


TENDER DOCUMENT GOODS AND SERVICES		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
SUPPLY CHAIN MANAGEMENT			
SCM - 542	Approved by Branch Manager: 03/04/2020	Version: 9	Page 1 of 156

TENDER NO: 314G/2022/23

TENDER DESCRIPTION: TERM TENDER FOR SUPPLY, INSTALLATION, AND MAINTENANCE OF PENSTOCKS FOR THE CITY OF CAPE TOWN

CONTRACT PERIOD: FROM DATE OF COMMENCEMENT UP TO 31 MARCH 2027

VOLUME 1: TENDERING PROCEDURES

CLOSING DATE: 05 May 2023

CLOSING TIME: 10:00 a.m.

TENDER BOX
NUMBER: 146

TENDER FEE: R200

Non-refundable tender fee payable to City of Cape Town (CCT) for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document.

TENDERER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual	
TRADING AS (if different from above)	

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

TENDER SERIAL NO.:
SIGNATURES OF CITY OFFICIALS AT TENDER OPENING
1
2
3

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VOLUME 1: THE TENDER

(1) GENERAL TENDER INFORMATION

TENDER ADVERTISED	:	31 March 2023
SITE VISIT/CLARIFICATION MEETING	:	10h00 on 17 April 2023 (Not compulsory, but strongly recommended)
VENUE FOR SITE VISIT/CLARIFICATION MEETING	:	A non-compulsory but strongly recommended (virtual clarification) meeting will be conducted via online medium on the following link: https://meet.capetown.gov.za/monday.warley/W72D82RP
TENDER BOX & ADDRESS	:	Tender Box as per front cover at the Tender & Quotation Boxes Office , 2 nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.
	:	The Tender Document (which includes the Form of Offer and Acceptance) completed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the tenderer, the endorsement "TENDER NO. 314G/2022/23: SUPPLY, INSTALLATION, AND MAINTENANCE OF PENSTOCKS FOR THE CITY OF CAPE TOWN" , the tender box No. and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time. If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. It remains the tenderer's responsibility to ensure that the tender is placed in either the original box or as alternatively instructed.

CCT TENDER REPRESENTATIVE

Name: Mr Mondray Warley

Tel. No.: (021) 400 3149

Email: mondray.warley@capetown.gov.za

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT'

(2) CONDITIONS OF TENDER

2.1 General

2.1.1 Actions

2.1.1.1 The City of Cape Town (CCT) and each tenderer submitting a tender offer shall comply with these Conditions of Tender. In their dealings with each other, they shall discharge their duties and obligations as set out in these Conditions of Tender, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations.

The parties agree that this tender, its evaluation and acceptance and any resulting contract shall also be subject to the Employer's Supply Chain Management Policy ('SCM Policy') that was applicable on the date the bid was advertised, save that if the Employer adopts a new SCM Policy which contemplates that any clause therein would apply to the contract emanating from this tender, such clause shall also be applicable to that contract. Please refer to this document contained on the Employer's website.

Abuse of the supply chain management system is not permitted and may result in the tender being rejected, cancellation of the contract, restriction of the supplier, and/or the exercise by the City of any other remedies available to it as described in the SCM Policy.

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

2.1.1.3 The CCT shall not seek, and a tenderer shall not submit a tender, without having a firm intention and capacity to proceed with the contract.

2.1.2 Interpretation

2.1.2.1 The additional requirements contained in the returnable documents are part of these Conditions of Tender.

2.1.2.2 These Conditions of Tender and returnable schedules which are required for tender evaluation purposes, shall form part of the contract arising from the invitation to tender.

2.1.3 Communication during tender process

Verbal or any other form of communication, from the CCT, its employees, agents or advisors 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 CCT, unless communicated by the CCT in writing to suppliers by its Director: Supply Chain Management or his nominee.

2.1.4 The CCT's right to accept or reject any tender offer

2.1.4.1 The CCT may accept or reject any tender offer and may cancel the tender process or reject all tender offers at any time before the formation of a contract. The CCT may, prior to the award of the tender, cancel a tender if:

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested;
or
- (b) funds are no longer available to cover the total envisaged expenditure; or
- (c) no acceptable tenders are received;
- (d) there is a material irregularity in the tender process; or
- (e) the parties are unable to negotiate market related pricing.

The CCT shall not accept or incur any liability to a tenderer for such cancellation or rejection, but will give

written reasons for such action upon receiving a written request to do so.

2.1.5 Procurement procedures

2.1.5.1 General

Unless otherwise stated in the tender conditions, a contract will be concluded with the tenderer who scores the highest number of tender adjudication points.

The CCT intends to appoint two tenderers (the highest ranked tenderer ("the winner") and in addition the next highest ranked tenderer as an ("alternative bidder") for the allocation of work. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all.

Suppliers, once appointed and subject to operational requirements, will be invited to deliver the goods or services on a "winner-takes-all" basis, whereby the order will always be offered and, if accepted, allocated to the highest ranked tenderer ("the winner"), and only if he refuses will the work be offered to the alternative bidder").

Each Works Project shall be in the value range of above R0 up to R2 000 000 (including contingencies and VAT, but excluding contract price adjustment, if applicable).

The contract period shall be for a period of **from date of commencement up to 31 march 2027**.

2.1.5.2 Proposal procedure using the two stage-system

A two-stage system will not be followed.

2.1.5.3 Nomination of Standby Bidder

Standby Bidder means a bidder, identified at the time of awarding a bid, that will be considered for award should the contract be terminated for any reason whatsoever. In the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the standby bidder in terms of the procedures included its SCM Policy.

2.1.6 Objections, complaints, queries and disputes/ Appeals in terms of Section 62 of the Systems Act/ Access to court

2.1.6.1 Disputes, objections, complaints and queries

In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 Municipal Supply Chain Management Regulations (Board Notice 868 of 2005):

- a) Persons aggrieved by decisions or actions taken by the City of Cape Town in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.

2.1.6.2 Appeals

- a) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose rights are affected by a decision taken by the City, may appeal against that decision by giving written notice of the appeal and reasons to the City Manager within 21 days of the date of the notification of the decision.
- b) An appeal must contain the following:
 - i. Must be in writing
 - ii. It must set out the reasons for the appeal
 - iii. It must state in which way the Appellant's rights were affected by the decision;
 - iv. It must state the remedy sought; and
 - v. It must be accompanied with a copy of the notification advising the person of the decision
- c) The relevant City appeal authority must consider the appeal and **may confirm, vary or revoke** the decision that has been appealed, but no such revocation of a decision may detract from any rights that may have accrued as a result of the decision.

2.1.6.3 Right to approach the courts and rights in terms of Promotion of Administrative Justice Act, 3 of 2000 and Promotion of Access to Information Act, 2 of 2000

The sub- clauses above do not influence any affected person's rights to approach the High Court at any time or its rights in terms of the Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA).

2.1.6.4 All requests referring to sub clauses 2.1.6.1 and 2.1.6.2 must be submitted in writing to:

The City Manager - C/o the Manager: Legal Compliance Unit, Legal Services Department, Corporate Services Directorate

Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001

Via post at: Private Bag X918, Cape Town, 8000

Via fax at: 021 400 5963 or 021 400 5830

Via email at: MSA.Appeals@capetown.gov.za

2.1.6.5 All requests referring to clause 2.1.6.3 ns must be submitted in writing to:

The City Manager - C/o the Manager: Access to Information Unit, Corporate Services Directorate

Via hand delivery at: 20th Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001

Via post at: Private Bag X918, Cape Town, 8000

Via fax at: 086 202 9982

Via email at: Access2info.Act@capetown.gov.za

2.1.6.6 The minimum standards regarding accessing and 'processing' of any personal information belonging to another in terms of Protection of Personal Information Act, 2013 (POPIA).

The Employer, its employees, representatives and sub-contractors may, from time to time, Process the Contractor's and/or its employees', representatives' and/or sub-contractors' Personal Information, for purposes of, and/or relating to, the tender, this agreement, for research purposes, and/or as otherwise may be envisaged in the Employer's Privacy Notice and/or in relation to the Employer's Supply Chain Management Policy or as may be otherwise permitted by law. This includes the employers assurance provider and Appeal Authority.

2.1.7 City of Cape Town Supplier Database Registration

Tenderers are required to be registered on the CCT Supplier Database as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the City of Cape Town's Supplier Database may collect registration forms from the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5). Registration forms and related information are also available on the City of Cape Town's website www.capetown.gov.za (follow the Supply Chain Management link to Supplier registration).

It is each tenderer's responsibility to keep all the information on the CCT Supplier Database updated.

2.1.8 National Treasury Web Based Central Supplier Database (CSD) Registration

Tenderers are required to be registered on the National Treasury Web Based Central Supplier Database (CSD) as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the National Treasury Web Based Central Supplier Database (CSD) may do so via the web address <https://secure.csd.gov.za>.

It is each tenderer's responsibility to keep all the information on the National Treasury Web Based Central

Supplier Database (CSD) updated.

2.1.9 Protection of Personal Information Act (POPIA):

The City of Cape Town (City) respects the privacy rights of all persons who participate in the City's procurement procedures. All personal information of the bidder will be processed in accordance to the Protection of Personal Information Act 4 of 2013 (POPIA). Personal information of bidders will only be processed for purposes of tendering procedures and the associated processing operations, or, for any other legitimate purpose relating to City functions.

Personal information of City employees will only be processed for purposes of executing the obligations of the contract and the associated processing operations, or, for any other legitimate purpose relating to City and/or service provider functions.

All matters will be treated as confidential and in connection with the tender. You may use and copy the documents issued by the CCT only for the purpose of preparing and submitting a tender offer in response to the invitation.

