideration.

1.13. This request for bid document contains confidential information about CIDB, which has been provided to supply potential bidders with the data necessary to provide a holistic response.

1.14. No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party, in any manner whatsoever without the prior written permission of CIDB.

1.15. Any reproduction or transmission of information contained in this document except for the sole purpose of responding to this bid is strictly prohibited.

1.16. References to CIDB must not be made in any literature, promotional material, and brochures or sales presentations without the express written consent of CIDB

3. EXPERIENCE OF THE BIDDING ENTITY

No.	Client name	Contract duration	Sums insured	Contact details of client
1.				Name: _____ Telephone: _____ Cell phone: _____ Email: _____
2.				
3.				
4.				
5.				

NB: Bidders must provide details of 5 (five) recent projects managed by the bidder as it relates to the scope of work the bidder is bidding for. The information must be submitted in the above format.

4. MARKED UP MASTER AGREEMENT.

A summary of the mark-ups and comments should be inserted in the table below and a copy of the marked-up Master Agreement to be submitted in hard copy and electronic format

	Clause Number	Proposed amendment	Rationale for proposed amendment
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			