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

PROJECT NUMBER:	RFQ
PROJECT LOCATION:	Northern Works
PROJECT DESCR:	Risk assessment for the Ablution facility at Unit 03 and Head of Works

POSSIBLE RISKS FOR THIS PROJECT

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

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

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

Weather conditions	Weather conditions; high winds, heavy rain, hot weather etc	Eye strains	Fall injuries, sun burn, heat exhaustion	M	Employees assesses the weather conditions before undertaking external work and does not undertake the task if conditions unsuitable Employees wears clothing appropriate to the weather conditions Employees wears clothing to cover skin and wears sunscreen in hot sunshine Employees keeps well hydrated and takes regular breaks in hot weather.
Electricity	Electric cables	Use of faulty cables/unsafe electric cables	Burns/electric shock/fatality	M	Site Supervisor must undertake an inspection of area to identify any electrical hazards / overhead power cables No work must be carried out within 6 meters of high voltage cables Live supplies must be isolated where necessary Aluminum ladders must not be used where any electrical hazard exists
Electrical Installations	Electricity Incompetent personnel Wrong tools Damaged cables	Contact with live electricity Incompetent person Connecting electricity Electric shocks	Electrocution Serious Injuries	H	Follow lock out procedure Ensure that equipment are earthed to an approved earthing point Ensure a zero potential test is performed for electricity is isolated Inspect all tools Use correct tools for the job
Low and Medium Voltage	Conducting Low and Medium Voltage electrical maintenance work	Exposure to live electricity Failure to follow the lock procedure can result into electrution, property damage or multiple fatalities	Burns Property Damages Fatality	M	Implement lockout procedure and all tasks must be supervised by qualified Electricians. Wear appropriate PPE

	Exposure to arc flash	Skin burns, toxic gas inhalation, illuminous effect (eye damage), flying objects, explosion (pressure)	Skin Burns Explosion Gas inhalation	M	Safe Operating Procedure for Low Voltage Operating. PPE rated for arc flash
Electrical Components (Maintenance)	Static electricity and unintentional touching live parts or encroaching into live chamber	Employees can be electrocuted	Injuries Fatality	M	Only authorized, trained and competent (valid switching certificates) employees must supervise Electrical components maintenance. Electrical rooms to be always locked. Lockout SOP. MV Operating SOP. Proper signage.
Installation of Cables and Electrical equipment/accessories	Cable connection Inspection Incorrect placing of equipment. Lifting procedure not followed No lockout/tag out done on live equipment	Electrocution Injury /Damage to equipment Chocking Machine can start running unexpectedly	Injuries / damage to employees and equipment fatality	H	Authorized person with C.O.C must do all the installation. Emergency stop button must always be serviceable. Observe proper lifting techniques. Ensure communication between employees. Technical Skills Maintenance plan
Height	Working at height	Falling of objects, debris	Fracture Fatality Head injuries/concussion	M	pre job brief must be conducted before the commencement of the work full time supervision on site hardhat must be provided safety arrest must be provided to the employees A safe working area is cordoned off around the work at height equipment and signage is used as appropriate

					A belt holster or belt hooks are used for carrying tools up/down ladder Any person footing the ladder is advised to wear head protection. Employees are advised to bag any debris into small quantities and lower it slowly to the ground.
Cutting of steel/Bricks etc using the Grinder	Grinder	Untrained staff	Injuries Fatal Property damage	H	Only the right competent personnel to operate the grinder.
	Drilling Drill pit Drill sharp metal fibers High Noise Levels Cutting Grinder/Disc	Vibration Cutting edges Eye penetration Finger cuts Expose to high noise level area Uncontrolled Disc Electrical equipment failure Sharp window edges	Damaged hearing Carpal tunnel syndrome Cuts/ injuries Eye irritation / Blindness Minor cuts resulting into injury Injuries to persons operating Eye injuries	M	Use hearing protection when exposed to excessive noise levels (greater than 85 dB over an 8-hour work period) Assess noise level with sound level meter if possibility exists that level may exceed 85Db Rotate drilling tasks to minimize worker exposure to equipment vibration Use right size of a drill to drill different layers of the ground Assess manual guide carefully to ensure correct usage of portable electrical devices.
	Use of Electricity	Improper maintenance	Shock/ Burns	M	Always switch off electricity before working
	Use of faulty electric cables	Fire ignition	Burns/ damages	M	Visual inspection of cable before use
	Electrical safety	Electrical shock or burns Damaged portable electrical appliances, cables, plugs	Injuries Properties damage	M	All portable electrical equipment should be tested for electrical safety at correct interval