By submitting a tender to the City of Cape Town, (and by concluding any ensuing related agreement with the City of Cape Town, if applicable), the Tenderer thereby acknowledges and unconditionally agrees:

- 1.1 that the tenderer has been informed of the purpose of the collection and processing of its personal information as defined in the Protection of Personal Information Act of 2013 ("POPIA"), which, for the avoidance of doubt is for, and in relation to, the tender process and the negotiation, conclusion, performance and enforcement of the ensuing agreement, if applicable, as well as for the City of Cape Town's reporting purposes;
- 1.2 to the collection and processing of the tenderer's personal information by the City of Cape Town and agrees to make available to the City of Cape Town, all information reasonably required by the City of Cape Town for the above purposes;
- 1.3 that the personal information the City of Cape Town collects from the tenderer or about the tenderer may be further processed for other activities and/or purposes which are lawful, reasonable, relevant and not excessive in relation to the purposes set out above, for which it was originally collected;
- 1.4 that, the tenderer indemnifies the City of Cape Town and its officials, employees, and directors and undertakes to keep the City of Cape Town and its officials, employees, and directors indemnified in respect of any claim, loss, demands, liability, costs and expenses of whatsoever nature which may be made against the City of Cape Town (including the costs incurred in defending or contesting any such claim) in relation to the tenderer or the tenderer's employees', representatives' and/or sub-contractors' non-compliance with POPIA and/or the City of Cape Town's failure to obtain the tenderer's consent or to notify the tenderer of the reason for the processing of the tenderer's personal information;
- 1.5 to the disclosure of the tenderer's personal information by the City of Cape Town to any third party, where the City of Cape Town has a legal or contractual obligation to disclose such personal information to the third party (or a legitimate interest exists therein);
- 1.6 that, under POPIA, the tenderer may request to access, confirm, request the correction, destruction, or deletion of, or request a description of, personal information held by the City of Cape Town in relation to you, subject to applicable law; and
- 1.7 that under POPIA, subject to applicable law, the tenderer also has the right to be notified of a personal information breach and the right to object to, or restrict, the City of Cape Town's processing of its personal information.

2.2 Tenderer's obligations

2.2.1 Eligibility Criteria

2.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document. An 'acceptable tender must "COMPLY IN ALL' aspects with the tender conditions, specifications, pricing instructions and contract conditions.

2.2.1.1.1 Submit a tender offer

Only those tender submissions from which it can be established that a clear, irrevocable and unambiguous offer has been made to CCT, by whom the offer has been made and what the offer constitutes, will be declared responsive.

2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures

Only those tenders that are compliant with the requirements below will be declared responsive:

- a) A completed **Details of Tenderer** to be provided (applicable schedule to be completed);
- b) A completed **Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums** to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's (applicable schedule to be completed);
- c) A copy of the partnership / joint venture / consortium agreement to be provided.
- d) A completed **Declaration of Interest – State Employees** to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule to be completed);
- e) A completed **Declaration – Conflict of Interest and Declaration of Bidders' past Supply Chain Management Practices** to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive based on the conditions contained thereon (applicable schedules to be completed);
- f) A completed **Certificate of Independent Bid Determination** to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule to be completed);
- g) The tenderer (including any of its directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy,
- h) The tenderer's tax matters with SARS are in order, or the tenderer is a foreign supplier that is not required to be registered for tax compliance with SARS;
- i) The tenderer is not an advisor or consultant contracted with the CCT whose prior or current obligations creates any conflict of interest or unfair advantage,
- j) The tenderer is not a person, advisor, corporate entity or a director of such corporate entity, involved with the bid specification committee;
- k) A completed **Authorisation for the Deduction of Outstanding Amounts Owed to the City of Cape Town** to be provided and which does not indicate any details that renders the tender non-responsive based on the conditions contained thereon (applicable schedules to be completed);
- l) The tenderer (including any of its directors or members), has not been found guilty of contravening the Competition Act 89 of 1998, as amended from time to time;
- m) The tenderer (including any of its directors or members), has not been found guilty on any other basis listed in the Supply Chain Management Policy.

2.2.1.1.3 Compulsory clarification meeting

Not applicable to this tender

2.2.1.1.4 Minimum score for functionality

Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive.

The description of the functionality criteria and the maximum possible score for each is shown in the table below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.

In order to fully understand the functionality criteria and requirements, the tenderer must read the table below (stating functionality criteria and applicable points) with a more detailed explanation of the functionality requirements detailed on the next page.

Schedule 14A (Functionality Criteria) must be completed in order to be scored.

<u>FUNCTIONALITY CRITERIA</u>	<u>APPLICABLE VALUES/POINTS</u>	<u>MAXIMUM POSSIBLE SCORE</u>
Previous Relevant Experience of Supplier : Tenderer to have a proven track record of projects in the Supply, Installation and Maintenance of Penstocks over the last 10 years.	<ul style="list-style-type: none"> Bidder with 0 to 2 projects over the last 10 years = 0 points Bidder with 3 to 4 projects over the last 10 years = 10 points Bidder with 5 to 6 projects over the last 10 days = 20 points Bidder with 7 or more projects over the last 10 years = 30 points 	30
Possession of Welding Procedure Certificates: Tendering entity must be in possession of any of the following certificates of official welding procedures, SS304, SS316 and LDX from AWS, ASME, BS, SMAW, GTAW or equivalent	<ul style="list-style-type: none"> No welding procedure certificate = 0 Points 1 welding procedure certificate = 10 points 2 welding procedure certificates = 25 points More than 3 Welding procedure certificates = 40 points 	40
Relevant experience of the following staff: Professional Technician or higher registered with ECSA in the Mechanical Engineering field and Trade tested with an N2 minimum (welder or boiler maker) Specialist Boiler Maker/Welder	Professional Technician or higher: <ul style="list-style-type: none"> Less than 3 years relevant experience = 0 Points Equal to or more than 3 years relevant experience but less than 5 years experience = 10 Points Equal to or more than 5 years relevant experience = 20 Points Specialist Boiler Maker/Welder <ul style="list-style-type: none"> Less than 3 years relevant experience post trade test qualification = 0 Points Equal to or more than 3 years relevant experience post trade test qualification but less than 5 years experience = 5 Points Equal to or more than 5 years relevant experience post trade test qualification = 10 points 	30
TOTAL		100

The minimum qualifying score for functionality is **70 points** out of a maximum of **100 points**.

Where the entity tendering is a Joint Venture the tender must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.

The tenderer must attach all relevant proof and documentation as specified in Schedule 14A (Functionality Criteria). Read Schedule 14A (Functionality Criteria) in conjunction with this clause (minimum score for functionality) requirements.

Detailed functionality requirements:

Tenderer to have the following resources	Qualification (recognised by the South African Qualifications Authority (SAQA))	Relevant Experience
Previous Relevant Experience of Supplier	N/A	Tenderer to have a proven track record of projects in the Supply, Installation, Maintenance of Penstocks over the last 10 years.
Welding Procedure Certificates	Welding certification: SS304, SS316 and LDX from AWS, ASME, BS, SMAW, GTAW or equivalent	Tenderers must be in possession of any of the stated certificates of official welding procedures.
Professional Technician or higher	Registered with ECSA in the Mechanical Engineering field	Experience in water or wastewater penstock design, or both.
Specialist Boiler Maker/Welder	Trade tested artisan with an N2 minimum (welder or boiler maker)	Must have the following experience post trade test qualification Should have at least 3 or more years post trade test experience as specialist boiler maker/welder

2.2.1.1.5 Provision of samples

Not applicable for this tender

2.2.2 Cost of tendering

The CCT will not be liable 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.

2.2.3 Check documents

The documents issued by the CCT for the purpose of a tender offer are listed in the index of this tender document.

Before submission of any tender, the tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing is indistinct, or if the Price Schedule contains any obvious errors, the tenderer must apply to the CCT at once to have the same rectified.

2.2.4 Confidentiality and copyright of documents

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

2.2.5 Reference documents

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

2.2.6 Acknowledge and comply with notices

Acknowledge receipt of notices to the tender documents, which the CCT may issue, fully comply with all instructions issued in the notices, and if necessary, apply for an extension of the closing time stated on the front page of the tender document, in order to take the notices into account. Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile or registered post.

2.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarise themselves with aspects of the proposed work, services or supply and pose questions. Details of the meeting(s) are stated in the General Tender Information.

Tenderers should be represented at the site visit/clarification meeting by a person who is suitably qualified and experienced to comprehend the implications of the work involved.

2.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the CCT at least one week before the closing time stated in the General Tender Information, where possible.

2.2.9 Pricing the tender offer

2.2.9.1 Comply with all pricing instructions as stated on the Price Schedule.

2.2.10 Alterations to documents

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

2.2.11 Alternative tender offers

2.2.11.1 Unless otherwise stated in the tender conditions submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted.

If a tenderer wishes to submit an alternative tender offer, he shall do so as a separate offer on a complete set of tender documents. The alternative tender offer shall be submitted in a separate sealed envelope clearly marked "Alternative Tender" in order to distinguish it from the main tender offer.

Only the alternative of the highest ranked acceptable main tender offer (that is, submitted by the same tenderer) will be considered, and if appropriate, recommended for award.

Alternative tender offers of any but the highest ranked main tender offer will not be considered.

An alternative of the highest ranked acceptable main tender offer that is priced higher than the main tender offer may be recommended for award, provided that the ranking of the alternative tender offer is higher than the ranking of the next ranked acceptable main tender offer.

The CCT will not be bound to consider alternative tenders and shall have sole discretion in this regard.

In the event that the alternative is accepted, the tenderer warrants that the alternative offer complies in all respects with the CCT's standards and requirements.

2.2.11.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender conditions or criteria otherwise acceptable to the CCT.

2.2.12 Submitting a tender offer

2.2.12.1 Submit one tender offer only on the original tender documents as issued by the CCT, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract conditions and described in the specifications. Only those tenders submitted on the tender documents as issued by the CCT together with all Returnable Schedules duly completed and signed will be declared responsive.

2.2.12.2 Return the entire document to the CCT after completing it in its entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

2.2.12.3 Submit the parts of the tender offer communicated on paper as an original with an English translation for any part of the tender submission not made in English.

1 (One) copy(ies) of the following elements of the bid submission must be submitted separately bound in the same envelope where possible:

Part	Heading
5	Pricing Schedules
6	Supporting Schedules
	All other attachments submitted by bidder

2.2.12.4 Sign the original tender offer where required in terms of the tender conditions. The tender shall be signed by a person duly authorised to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation of the joint venture or any other document signed by all parties, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner.

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

2.2.12.6 Seal the original tender offer and copy packages together in an outer package that states on the outside only the CCT's address and identification details as stated in the General Tender Information. . If it is not possible to submit the original tender and the required copies (see 2.2.12.3) in a single envelope, then the tenderer must seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY" in addition to the aforementioned tender submission details.

2.2.12.7 Accept that the CCT shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

2.2.12.8 Accept that tender offers submitted by facsimile or e-mail will be rejected by the CCT, unless stated otherwise in the tender conditions.

2.2.12.9 By signing the offer part of the Form of Offer (**Section 2, Part A**) the tenderer warrants that all information provided in the tender submission is true and correct.

2.2.12.10 Tenders must be properly received and deposited in the designated tender box (as detailed on the front page of this tender document) on or before the closing date and before the closing time, in the relevant tender box at the Tender & Quotation Boxes Office situated on the 2nd floor, Concourse Level, Civic Centre, 12 Hertzog Boulevard, Cape Town. If the tender submission is too large to fit in the allocated box, please enquire at the public counter for assistance.

2.2.12.12 The tenderer must record and reference all information submitted contained in other documents for example cover letters, brochures, catalogues, etc. in the returnable schedule titled **List of Other Documents Attached by Tenderer**.

2.2.13 Information and data to be completed in all respects

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

2.2.14 Closing time

2.2.14.1 Ensure that the CCT receives the tender offer at the address specified in the General Tender Information prior to the closing time stated on the front page of the tender document.

2.2.14.2 Accept that, if the CCT extends the closing time stated on the front page of the tender document for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.

2.2.14.3 Accept that, the CCT shall not consider tenders that are received after the closing date and time for such a tender (late tenders).

2.2.15 Tender offer validity and withdrawal of tenders

2.2.15.1 Warrants that the tender offer(s) remains valid, irrevocable and open for acceptance by the CCT at any time for a period of 120 days after the closing date stated on the front page of the tender document.

2.2.15.2 Notwithstanding the period stated above, bids shall remain valid for acceptance for a period of twelve (12) months after the expiry of the original validity period, unless the City is notified in writing of anything to the contrary by the bidder. The validity of bids may be further extended by a period of not more than six months subject to mutual agreement and administrative processes and upon approval by the City Manager, unless the required extension is as a result of an appeal process or court ruling.

2.2.15.2.1 In circumstances where the validity period of a tender has expired, and the tender has not been awarded, the tender process is considered "completed", despite there being no decision (award or cancellation) made. This anomaly does not fall under any of the listed grounds of cancellation and should be treated as a "non award". A "non award" is supported as a recommendation to the BAC for noting.

2.2.15.3 A tenderer may request in writing, after the closing date, that the tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the CCT after consideration of the reasons for the withdrawal, which shall be fully set out by the tenderer in such written request for withdrawal. Should the tender offer be withdrawn in contravention hereof, the tenderer agrees that:

- a) it shall be liable to the CCT for any additional expense incurred or losses suffered by the CCT in having either to accept another tender or, if new tenders have to be invited, the additional expenses incurred or losses suffered by the invitation of new tenders and the subsequent acceptance of any other tender;
- b) the CCT shall also have the right to recover such additional expenses or losses by set-off against monies which may be due or become due to the tenderer under this or any other tender or contract or against any guarantee or deposit that may have been furnished by the tenderer or on its behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenses or losses, the CCT shall be entitled to retain such monies, guarantee or deposit as security for any such expenses or loss.

2.2.16 Clarification of tender offer, or additional information, after submission

Provide clarification of a tender offer, or additional information, in response to a written request to do so from the CCT during the evaluation of tender offers within the time period stated in such request. No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: This clause does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the CCT elect to do so.

Failure, or refusal, to provide such clarification or additional information within the time for submission stated in the CCT's written request may render the tender non-responsive.

2.2.17 Provide other material

2.2.17.1 Provide, on request by the CCT, any other material that has a bearing on the tender offer, the

tenderer's commercial position (including joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the CCT for the purpose of the evaluation of the tender. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the CCT's request, the CCT may regard the tender offer as non-responsive.

2.2.17.2 Provide, on written request by the CCT, where the transaction value inclusive of VAT **exceeds R 10 million**:

- a) audited annual financial statement for the past 3 years, or for the period since establishment if established during the past 3 years, if required by law to prepare annual financial statements for auditing;
- b) a certificate signed by the tenderer certifying that the tenderer has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
- c) particulars of any contracts awarded to the tenderer by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;
- d) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.

Each party to a Consortium/Joint Venture shall submit separate certificates/statements in the above regard.

2.2.17.3 Tenderers undertake to fully cooperate with the CCT's external service provider appointed to perform a due diligence review and risk assessment upon receipt of such written instruction from the CCT.

2.2.18 Samples, Inspections, tests and analysis

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

If the **Specification** requires the tenderer to provide samples, these shall be provided strictly in accordance with the instructions set out in the Specification.

If such samples are not submitted as required in the bid documents or within any further time stipulated by the CCT in writing, then the bid concerned may be declared non-responsive.

The samples provided by all successful bidders will be retained by the CCT for the duration of any subsequent contract. Bidders are to note that samples are requested for testing purposes therefore samples submitted to the CCT may not in all instances be returned in the same state of supply and in other instances may not be returned at all. Unsuccessful bidders can collect their samples within 90 days after the final notification of award has been sent to suppliers, after which the City has the right not to return such samples and to dispose of them at its own discretion.

2.2.19 Certificates

The tenderer must provide the CCT with all certificates as stated below:

2.2.19.2 Evidence of tax compliance

Tenderers shall be registered with the South African Revenue Service (SARS) and their tax affairs must be in order and they must be tax compliant subject to the requirements of clause 2.2.1.1.2.h. The tenderer must also provide its Tax Compliance Status PIN number on the **Details of Tenderer** pages of the tender submission.

Each party to a Consortium/Joint Venture shall submit a separate Tax Compliance Status PIN number.

Before making an award the City must verify the bidder's tax compliance status. Where the recommended bidder is not tax compliant, the bidder should be notified of the non-compliant status and be requested to submit to the City, within 7 working days, written proof from SARS that they have made arrangement to meet their outstanding tax obligations. The proof of tax compliance submitted by the bidder must be verified by the City via CSD or e-Filing. The City should reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe stated herein.

Only foreign suppliers who have answered "NO" to all the questions contained in the Questionnaire to Bidding Foreign Suppliers section on the **Details of Tenderer** pages of the tender submission, are not required to

register for a tax compliance status with SARS.

2.2.20 Compliance with Occupational Health and Safety Act, 85 of 1993

Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.

In this regard the Tenderer shall submit **upon written request to do so by the CCT**, a Health and Safety Plan in sufficient detail to demonstrate the necessary competencies and resources to deliver the goods or services all in accordance with the Act, Regulations and Health and Safety Specification.

2.2.21 Claims arising from submission of tender

The tenderer warrants that it has:

- a) inspected the Specifications and read and fully understood the Conditions of Contract.
- b) read and fully understood the whole text of the Specifications and Price Schedule and thoroughly acquainted himself with the nature of the goods or services proposed and generally of all matters which may influence the Contract.
- c) visited the site(s) where delivery of the proposed goods will take place, carefully examined existing conditions, the means of access to the site(s), the conditions under which the delivery is to be made, and acquainted himself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby.
- d) requested the CCT to clarify the actual requirements of anything in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the Tenderer.
- e) received any notices to the tender documents which have been issued in accordance with the CCT's Supply Chain Management Policy.

The CCT will therefore not be liable for the payment of any extra costs or claims arising from the submission of the tender.

2.3 The CCT's undertakings

2.3.1 Respond to requests from the tenderer

2.3.1.1 Unless otherwise stated in the Tender Conditions, respond to a request for clarification received up to one week (where possible) before the tender closing time stated on the front page of the tender document.

2.3.1.2 The CCT's representative for the purpose of this tender is stated on the General Tender Information page.

2.3.2 Issue Notices

If necessary, issue addenda in writing that may amend or amplify the tender documents to each tenderer during the period from the date the tender documents are available until one week before the tender closing time stated in the Tender Data. The Employer reserves its rights to issue addenda less than one week before the tender closing time in exceptional circumstances. If, as a result a tenderer applies for an extension to the closing time stated on the front page of the tender document, the CCT may grant such extension and, shall then notify all tenderers who drew documents.

Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile or registered post.

2.3.3 Opening of tender submissions

2.3.3.1 Unless the two-envelope system is to be followed, open tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender conditions.

Tenders will be opened immediately after the closing time for receipt of tenders as stated on the front page of the tender document, or as stated in any Notice extending the closing date and at the closing venue as stated in the General Tender Information.

2.3.3.2 Announce at the meeting held immediately after the opening of tender submissions, at the closing venue as stated in the General Tender Information, the name of each tenderer whose tender offer is opened and, where possible, the prices indicated.

2.3.3.3 Make available a record of the details announced at the tender opening meeting on the CCT's website (<http://www.capetown.gov.za/en/SupplyChainManagement/Pages/default.aspx>.)

2.3.4 Two-envelope system

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

2.3.4.2 Evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who have submitted responsive technical proposals of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who have submitted responsive technical proposals in accordance with the requirements as stated in the tender conditions, and announce the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals were non responsive.

2.3.5 Non-disclosure

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

2.3.6 Grounds for rejection and disqualification

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

2.3.7 Test for responsiveness

2.3.7.1 Appoint a Bid Evaluation Committee and determine after opening whether each tender offer properly received:

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

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

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

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of any material deviation or qualification.

The CCT reserves the right to accept a tender offer which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender documents.

2.3.8 Arithmetical errors, omissions and discrepancies

2.3.8.1 Check the responsive tenders for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the Price Schedule; or
- c) arithmetic errors in:
 - i) line item totals resulting from the product of a unit rate and a quantity in the Price Schedule; or
 - ii) the summation of the prices; or
 - iii) calculation of individual rates.

2.3.8.2 The CCT must correct the arithmetical errors in the following manner:

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

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

2.3.8.3 In the event of tendered rates or lump sums being declared by the CCT to be unacceptable to it because they are not priced, either excessively low or high, or not in proper balance with other rates or lump sums, the tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the CCT is still not satisfied with the tendered rates or lump sums objected to, it may request the tenderer to amend these rates and lump sums along the lines indicated by it.

The tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such

other related amounts as are agreed on by the CCT, but this shall be done without altering the tender offer in accordance with this clause.

Should the tenderer fail to amend his tender in a manner acceptable to and within the time stated by the CCT, the CCT may declare the tender as non-responsive.

2.3.9 Clarification of a tender offer

The CCT may, after the closing date, request additional information or clarification from tenderers, in writing on any matter affecting the evaluation of the tender offer or that could give rise to ambiguity in a contract arising from the tender offer, which written request and related response shall not change or affect their competitive position or the substance of their offer. Such request may only be made in writing by the Director: Supply Chain Management using any means as appropriate.

2.3.10 Evaluation of tender offers

2.3.10.1 General

2.3.10.1.1 Reduce each responsive tender offer to a comparative price and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender conditions.