					Electrical cables and plugs should be regularly visually inspected by the user for damage
	Cutting and welding of the Steels	Burns	injuries	M	Care with torch and PPE All the steel cut must be placed in a barricaded space
	Incompetent employees	Wrong connections	Burning of equipment	L	Use only competent employees
Drill	Incompetent personnel	Incorrect operation	Injuries Property damages	M	
	Working environment	May feel too hot/cold	Fatigue Discomfort	M	Temperature must always be kept within a comfortable range.
Hacksaw	Use of manual Hacksaw and Electrical Hacksaw	Damaged blade and flying objects	Injuries	M	Conduct training about using hand tools and provide proper PPE (gloves, safety boots, overalls, goggles). Hand tools SOP Only qualified Artisans to operate the electrical powered hacksaw and proper lock out procedure to be implemented. Periodic equipment inspection. Proper PPE (safety boots, goggles, overalls, gloves)
Using hand tools	Using hand tools (spanners, screw drivers etc.)	Damaged Tools	Injuries	L	Conduct training about using hand tools and provide proper PPE. Hand tool SOP. Use proper PPE
Use of hazardous chemical substances (Paint, cement etc)	The use of Chemicals (Paint)	Inhalation of chemicals Fumes from the paint Wrong handling of the paint	Skin burns or irritation caused by contact with a cement Material in contact with the employee's	M	Using respiratory mask; replace Respirators/Dust mask to be used at all times when working with hazardous material.

		<p>Paint getting into the eyes.</p>	<p>skin resulting in skin irritation.</p> <p>Paint dropping into the eyes resulting in blindness</p> <p>Inhaling fumes from hazardous material resulting in lung infection/problems</p>		<p>Rotate workers working with hazardous material.</p> <p>Paint risk assessment must be communicated before commencement of work</p> <p>Visual inspection for any signs of damage must be conducted before work commences</p> <p>Wear gloves at all times, wear full PPE to avoid skin contact.</p> <p>Ensure standard safety procedures are followed.</p> <p>Wear safety goggles properly at all times. Training on SDS.</p>
Painting	<p>Lead Paint</p> <p>Dust/fumes – rubbing down/stripping & preparing surfaces</p>	<p>Inhaling the paint fumes/dust</p>	<p>Respiratory disease</p> <p>Eye soreness</p> <p>Skin irritation</p>	M	<p>MSDN for the paint must be communicated with all the employees prior to work</p> <p>Employees must be provided with the proper PPE (Safety Goggles) when painting</p>
Climbing down on ladder or structure	Working at heights	<p>Falling onto / Falling objects</p> <p>Mechanical failure of step ladder bolts</p> <p>Loosing footing and falling to ground</p> <p>Smooth angle iron surfaces that can be slippery</p>	<p>Employees falling from heights which may result in fatality</p> <p>Personal injuries from elevated equipment</p>	M	<p>Admin: provide training for personnel working at heights</p> <p>Developing a safe working procedures and inspections should be conducted on regular basis</p>