2.3.10.1.2 For evaluation purposes only, the effects of the relevant contract price adjustment methods will be considered in the determination of comparative prices as follows:

- a. If the selected method is based on bidders supplying rates or percentages for outer years, comparative prices would be determined over the entire contract period based on such rates or percentages.
- b. If the selected method is based on a formula, indices, coefficients, etc. that is the same for all bidders during the contract period, comparative prices would be the prices as tendered for year one.
- c. If the selected method is based on a formula, indices, coefficients, etc. that varies between bidders, comparative prices would be determined over the entire contract period based on published indices relevant during the 12 months prior to the closing date of tenders.
- d. If the selected method includes an imported content requiring rate of exchange variation, comparative prices would be determined based on the exchange rates tendered for the prices as tendered for year one. The rand equivalent of the applicable currency 14 days prior to the closing date of tender will be used (the CCT will check all quoted rates against those supplied by its own bank).
- e. If the selected method is based on suppliers' price lists, comparative prices would be the prices as tendered for year one.
- f. If the selected method is based on suppliers' price lists and / or rate of exchange, comparative prices would be determined as tendered for year one whilst taking into account the tendered percentage subject to rate of exchange (see sub clause (d) for details on the calculation of the rate of exchange).

2.3.10.1.3 Where the scoring of functionality forms part of a bid process, each member of the Bid Evaluation Committee must individually score functionality. The individual scores must then be interrogated and calibrated if required where there are significant discrepancies. The individual scores must then be added together and averaged to determine the final score.

2.3.10.2 Decimal places

Score financial offers, preferences and functionality, as relevant, to two decimal places.

2.3.10.3 Scoring of tenders (price and preference)

2.3.10.3.1 Points for price will be allocated in accordance with the formula set out in this clause based on the price per item / rates as set out in the **Price Schedule (Part 5)**:

- based on the sum of the prices/rates in relation to a typical project/job plus all other rates with quantity of 1.

2.3.10.3.2 Points for preference will be allocated in accordance with the provisions of **Preference Schedule** and the table in this clause.

2.3.10.3.3 The terms and conditions of **Preference Schedule** as it relates to preference shall apply in all respects to the tender evaluation process and any subsequent contract.

2.3.10.3.4 Applicable formula:

The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

Price shall be scored as follows:

$$Ps = 80 \times \frac{1 - (Pt - Pmin)}{Pmin}$$

Where: Ps is the number of points scored for price;
Pt is the price of the tender under consideration;
Pmin is the price of the lowest responsive tender.

Preference points shall be based on the Specific Goal as per below:

HDI COMPLIANCE WITH SECTION 2(1)(d)(i) OF THE ACT

The table below explains the HDI specific goals:

Specific Goals	Evidence	Additional guidance
Gender	Company Registration Certification	Issued by the Companies and Intellectual Property Commission, indicating the % shareholding of all owners
	Identification Documentation	
	CSD report	
Disability	Proof of disability	Medical certificate/ SARS disability registration
	Company Registration Certification	Issued by the Companies and Intellectual Property Commission, indicating the % shareholding of all owners.
	Identification Documentation	
Race	Proof of B-BBEE certificate;	Indicating the % black ownership: - SANAS approved certificate or Commissioned affidavit
	Company Registration Certification	Issued by the Companies and Intellectual Property Commission, indicating the % shareholding of all owners.
	Identification Documentation.	
	CSD report	
MSE – Micro and Small Enterprises	Proof of B-BBEE status level of contributor;	- Specifically in line with the respective Sector Codes which the company operates, - SANAS Approved certificate or Commissioned affidavit
	South African owned enterprises;	Certificate of incorporation or Commissioned affidavit
	Financial Statement to determine annual turnover	

Preference points shall be based on the Specific Goal as per below:

HDI COMPLIANCE WITH SECTION 2(1)(d)(i) OF THE ACT

#	Specific goals allocated points	Preference Points (80/20) Equal/ below R50 mil
	<i>Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of</i>	
1	Gender are women (ownership)* More than 50% women ownership = 5 points Less than 50% women ownership = 2.5 points 0% women ownership = 0 points	5
2	Race are black persons (ownership)* More than 50% black ownership = 5 points Less than 50% black ownership = 2.5 points 0% black ownership = 0 points	5
3	Disability are disabled persons (ownership)* WHO disability guideline 1-100% ownership = 5 points 0% ownership = 0 points	5
	<i>Reconstruction and Development Programme (RDP) as published in Government Gazette</i>	
4	Promotion of Micro and Small Enterprises Micro with a turnover up to R20million and Small with a turnover up to R80 million as per National Small Enterprise Act, 1996 (Act No.102 of 1996) SME partnership, sub-contracting, joint venture or consortiums	5
	Total points	20

2.3.10.5 Risk Analysis

Notwithstanding compliance with regard to any requirements of the tender, the CCT will perform a risk analysis in respect of the following:

- a) reasonableness of the financial offer
- b) reasonableness of unit rates and prices
- c) the tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, capacity, experience, reputation, personnel to perform the contract, etc.; the CCT reserves the right to consider a tenderer's existing contracts with the CCT in this regard
- d) any other matter relating to the submitted bid, the tendering entity, matters of compliance, verification of submitted information and documents, etc.

The conclusions drawn from this risk analysis will be used by the CCT in determining the acceptability of the tender offer.

No tenderer will be recommended for an award unless the tenderer has demonstrated to the satisfaction of the CCT that he/she has the resources and skills required.

2.3.11 Negotiations with preferred tenderers

The CCT may negotiate the final terms of a contract with tenderers identified through a competitive tendering process as preferred tenderers provided that such negotiation:

- a) does not allow any preferred tenderer a second or unfair opportunity;
- b) is not to the detriment of any other tenderer; and
- c) does not lead to a higher price than the tender as submitted.

If negotiations fail to result in acceptable contract terms, the City Manager (or his delegated authority) may terminate the negotiations and cancel the tender, or invite the next ranked tenderer for negotiations. The original preferred tenderer should be informed of the reasons for termination of the negotiations. If the decision is to invite the next highest ranked tenderer for negotiations, the failed earlier negotiations may not be reopened by the CCT.

Minutes of any such negotiations shall be kept for record purposes.

The provisions of this clause will be equally applicable to any invitation to negotiate with any other tenderers.

In terms of the PPPFA Regulations, 2017, tenders must be cancelled in the event that negotiations fail to achieve a market related price with any of the three highest scoring tenderers.

2.3.12 Acceptance of tender offer

Notwithstanding any other provisions contained in the tender document, the CCT reserves the right to:

2.3.12.1 Accept a tender offer(s) which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender document.

2.3.12.2 Accept the whole tender or part of a tender or any item or part of any item or items from multiple manufacturers, or to accept more than one tender (in the event of a number of items being offered), and the CCT is not obliged to accept the lowest or any tender.

2.3.12.3 Accept the tender offer(s), if in the opinion of the CCT, it does not present any material risk and only if the tenderer(s)::

- a) is not under restrictions, has any principals who are under restrictions, or is not currently a supplier to whom notice has been served for abuse of the supply chain management system, preventing participation in the employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract, c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing, complies with the legal requirements, if any, stated in the tender data, and
- e) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

If an award cannot be made in terms of anything contained herein, the Employer reserves the right to consider the next ranked tenderer(s).

2.3.12.4 Not to make an award, or revoke an award already made, where the implementation of the contract may result in reputational risk or harm, or both, to the City as a result of (inter alia):

- a) reports of poor governance or unethical behaviour, or both;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the City;
- d) negative media reports, including negative social media reports ; and
- e) adverse assurance (e.g. due diligence) report outcomes.
- f) Circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53 of the latest CCT SCM policy), where the person is or was negatively implicated in any SCM irregularity.

2.3.12.5 The CCT reserves the right to nominate an standby bidder at the time when an award is made and in

the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the standby bidder in terms of the procedures included its SCM Policy.

2.3.13 Prepare contract documents

2.3.13.1 If necessary, revise documents that shall form part of the contract and that were issued by the CCT as part of the tender documents to take account of:

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

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


2.3.14 Notice to successful and unsuccessful tenderers

2.3.14.1 Before accepting the tender of the successful tenderer the CCT shall notify the successful tenderer in writing of the decision of the CCT's Bid Adjudication Committee to award the tender to the successful tenderer. No rights shall accrue to the successful tenderer in terms of this notice

2.3.14.2 The CCT shall, at the same time as notifying the successful tenderer of the Bid Adjudication Committee's decision to award the tender to the successful tenderer, also give written notice to the other tenderers informing them that they have been unsuccessful.

2.3.15 Provide written reasons for actions taken

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

TENDER DOCUMENT GOODS AND SERVICES		 <div>CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD</div>	
SUPPLY CHAIN MANAGEMENT			
SCM - 542	Approved by Branch Manager: 03/04/2020	Version: 9	Page 24 of 155

TENDER NO: 314G/2022/23

TENDER DESCRIPTION: TERM TENDER FOR SUPPLY, INSTALLATION, AND MAINTENANCE OF PENSTOCKS FOR THE CITY OF CAPE TOWN

CONTRACT PERIOD: FROM DATE OF COMMENCEMENT UP TO 31 MARCH 2027

VOLUME 2: RETURNABLE DOCUMENTS

TENDERER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual	
TRADING AS (if different from above)	

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

VOLUME 2: RETURNABLE DOCUMENTS

(3) DETAILS OF TENDERER

1.1 Type of Entity (Please tick one box)

☐ Individual / Sole Proprietor

☐ Close Corporation

☐ Company

☐ Partnership or Joint Venture or Consortium

☐ Trust

☐ Other:

1.2 Required Details (Please provide applicable details in full):

Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor	
Trading as (if different from above)	
Company / Close Corporation registration number (if applicable)	
Postal address	Postal Code _____
Physical address (Chosen domicilium citandi et executandi)	Postal Code _____
Contact details of the person duly authorised to represent the tenderer	Name: Mr/Ms _____ (Name & Surname) Telephone:(____) _____ Fax:(____) _____ Cellular Telephone: _____ E-mail address: _____
Income tax number	
VAT registration number	
SARS Tax Compliance Status PIN	
City of Cape Town Supplier Database Registration Number (See Conditions of Tender)	
National Treasury Central Supplier Database registration number (See Conditions of Tender)	