Plastering (Use of hazardous chemical substances)	The use of Chemicals (Cement, Paint, asbestos,)	Inhalation of chemicals Fumes from the paint Wrong handling of the paint Paint getting into the eyes.	Skin burns or irritation caused by contact with a cement Material in contact with the employee's skin resulting in skin irritation. Paint dropping into the eyes resulting in blindness Inhaling fumes from hazardous material resulting in lung infection/problems	M	Using respiratory mask; replace Respirators/Dust mask to be used at all times when working with hazardous material. Rotate workers working with hazardous material. Asbestos risk assessment must be communicated before commencement of work Visual inspection for any signs of damage must be conducted before work commences Wear gloves at all times, wear full PPE to avoid skin contact. Ensure standard safety procedures are followed. Wear safety googles properly at all times. Training on MSDS.
Back filling and Paving	Compacting and filling	Contact with underground Services. Vehicles / workers falling into excavations. Contact with moving plant. Contact with tipping materials.	Employee injuries	M	Trained banks man to control vehicle movement. Competent workers to operate plant. PPE to be worn. Workers to stand clear as materials are being tipped. Use stop blocks and signs to warn vehicles of excavations, where applicable. Stand clear of plant whilst materials are being compacted. Establish position of underground services and protect services from damage

Compactor	The use of compactor to compact the ground	Incompetent personnel Incorrect way of operating the machine	Injuries Fatality Property damages	M	Employees must be trained to operate the compactor Supervision must be in place at all times
Grinder	The use of Grinder	Suspended loads Open flames Small chips on the floor	Injuries	H	Employees should be provided with the right PPE to protect themselves from cutting themselves. Area must be cleared after a task. Only the right competent personnel to operate the grinder.
Clean site and remove Rubble	Waste Disposal	Injuries or property damaged	Injuries	H	A proper waste disposal system should be in place Waste should be removed daily and placed in the correct waste disposal system
	Poor house keeping	Trip and fall	Injuries	H	Good housekeeping to be maintained
General activities in and around site	Protection of public	Injury to member of public from site works	Injuries	M	Barriers and signage to be in place.

RISK ASSESSMENT MATRIX

Likelihood	Consequences				
	Insignificant (minor problem easily handled by normal day to day processes	Minor (Some disruption possible e.g., damage equal to R150k	Moderate (significant time / resources required. E.g., damage equal to R500k	Major (Operations severely damaged. E.g., damages equal to R1m	Catastrophic (business survival is at risk. Damage equal to R5m – 10m

Almost certain (90% chance)	High	High	Extreme	Extreme	Extreme
Likely (between 50-90%)	Moderate	High	High	Extreme	Extreme
Moderate (between 10-50%)	Low	Moderate	High	Extreme	Extreme
Unlikely (between 3-10%)	Low	Low	Moderate	High	Extreme
Rare (<3%)	Low	Low	Moderate	High	High

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1. SCOPE OF WORK

Ablution facility at Unit 03 and Head of Works

2. PURPOSE

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

3. APPLICABILITY

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

4. APPOINTMENTS

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

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

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

5. INSURANCE

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

6. COSTING FOR SHE REQUIREMENTS

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

7. INDUCTION

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

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



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8. SUBMISSION OF SAFETY FILE

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

9. RISK ASSESSMENT

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

10. SAFE WORKING PROCEDURES / METHOD STATEMENTS

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

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

11. WORKING IN ELEVATED POSITIONS

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

12 WORKING ON A LADDER

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

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

- JW shall not require or permit welding or flame cutting operations to be undertaken, unless the contractor operating the equipment has been fully instructed in the safe operation and use of such equipment and in the hazards which may arise from its use and effective protection is provided and used for the eyes and respiratory system and, where necessary, for the face, hands, feet, legs, body and clothing of persons performing such operations, as well as against heat, incandescent or flying particles or dangerous radiation;

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

14 MEDICAL SCREENING REQUIREMENTS

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

15 TOOLBOX TALKS

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

16. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Contractor must issue their employees SABS approved PPE. A copy of the PPE issue register signed by the employee issued with the PPE must be kept in the SHE file.