Is tenderer the accredited representative in South Africa for the Goods / Services / Works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enclose proof
Is tenderer a foreign based supplier for the Goods / Services / Works offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, answer the Questionnaire to Bidding Foreign Suppliers (below)
Questionnaire to Bidding Foreign Suppliers	a) Is the tenderer a resident of the Republic of South Africa or an entity registered in South Africa? <input type="checkbox"/> Yes <input type="checkbox"/> No
	b) Does the tenderer have a permanent establishment in the Republic of South Africa? <input type="checkbox"/> Yes <input type="checkbox"/> No
	c) Does the tenderer have any source of income in the Republic of South Africa? <input type="checkbox"/> Yes <input type="checkbox"/> No
	d) Is the tenderer liable in the Republic of South Africa for any form of taxation? <input type="checkbox"/> Yes <input type="checkbox"/> No

(4) FORM OF OFFER AND ACCEPTANCE**TENDER NO: 314G/2022/23 - SUPPLY, INSTALLATION, AND
MAINTENANCE OF PENSTOCKS FOR THE CITY OF CAPE TOWN****OFFER: (TO BE FILLED IN BY TENDERER):**

Required Details (Please provide applicable details in full):

Name of Tendering Entity* (“the tenderer”)	
Trading as (if different from above)	

AND WHO IS represented herein by: (full names of signatory)

duly authorised to act on behalf of the tenderer in his capacity as: (title/ designation)

HEREBY AGREES THAT by signing the *Form of Offer and Acceptance*, the tenderer:

- confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
- confirms that it has received and incorporated any and all notices issued to tenderers issued by the CCT;
- confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;
- offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the CCT in accordance with the:
 - terms and conditions stipulated in this tender document;
 - specifications stipulated in this tender document; and
 - at the prices as set out in the **Price Schedule**.
- accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

Signature(s)

Print name(s):
On behalf of the tenderer (duly authorised)

Date

INITIALS OF CITY OFFICIALS		
1	2	3

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER NO: 314G/2022/23 - SUPPLY, INSTALLATION, AND MAINTENANCE OF PENSTOCKS FOR THE CITY OF CAPE TOWN

ACCEPTANCE (TO BE FILLED IN BY THE CITY OF CAPE TOWN)

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 supplier the amount due in accordance with the conditions of contract. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract are contained in:

- (7) & (8): Special and General Conditions of Tender
- (5) Price schedule
- 13: Specifications

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

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

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documents to be provided in terms of the conditions of contract identified in the special contract conditions. 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 parties have signed the table below and confirms receipt from the employer of one fully completed original copy of this agreement, including the schedule of deviations (if any). The tenderer (now supplier) shall within five working days of the agreement coming into effect notify the employer in writing of any reason why he cannot accept the contents of this agreement as a complete and accurate memorandum thereof, failing which the agreement presented to the contractor shall constitute the binding contract between the parties.

The Parties	Employer	Supplier
Business Name		
Business Registration		
Tax number (VAT)		
Physical Address		
Accepted contract sum including tax		
Accepted contract duration		
Signed – who by signature hereto warrants authority		
Name of signatory		
Signed: Date		
Signed: Location		
Signed: Witness		
Name of Witness		

FORM OF OFFER AND ACCEPTANCE (continued)

(TO BE FILLED IN BY THE CITY OF CAPE TOWN)

Schedule of Deviations

Notes:

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

1 Subject

Details

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

2 Subject

Details

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

3 Subject

Details

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

4 Subject

Details

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

By the duly authorised representatives signing this agreement, the CCT and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document 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 CCT 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.

(5) PRICE SCHEDULE

Bid specifications may not make any reference to any particular trade mark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words “or equivalent”.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS ‘OR EQUIVALENT’

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SCHEDULE A: GENERAL REQUIREMENTS, CONDITIONS, PLANT AND EQUIPMENT

SCHEDULE B: SUPPLY PENSTOCKS AND SPARE PARTS

SCHEDULE C: LABOUR RESOURCES

SCHEDULE D: CONSUMABLES AND SERVICES

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ITEM NO	PAYMENT REF	DESCRIPTION	UNIT OF MEASURE	RATE	
				R	C
12.		Mobile generator, 150kVA, operate and maintain including fuel.	Day		
13.		Sufficient temporary lighting, to ensure a safe working environment.	hr		
14.		600 cfm compressor (17 m³/min) complete with 4 tools and operators	hr		
15.		Mobile generator, 50kVA, operate and maintain including fuel.	hr		
16.		Sufficient temporary ventilation, to ensure a safe working environment.	Day		
		Crane truck, 1t lifting capacity at 2 meters (5 Ton crane capacity):			
17.		Minimum call out fee	Sum		
18.		Establish and de-establish	km		
19.		Operate on site	hr		
		Crane truck, 1t lifting capacity at 5 meters (10 Ton crane capacity):			
20.		Minimum call out fee	Sum		
21.		Establish and de-establish	km		
22.		Operate on site	hr		
		Mobile crane, 1t lifting capacity at 15 meters (20 Ton crane capacity):			
23.		Minimum call out fee	Sum		
24.		Establish and de-establish	km		
25.		Operate on site	hr		
		15 000L Vacuum and Jet tanker truck (super sucker, 55kW or more):			
26.		Establish and de-establish	km		
27.		Operate on site	hr		
	A3	TRANSPORT (Based on AA rates plus mark-up and driver):			
28.		Light Delivery Vehicle (1.0 ton LDV) and driver.	km		
29.		Truck, 3-ton flat bed and driver.	km		

SCHEDULE NO. B SUPPLY PENSTOCKS AND SPARE PARTS

ITEM NO	PAYMENT REF	DESCRIPTION	UNIT OF MEASURE	RATE	
				R	C
	B1	<u>Allow for all costs and expenses in connection with the supply, delivery to Contractor's Storage facility, offloading and storage of the following materials: -</u>			
		<u>SUPPLY PENSTOCKS, SS316 / LDX</u>			
		<u>Designed for a 3 meter pressure head minimum:</u>			
		<u>Supply complete closed self-contained or non-self-contained frame, rising stem channel/wall-mounted penstocks for mounting by embedding frame in concrete or by means of mechanical chemical anchor bolts for frame height of 1m:</u>			
30.		0.2 m2 flow area	No.		
31.		0.4 m2 flow area	No.		
32.		0.6 m2 flow area	No.		
33.		0.8 m2 flow area	No.		
34.		1.0 m2 flow area	No.		
35.		1.2 m2 flow area	No.		
36.		1.4 m2 flow area	No.		
37.		1.6 m2 flow area	No.		
38.		1.8 m2 flow area	No.		
39.		2.0 m2 flow area	No.		
	B2	<u>SPARES REPLACEMENT ON PENSTOCKS</u>			
		Handwheels:			
40.		DN 400mm, epoxy coated, cast handwheels for water and waste water environments, with clearly marked open and close directions.	No.		
41.		DN 600mm, epoxy coated, cast handwheels for water and waste water environments, with clearly marked open and close directions.	No.		
42.		DN 400mm, stainless steel 316 handwheels for water and waste water environments, with clearly marked open and close directions.	No.		
43.		DN 600mm, stainless steel 316 handwheels for water and waste water environments, with clearly marked open and close directions.	No.		

ITEM NO	PAYMENT REF	DESCRIPTION	UNIT OF MEASURE	RATE	
				R	C
		Bevel gearbox for rising spindle including attachments and accessories for the following:			
44.		Up to DN 35mm spindle, 3 to 1 ratio	No.		
45.		Over DN 35mm up to DN 50mm spindle, 3 to 1 ratio	No.		
46.		For 60mm spindle with 5.5 to 1 ratio	No.		
		Spindle (Grade 316 stainless steel):			
47.		Up to DN 35mm, ¼ inch thread pitch	m		
48.		DN 40mm, ¼ inch thread pitch	m		
49.		DN 50mm, ½ inch thread pitch	m		
50.		DN 60mm, ½ inch thread pitch	m		
		Clear spindle protection tube for rising stem, UV stabilised, including end caps and screwed adapter:			
51.		Up to DN 40mm spindle	m		
52.		Over DN 40mm up to DN 50mm spindle	m		
53.		Over DN 50mm up to DN 60mm spindle	m		
		Spindle flanged bearing (high-carbon chromium steels)			
54.		Up to DN 40mm spindle	No.		
55.		Over DN 40mm up to DN 50mm spindle	No.		
		Spindle support brackets, SS316 / LDX, along with HDPE inserts, chemically anchored. (spindles to be supported every 1.5meters)			
56.		Up to DN 40mm spindle	No.		
57.		Over DN 40mm up to DN 50mm spindle	No.		
58.		Over DN 50mm up to DN 60mm spindle	No.		
		Straight Pedestal SS316 / LDX			
59.		Up to DN 40mm spindle	No.		
60.		Over DN 40mm up to DN 50mm spindle	No.		
61.		Over DN 50mm up to DN 60mm spindle	No.		

ITEM NO	PAYMENT REF	DESCRIPTION	UNIT OF MEASURE	RATE	
				R	C
		Headstock / Wall Mounted Pedestal SS316 / LDX			
62.		Up to DN 40mm spindle	No.		
63.		Over DN 40mm up to DN 50mm spindle	No.		
64.		Over DN 50mm up to DN 60mm spindle	No.		
		Gate Seals			
65.		P-Type Seal EPDM, 30mm	m		
66.		Rectangular Gat Seal, EPDM, 25mm x 20mm	m		
		Stainless Steel HD Bolts including nut (Full thread, Plain Hexagon, Flanged hexagon)			
67.		316 Stainless Steel M5, 15mm long	No.		
68.		316 Stainless Steel M5, 30mm long	No.		
69.		316 Stainless Steel M6, 15mm long	No.		
70.		316 Stainless Steel M6, 30mm long	No.		
71.		316 Stainless Steel M8, 15mm long	No.		
72.		316 Stainless Steel M8, 30mm long	No.		
73.		316 Stainless Steel M10, 60mm long	No.		
74.		316 Stainless Steel M12, 60mm long	No.		
75.		316 Stainless Steel M16, 60mm long	No.		
76.		316 Stainless Steel M20, 70mm long	No.		
77.		316 Stainless Steel M24, 70mm long	No.		
78.		316 Stainless Steel M30, 90mm long	No.		
		Stainless Steel Concrete Anchor Bolts with chemical anchoring compound:			
79.		316 Stainless Steel M12, 200mm long	No.		
80.		316 Stainless Steel M16, 200mm long	No.		
81.		316 Stainless Steel M20, 250mm long	No.		
82.		316 Stainless Steel M24, 250mm long	No.		
83.		316 Stainless Steel M30, 300mm long	No.		