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

17. WORKPLACE SIGNAGE

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

18. INCIDENT REPORTING AND INVESTIGATION

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

19. NOTIFICATION OF CONSTRUCTION WORK

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

20. COMPLIANCE MONITORING

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

21. PROJECT COMPLETION

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



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Project details

Project Scope : Ablution facility at Unit 03 and Head of Works

Depot / Site / Department: Northern works

Estimated duration: TBC

Documents required

Letter of Good Standing

Yes

No

N/A

SHE plan

Yes

No

N/A

Risk Assessment

Yes

No

N/A

Safe working Procedures

Yes

No

N/A

Notification of Construction work

Yes

No

N/A

Inspection registers

Yes

No

N/A

Items required before starting

Medicals

Yes

No

N/A

Vaccinations

Yes

No

N/A

PPE (boots, hard hats, overall)

Yes

No

N/A

Induction

Yes

No

N/A

Approval from OHS

Yes

No

N/A

APPOINTMENTS AND COMPETENCIES

Construction Supervisor

Appointment

Yes

No

N/A

CV (and/ certificates)

Yes

No

N/A

Safety Officer

Appointment

Yes

No

N/A

CV (and/ certificates)

Yes

No

N/A

NB* Other appointments will be based on the number of employees on site as required by law.



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RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES

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

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

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

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

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

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

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

eTenders Contact Centre

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

etenders@treasury.gov.za

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

POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

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

1. Privacy Notice applies to:

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

2. Definitions of personal information

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

3. About the Public Entity

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

3.1 The information we collect

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

3.2 How Johannesburg Water use your information

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

3.3 Disclosure of information

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

We may also disclose your information:

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

3.4 Information Security

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

POPIA PRIVACY STATEMENT

Johannesburg Water SOC Limited

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

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

3.5 Your rights: Access to Information

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

3.6 Correction of your personal information

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

3.7 How to contact us

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



City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall
65 Ntemi Piliso Street
Newtown
Johannesburg

Johannesburg Water
PO Box 61542
Marshalltown
2107

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

www.johannesburgwater.co.za

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

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

Directors:

Ms Gugulethu Phakathi (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),

Mr Johan Koekemoer (Financial Director and Executive Director), Mr Phetole Modika, Mr Siphamandla Mnyani, Mr Siyabonga Mthembu,

Mrs Zandile Meeleso, Mr Pholoso Matjele, Mr Kgaile Mogoye, Mr Sandiso Mgengwana, Mr Molate Mashifane, Ms Pamela Mabese,

Mr Lunga Bernard

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 3.1 Full Name of bidder or his or her representative:.....
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (director, trustee, shareholder²):.....
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:.....
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state? YES / NO
 - 3.8.1 If yes, furnish particulars.
.....

¹MSCM Regulations: “in the service of the state” means to be –

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

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....

.....

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

3.11.1 If yes, furnish particulars

.....

.....

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

3.12.1 If yes, furnish particulars.

.....

.....

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

3.13.1 If yes, furnish particulars.

.....

.....

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

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 **To be completed by the organ of state**
- a) The applicable preference point system for this tender is the **80/20** preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.
- 1.4 **To be completed by the organ of state:**
- The maximum points for this tender are allocated as follows:
- | | POINTS |
|--|---------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |
- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.1.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)	Proof of documents per specific goals
SMME (An EME or QSE) 51% or more black owned by Black People	20		<ul style="list-style-type: none"> •Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI /CIPC BBBEE Certificate for Exempted Micro Enterprises or Qualifying Small Enterprise or Affidavit sworn under oath.

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.2. Name of company/firm.....
- 4.3. Company registration number:
- 4.4. TYPE OF COMPANY/ FIRM
- Partnership/Joint Venture / Consortium
 - One-person business/sole proprietor
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

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

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

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

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js367bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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