ITEM	PAYMENT REF	DESCRIPTION	UNIT OF MEASURE	RATE	
				R	C
		Brass Spindle End Stop Nuts			
84.		Up to DN 35mm spindle	No.		
85.		Over DN 35mm up to DN 40mm spindle	No.		
86.		Over DN 40mm up to DN 50mm spindle	No.		
87.		DN 60mm spindle	No.		
		Spindle Tubes Extensions, SS316 Schedule 10			
88.		Up to DN 40mm spindle	No.		
89.		Over DN 40mm up to DN 50mm spindle	No.		
90.		DN 60mm spindle	No.		
		Penstock Gate (Grade 316 stainless steel)			
91.		0.2 m2 flow area	No.		
92.		0.4 m2 flow area	No.		
93.		0.6 m2 flow area	No.		
94.		0.8 m2 flow area	No.		
95.		1.0 m2 flow area	No.		
96.		1.2 m2 flow area	No.		
97.		1.4 m2 flow area	No.		
98.		1.6 m2 flow area	No.		
99.		1.8 m2 flow area	No.		
100.		2.0 m2 flow area	No.		
		Allow a provisional sums for selection and supply of parts and accessories not included in the schedule but required for the succesful installation of the Penstock			
101.		Provisional sum allowance for parts, up to and including R50,000	Prov. Sum		R50 000.00
102.		Allow for profit and attendance on the above provisional sum	%		
		Extra over for the Supply, Maintenance and installation of electrical actuators			
104.		Allow for provisional sum for the installation of IP68 electric actuators , up to and including R75,000	Prov. Sum		R75 000.00
105.		Allow for profit and attendance on the above provisional sum	%		

SCHEDULE NO. C LABOUR RESOURCES

ITEM	PAYMENT REF	DESCRIPTION	UNIT OF MEASURE	RATE R C
	C	<u>LABOUR RESOURCES</u>		
		<u>Allow for all costs and expenses in connection with the supply of the following labour rates based on normal hourly labour rates, including, transport, equipment, hand tools, power tools and safety equipment etc. Weekdays 06:00 to 18:00:-</u>		
106.		Draughtsman	hr	
107.		Professional Technologist	hr	
108.		Contractors Representative/ Technical supervisor / Site agent	hr	
109.		Specialist welder/boiler maker	hr	
110.		Artisan; Mechanical fitter	hr	
111.		Artisan Assistant, Handyman, Labourer	hr	
112.		Class 3 Certified Diver	hr	
		<u>Supply the following labour rates outside of normal working times, include all transport, equipment, hand tools, power tools and safety equipment etc. Weekdays 18:00 to 06:00 as well as Weekends and Public Holidays.</u>		
113.		Contractors Representative/ Technical supervisor / Site agent	hr	
114.		Specialist welder/boiler maker	hr	
115.		Artisan; Mechanical fitter	hr	
116.		Artisan Assistant, Handyman, Labourer	hr	

SCHEDULE NO. D CONSUMABLES AND SERVICES

ITEM NO	PAYMENT REF	DESCRIPTION	UNIT OF MEASURE	R	RATE	C
	<u>D</u>	<u>CONSUMABLES AND SERVICES</u>				
		<u>Allow for all costs and expenses in connection with the supply, delivery to Contractor's Storage facility, offloading and storage of the following consumables: -</u>				
117.		50kg Sand bags	No.			
		Lubrication				
118.		Bearing Grease	litres			
		Pickling and Passivation				
119.		Passivating	m ²			
		Degreaser				
120.		Chemical Degreaser	litres			
		Existing Material Identification and Testing				
121.		PMI, Positive Material Identification Testing	hr			
		Steel Plates for Channel Isolation and Gate Repair				
122.		Mild Steel, 10mm thick temporary plate.	m ² .			
123.		Fabricate, supply Mild Steel, 10mm thick plate, reinforced.	m ² .			
124.		Fabricate, supply SS316, 10mm thick plate, reinforced.	m ² .			
		Abrasive blasting and cleaning				
125.		Abrasive blasting and cleaning	m ²			
		Corroision Protection				
126.		Corroision Protection	m ²			
		CIVIL REPAIR WORK				
127.		Provisional sum allowance for any requirements not specified including scaffolding, R100,000.	Prov Sum		100, 000.00	
128.		Allow for profit and attendance on the above provisional sum	%			
		<u>Allow for all costs and expenses in connection with the supply, delivery, offloading and storage of the following materials: -</u>				
129.		Non-shrink, cementitious grout (ABE Duragrout 1000, or equivalent)	kg			
130.		Non-shrink, cementitious grout (ABE Epidermix 324, or equivalent)	L			

Pricing Instructions:

- 5.1 State the rates and prices in Rand unless instructed otherwise in the tender conditions.
- 5.2 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.
- 5.3 All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- 5.4 All prices shall be tendered in accordance with the units specified in this schedule.
- 5.5 Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns.
- 5.6 The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. **An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word "included" or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item. The Tenderer may be requested to clarify nil rates, or items regarded as having nil rates; and the Employer may also perform a risk analysis with regard to the reasonableness of such rates.**
- 5.7 Provide fixed rates and prices for the duration of the contract that are not subject to adjustment except as otherwise provided for in clause 17 of the Conditions of Contract and as amplified in the Special Conditions of Contract.
- 5.8 The tenderer is to price for all items in order to be considered responsive for this tender.

INITIALS OF CITY OFFICIALS		
1	2	3

(6) SUPPORTING SCHEDULES**Schedule 1: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums**

This schedule is to be completed if the tender is submitted by a partnership/joint venture/ consortium.

1. We, the undersigned, are submitting this tender offer as a partnership/ joint venture/ consortium and hereby authorize Mr/Ms _____, of the authorised entity _____, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting from it on the partnership/joint venture/ consortium's behalf.
2. By signing this schedule the partners to the partnership/joint venture/ consortium:
 - 2.1 warrant that the tender submitted is in accordance with the main business and objectives of the partnership/joint venture/ consortium;
 - 2.2 agree that the CCT shall make all payments in terms of this Contract into the following bank account of the Lead Partner:
 Account Holder: _____
 Financial Institution: _____
 Branch Code: _____
 Account No.: _____
 - 2.3 agree that in the event that there is a change in the partnership/ joint venture/ consortium and/or should a dispute arise between the partnership/joint venture/ consortium partners, that the CCT shall continue to make any/all payments due and payable in terms of the Contract into the aforesaid bank account until such time as the CCT is presented with a Court Order or an original agreement (signed by each and every partner of the partnership/joint venture/ consortium) notifying the CCT of the details of the new bank account into which it is required to make payment.
 - 2.4 agree that they shall be jointly and severally liable to the CCT for the due and proper fulfilment by the successful tenderer/supplier of its obligations in terms of the Contract as well as any damages suffered by the CCT as a result of breach by the successful tenderer/supplier. The partnership/joint venture/ consortium partners hereby renounce the benefits of excussion and division.

SIGNED BY THE PARTNERS OF THE PARTNERSHIP/ JOINT VENTURE/ CONSORTIUM		
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....

Note: A copy of the Joint Venture Agreement shall be appended to List of other documents attached by tenderer schedule.

Schedule 2: Declaration for Procurement above R10 million

If the value of the transaction is expected to exceed R10 million (VAT included) the tenderer shall complete the following questionnaire, attach the necessary documents and sign this schedule:

1. Are you by law required to prepare annual financial statements for auditing ? (Please mark with X)

YES		NO	
-----	--	----	--

1.1 If YES, submit audited annual financial statements:

- (i) for the past three years, or
(ii) since the date of establishment of the tenderer (if established during the past three years)

By attaching such audited financial statements to **List of other documents attached by tenderer** schedule.

2. Do you have any outstanding undisputed commitments for municipal services towards the CCT or other municipality in respect of which payment is overdue for more than 30 (thirty) days? (Please mark with X)

YES		NO	
-----	--	----	--

- 2.1 If NO, this serves to certify that the tenderer has no undisputed commitments for municipal services towards any municipality for more than three (3) (three) months in respect of which payment is overdue for more than 30 (thirty) days.

- 2.2 If YES, provide particulars:

3. Has any contract been awarded to you by an organ of state during the past five (5) years? (Please mark with X)

YES		NO	
-----	--	----	--

3.1 If YES, insert particulars in the table below including particulars of any material non-compliance or dispute concerning the execution of such contract. Alternatively attach the particulars to **List of other documents attached by tenderer** schedule in the same format as the table below:

Organ of State	Contract Description	Contract Period	Non-compliance/dispute (if any)

4. Will any portion of the goods or services be sourced from outside the Republic, and if so, what portion and whether any portion of payment from the CCT is expected to be transferred out of the Republic? (Please mark with X)

YES		NO	
-----	--	----	--

- 4.1 If YES, furnish particulars below

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

Schedule 3: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

Definitions

The following definitions shall apply to this schedule:

- (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).

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{\min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) \end{array}$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Gender (Ownership)	5	
Race (Ownership)	5	
Disability are disabled persons (ownership)	5	
Promotion of Micro and Small Enterprises	5	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. 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]

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

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

For official use.

SIGNATURE OF CITY OFFICIALS AT
TENDER OPENING

1.	2.	3.
----	----	----

Schedule 4: Declaration of Interest – State Employees (MBD 4 amended)

1. No bid will be accepted from:
 - 1.1 persons in the service of the state¹, or
 - 1.2 if the person is not a natural person, of which any director, manager or principal shareholder or stakeholder is in the service of the state, or
 - 1.3 from persons, or entities of which any director, manager or principal shareholder or stakeholder, has been in the service of the City of Cape Town during the twelve months after the City employee has left the employ of the City, or
 - 1.4 from an entity who has employed a former City employee who was at a level of T14 or higher at the time of leaving the City's employ and involved in any of the City's bid committees for the bid submitted, if:
 - 1.4.1 the City employee left the City's employment voluntarily, during a period of 12 months after the City employee has left the employ of the City;
 - 1.4.2 the City employee left the City's employment whilst facing disciplinary action by the City, during a period of 24 months after the City employee has left the employ of the City, or any other period prescribed by applicable legislative provisions, after having left the City's employ.
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 tenderer 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 tenderer or his or her representative:.....
 - 3.2 Identity Number:.....
 - 3.3 Position occupied in the Company (director, trustee, shareholder²):.....
 - 3.4 Company or Close Corporation 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
 - 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 tenderer 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

- 3.15 Have you, or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company been in the service of the City of Cape Town in the past twelve months? **YES / NO**

3.15.1 If yes, furnish particulars

- 3.16 Do you have any employees who was in the service of the City of Cape Town at a level of T14 or higher at the time they left the employ of the City, and who was involved in any of the City's bid committees for this bid? **YES / NO**

3.16.1 If yes, furnish particulars

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

Full Name	Identity Number	State Employee Number

If the above table does not sufficient to provide the details of all directors / trustees / shareholders, please append full details to the tender submission.

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

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) an executive 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.

Schedule 5: Conflict of Interest Declaration

1. The tenderer shall declare whether it has any conflict of interest in the transaction for which the tender is submitted. (Please mark with X)

YES		NO	
-----	--	----	--

- 1.1 If yes, the tenderer is required to set out the particulars in the table below:

2. The tenderer shall declare whether it has directly or through a representative or intermediary promised, offered or granted:

2.1 any inducement or reward to the CCT for or in connection with the award of this contract; or

2.2 any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy. (Please mark with X)

YES		NO	
-----	--	----	--

If yes, the tenderer is required to set out the particulars in the table below:

Should the tenderer be aware of any corrupt or fraudulent transactions relating to the procurement process of the City of Cape Town, please contact the following:

the City's anti-corruption hotline at 0800 32 31 30 (toll free)

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it.

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule 6: Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8)

Where the entity tendering is a partnership/joint venture/consortium, each party to the partnership/joint venture/consortium must sign a declaration in terms of the Municipal Finance Management Act, Act 56 Of 2003, and attach it to this schedule.

- 1 The tender offer of any tenderer may be rejected if that tenderer or any of its directors/members have:
- a) abused the municipality's / municipal entity's supply chain management system or committed any fraudulent 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) or Database of Restricted Suppliers.
- 2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
2.1	<p>Is the tenderer or any of its directors/members 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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.1.1	If so, furnish particulars:		
2.2	<p>Is the tenderer or any of its directors/members 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) or Database of Restricted Suppliers?</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>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.2.1	If so, furnish particulars:		
2.3	<p>Was the tenderer or any of its directors/members convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, , restriction of the tenderer or the exercise by the employer of any other remedies available to it.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

Schedule 7: Authorisation for the Deduction of Outstanding Amounts Owed to the City of Cape Town

To: THE CITY MANAGER, CITY OF CAPE TOWN

From: _____
(Name of tenderer)

RE: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE CITY OF CAPE TOWN

The tenderer:

- a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the City Manager may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the tenderer (or any of its directors/members/partners) to the CCT, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and
- b) therefore hereby agrees and authorises the CCT to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and
- c) confirms the information as set out in the tables below for the purpose of giving effect to b) above;
- d) The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the employer of any other remedies available to it.

Physical Business address(es) of the tenderer	Municipal Account number(s)

If there is not enough space for all the names, please attach the information to **List of other documents attached by tenderer** schedule in the same format:

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)

Signature
Print name:
On behalf of the tenderer (duly authorised)

Date

Schedule 8: Contract Price Adjustment and/or Rate of Exchange Variation

Refer to Clause 17 (Prices) of the special conditions of contract

SIGNED ON BEHALF OF TENDERER:

Schedule 9: Certificate of Independent Tender Determination

I, the undersigned, in submitting this tender TENDER NO: 314G/2022/23- TERM TENDER FOR SUPPLY, INSTALLATION, AND MAINTENANCE OF PENSTOCKS FOR THE CITY OF CAPE TOWN in response to the tender invitation made by THE CITY OF CAPE TOWN, do hereby make the following statements, which I certify to be true and complete in every respect:

I certify, on behalf of : _____ (Name of tenderer)

That:

1. I have read and I understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the tenderer to sign this Certificate, and to submit this tender, on behalf of the tenderer;
4. Each person whose signature appears on this tender has been authorised by the tenderer to determine the terms of, and to sign, the tender on behalf of the tenderer;
5. For the purposes of this Certificate and this tender, I understand that the word 'competitor' shall include any individual or organisation other than the tenderer, whether or not affiliated with the tenderer, who:
 - (a) has been requested to submit a tender in response to this tender invitation;
 - (b) could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer.
6. The tenderer has arrived at this tender independently from and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive price quoting.
7. In particular, without limiting the generality of paragraphs 5 and 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 tender;
 - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
 - (f) tendering with the intention not to win the contract.
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 tender invitation relates.
9. The terms of this tender have not been and will not be disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders 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, Act 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 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or any other applicable legislation.

Signature

Date

Name (PRINT)

(For and on behalf of the Tenderer (duly authorised))

(¹ Consortium: 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.)

Schedule 10: Price Basis for Imported Resources

[illegible]

* State Customs Duty Tariff Reference for each item

Note:

Note that any Resources not inserted in this Returnable Schedule shall be deemed to be manufactured / supplied in South Africa for the purposes of Contract Price Adjustment. The BASE DATE referred to in column (B) will be 7 calendar days before tender closing.

SIGNED ON BEHALF OF TENDERER:

Schedule 11: Schedule of Pre-Qualification Criteria Sub-Contractors

Not used

Schedule 12: List of other documents attached by tenderer
--

The tenderer has attached to this schedule, the following additional documentation:

	Date of Document	Title of Document or Description (refer to clauses / schedules of this tender document where applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		

Attach additional pages if more space is required.

 Signature
 Print name:
 On behalf of the tenderer (duly authorised)

 Date

Schedule 13: 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 ON BEHALF OF TENDERER:

.

Schedule 14: Information to be provided with the tender

The following information shall be provided with the Tender:

- a. Schedule 14A: Functionality Criteria

SIGNED ON BEHALF OF TENDERER:

Schedule 14A: Functionality Criteria

The Tenderer shall provide information for the functionality criteria listed in this Returnable Schedule.

The Tenderer's attention is drawn to clause C.2.2.1.1.4 (Minimum score for functionality) in the Tender Data for a more detailed explanation of the functionality criteria given in the table below and how the score will be calculated (with applicable values).

Criteria No	Description of Functionality Criteria	Maximum Possible Score
1	Previous Relevant Experience of Supplier : Tenderer to have a proven track record of projects in the Supply, Installation and Maintenance of Penstocks over the last 10 years	30 Points
2	Possession of Welding Procedure Certificates: Tendering entity must be in possession of any of the following certificates of official welding procedures, SS304, SS316 and LDX from AWS, ASME, BS, SMAW, GTAW or equivalent	40 Points
3	Relevant experience of the following staff: Professional Technician or higher registered with ECSA in the Mechanical Engineering field and Trade tested with an N2 minimum (welder or boiler maker) Specialist Boiler Maker/Welder	30 Points
		100 Points

The minimum score for functionality is **70 points**. Tenderers that fail to achieve the minimum score for functionality will be rejected.

The tenderer is referred to the Specification and Tender Conditions and shall provide details on the tables below to proof compliance with the relevant tender requirements.

The Curriculum Vitae and proof of qualifications of each individual and welding procedure certificates must be attached to this schedule; and statement for each of the individuals identified, which indicates any fields of specialization and any recent experience that is relevant to this tender (which may or may not form part of the individual's curriculum vitae). Tenderers should indicate to which part of this tender, the field of specialization is relevant to.

Where the entity tendering is a joint venture, the track record of each party to the joint venture must be submitted as part of this schedule (additional pages may be added if necessary).

Previous Relevant Experience of Supplier

PROJECT NO	TYPE OF RELEVANT WORK PERFORMED	CLIENT'S DETAILS (Location where work was performed, company name, contact name & phone number)	DATE OF CONTRACT (Start date and End Date)	VALUE OF CONTRACT
1				
2				
3				
4				

5				
6				
7				

(Additional pages may be added if necessary)

Possession of Welding Procedure Certificates

Welding procedure certificate No	Name of Welding Procedure Certificate	Obtained from	Year obtained
1			
2			
3			

(Additional pages may be added if necessary)


Relevant experience of the following staff:

Professional Technician or higher			
Name	Qualifications and Registrations	Relevant experience over the last 10 years	No. of Years of relevant experience

(Additional pages may be added if necessary)

Specialist Boiler Maker/Welder			
Name	Qualifications	Relevant experience over the last 10 years	No. of Years of relevant experience, post trade test qualification

(Additional pages may be added if necessary)

TENDER DOCUMENT GOODS AND SERVICES		 <div>CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD</div>	
SUPPLY CHAIN MANAGEMENT			
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TENDER NO: 314G/2022/23

TENDER DESCRIPTION: TERM TENDER FOR SUPPLY, INSTALLATION, AND MAINTENANCE OF PENSTOCKS FOR THE CITY OF CAPE TOWN

CONTRACT PERIOD: FROM DATE OF COMMENCEMENT UP TO 31 MARCH 2027

VOLUME 3: DRAFT CONTRACT

TENDERER	
NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual	
TRADING AS (if different from above)	

NATURE OF TENDER OFFER (please indicate below)	
Main Offer (see clause 2.2.11.1)	
Alternative Offer (see clause 2.2.11.1)	

VOLUME 3: DRAFT CONTRACT

(7) SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract, referring to the National Treasury – Conditions of Contract (revised July 2010), are applicable to this Contract:

1. Definitions

Delete Clause 1.15 and substitute with the following

- 1.15 The word 'Goods' is to be replaced everywhere it occurs in the GCC with the phrase 'Goods and / or Services' which means all of the equipment, machinery, materials, services, products, consumables, etc. that the supplier is required to deliver to the purchaser under the contract. This definition shall also be applicable, as the context requires, anywhere where the words "supplies" and "services" occurs in the GCC.

Delete Clause 1.19 and substitute with the following

- 1.19 The word 'Order' is to be replaced everywhere it occurs in the GCC with the words 'Purchase Order' which means the official purchase order authorised and released on the purchaser's SAP System

Delete Clause 1.21 and substitute with the following:

- 1.21 'Purchaser' means the **City of Cape Town**. The address of the Purchaser is **12 Hertzog Boulevard, Cape Town, 8001**.

Add the following after Clause 1.25:

- 1.26 'Supplier' means any provider of goods and / or services with whom the contract is concluded
- 1.27 "Intellectual Property" means any and all intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents, trademarks, registered designs and domain names, applications for any of the foregoing, trade or business names, copyright and rights in the nature of copyright, design rights, rights in databases, know-how, trade secrets and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures and particulars of customers, marketing methods and procedures and advertising literature, including the "look and feel" of any websites

3. General Obligations

Delete Clause 3.2 in its entirety and replace with the following clauses.

- 3.2 The parties will be liable to each other arising out of or in connection with any breach of the obligations detailed or implied in this contract, subject to clause 28.
- 3.3 All parties in a joint venture or consortium shall be jointly and severally liable to the purchaser in terms of this contract and shall carry individually the minimum levels of insurance stated in the contract, if any.
- 3.4 The parties shall comply with all laws, regulations and bylaws of local or other authorities having jurisdiction regarding the delivery of the goods and give all notices and pay all charges required by such authorities.
- 3.4.1 The parties agree that this contract shall also be subject to the CCT's Supply Chain Management Policy ('SCM Policy') that was applicable on the date the bid was advertised, **save that if the Employer adopts a new SCM Policy which contemplates that any clause therein would apply to the contract emanating from this tender, such clause shall also be applicable to that contract**. Please refer to this document contained on the CCT's website.
- 3.4.2 Abuse of the supply chain management system is not permitted and may result in cancellation of the contract, restriction of the supplier, and/or the exercise by the City of any other remedies available

to it as described in the SCM Policy.

3.5 The supplier shall:

3.5.1 Arrange for the documents listed below to be provided to the Purchaser prior to the issuing of the order:

- a) Proof of Insurance (Refer to Clause 11) or Insurance Broker's Warrantee
- b) Letter of good standing from the Compensation Commissioner, or a licensed compensation insurer (Refer to Clause 11)
- c) Initial delivery programme
- d) Other requirements as detailed in the tender documents

3.5.2 Only when notified of the acceptance of the bid by the issuing of the order, the supplier shall commence with and carry out the delivery of the goods in accordance with the contract, to the satisfaction, of the purchaser

3.5.3 Provide all of the necessary materials, labour, plant and equipment required for the delivery of the goods including any temporary services that may be required

3.5.4 Insure his workmen and employees against death or injury arising out of the delivery of the goods

3.5.5 Be continuously represented during the delivery of the goods by a competent representative duly authorised to execute instructions;

3.5.6 In the event of a loss resulting in a claim against the insurance policies stated in clause 11, pay the first amount (excess) as required by the insurance policy

3.5.7 Comply with all written instructions from the purchaser subject to clause 18

3.5.8 Complete and deliver the goods within the period stated in clause 10, or any extensions thereof in terms of clause 21

3.5.9 Make good at his own expense all incomplete and defective goods during the warranty period

3.5.10 Pay to the purchaser any penalty for delay as due on demand by the purchaser. The supplier hereby consents to such amounts being deducted from any payment to the supplier.

3.5.11 Comply with the provisions of the OHAS Act & all relevant regulations.

3.5.12 Comply with all laws relating to wages and conditions generally governing the employment of labour in the Cape Town area and any applicable Bargaining Council agreements.

3.5.13 Deliver the goods in accordance with the contract and with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.

3.6 The purchaser shall:

3.6.1 Issue orders for the goods required under this Contract. No liability for payment will ensue for any work done if an official purchase order has not been issued to the supplier.

3.6.2 Make payment to the supplier for the goods as set out herein.

3.6.3 Take possession of the goods upon delivery by the supplier.

3.6.4 Regularly inspect the goods to establish that it is being delivered in compliance with the contract.

3.6.5 Give any instructions and/or explanations and/or variations to the supplier including any relevant advice to assist the supplier to understand the contract documents.

3.6.6 Grant or refuse any extension of time requested by the supplier to the period stated in clause 10.

3.6.7 Inspect the goods to determine if, in the opinion of the purchaser, it has been delivered in compliance with the contract, alternatively in such a state that it can be properly used for the purpose for which

it was intended.

3.6.8 Brief the supplier and issue all documents, information, etc. in accordance with the contract.

5. Use of contract documents and information; inspection, copyright, confidentiality, etc.

Add the following after clause 5.4:

5.5 Copyright of all documents prepared by the supplier in accordance with the relevant provisions of the copyright Act (Act 98 of 1978) relating to contract shall be vested in the purchaser. Where copyright is vested in the supplier, the purchaser shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the contract and need not obtain the supplier's permission to copy for such use. Where copyright is vested in the purchaser, the supplier shall not be liable in any way for the use of any of the information other than as originally intended for the contract and the purchaser hereby indemnifies the supplier against any claim which may be made against him by any party arising from the use of such documentation for other purposes.

The ownership of data and factual information collected by the supplier and paid for by the purchaser shall, after payment, vest with the purchaser

5.6 Publicity and publication

The supplier shall not release public or media statements or publish material related to the services or contract within two (2) years of completion of the services without the written approval of the purchaser, which approval shall not be unreasonably withheld.

5.7 Confidentiality

Both parties shall keep all information obtained by them in the context of the contract confidential and shall not divulge it without the written approval of the other party.

5.8 Intellectual Property

5.8.1 The supplier acknowledges that it shall not acquire any right, title or interest in or to the Intellectual Property of the Employer.

5.8.2 The supplier hereby assigns to the Employer, all Intellectual Property created, developed or otherwise brought into existence by it for the purposes of the contract, unless the Parties expressly agree otherwise in writing.

5.8.3 The supplier shall, and warrants that it shall:

5.8.3.1 not be entitled to use the Employer's Intellectual Property for any purpose other than as contemplated in this contract;

5.8.3.2 not modify, add to, change or alter the Employer's Intellectual Property, or any information or data related thereto, nor may the supplier produce any product as a result of, including and/or arising from any such information, data and Intellectual Property, and in the event that it does produce any such product, the product shall be, and be deemed in law to be, owned by the Employer;

5.8.3.3 not apply for or obtain registration of any domain name, trademark or design which is similar to any Intellectual Property of the Employer;

5.8.3.4 comply with all reasonable directions or instructions given to it by the Employer in relation to the form and manner of use of the Employer Intellectual Property, including without limitation, any brand guidelines which the Employer may provide to the supplier from time to time;

5.8.3.5 procure that its employees, directors, members and contractors comply strictly with the provisions of clauses 5.8.3.1 to 5.8.3.3 above;

unless the Employer expressly agrees thereto in writing after obtaining due internal authority.

5.8.4 The supplier represents and warrants to the Employer that, in providing goods, services or both, as the case may be, for the duration of the contract, it will not infringe or make unauthorised use of the Intellectual Property rights of any third party and hereby indemnifies the Employer from any claims,

the liability, loss, damages, costs, and expenses arising from the infringement or unauthorised use by supplier of any third party's Intellectual Property rights.

- 5.8.5 In the event that the contract is cancelled, terminated, ended or is declared void, any and all of the Employer's Intellectual Property, and any and all information and data related thereto, shall be immediately handed over to the Employer by the supplier and no copies thereof shall be retained by the supplier unless the Employer expressly and in writing, after obtaining due internal authority, agrees otherwise.

7. Performance Security

Delete clause 7.1 and replace with the following:

- 7.1 Within 14 (fourteen) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified herein.

The Guarantee Sum shall be equal to **R 450 000.00 for the Winner and R 120 000.00 for the Alternative bidder.**

Delete clause 7.3 and replace with the following:

- 7.3 The performance security shall be furnished strictly in accordance with the terms and conditions set out in **Form of Guarantee / Performance Security** and can only be issued by any one of the Financial Institutions listed in **Annexure A** (attached to this form).

Delete clause 7.4 and replace with the following:

- 7.4 The performance security will be discharged by the purchaser and returned to the supplier strictly in accordance with the terms and conditions set out in the **Form of Guarantee / Performance Security**

8. Inspections, tests and analyses

Delete Clause 8.2 and substitute with the following:

- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organisation acting on behalf of the purchaser.

10. Delivery and documents

Delete clauses 10.1 and 10.2 and replace with the following:

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The time for delivery of the goods shall be the date as stated on the order. Orders for the supply and delivery of goods may be raised up until the expiry of a framework agreement bid, provided that the goods can be delivered within 30 days of expiry of the framework contract. The Director: Supply Chain Management may, based on motivated circumstances, approve the delivery of goods not exceeding six (6) months of expiry of the framework agreement. All orders, other than for the supply and delivery of goods, must be completed prior to the expiry of the contract period, unless approval was obtained from the Director: Supply Chain Management, based on motivated circumstances.
- 10.2 The purchaser shall determine, in its sole discretion, whether the goods have been delivered in compliance with the contract, alternatively in such a state that it can be properly used for the purpose for which it was intended. When the purchaser determines that the goods have been satisfactorily delivered, the purchaser must issue an appropriate certification, or written approval, to that effect. Invoicing may only occur, and must be dated, on or after the date of acceptance of the goods.

11. Insurance

Add the following after clause 11.1:

11.2 Without limiting the obligations of the supplier in terms of this contract, the supplier shall effect and maintain the following additional insurances:

- a) Public liability insurances, in the name of the supplier, covering the supplier and the purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract, in an amount not less than **R20 million** for any single claim;
- b) Motor Vehicle Liability Insurance, in respect of all vehicles owned and / or leased by the supplier, comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability Indemnity;
- c) Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the bidder's broker or the insurance company itself (see **Proof of Insurance / Insurance Broker's Warranty** section in document for a pro forma version).

In the event of under insurance or the insurer's repudiation of any claim for whatever reason, the CCT will retain its right of recourse against the supplier.

11.3 The supplier shall be obliged to furnish the CCT with proof of such insurance as the CCT may require from time to time for the duration of this Contract. Evidence that the insurances have been effected in terms of this clause, shall be either in the form of an insurance broker's warranty worded precisely as per the pro forma version contained in the **Proof of Insurance / Insurance Broker's Warranty** section of the document or copies of the insurance policies.

15. Warranty

Add to Clause 15.2:

15.2 This warranty for this contract shall remain valid for **six (6) months** after the goods have been delivered.

16. Payment

Delete Clause 16.1 in its entirety and replace with the following:

16.1 A monthly payment cycle will be the norm. All invoices which are dated on or before the 20th of a particular month will typically be paid between the 23rd and 26th of the following month. The supplier may submit a fully motivated application regarding more frequent payment to the Employer's Director: Expenditure for consideration. Requests for more frequent payments will be considered at the sole discretion of the Employer and is not a right in terms of this contract.

Delete Clause 16.2 in its entirety and replace with the following:

16.2 The supplier shall furnish the purchaser's Accounts Payable Department with an original tax invoice, clearly showing the amount due in respect of each and every claim for payment.

Add the following after clause 16.4

16.5 Notwithstanding any amount stated on the order, the supplier shall only be entitled to payment for goods actually delivered in terms of the Project Specification and Drawings, or any variations in accordance with clause 18. Any contingency sum included shall be for the sole use, and at the discretion, of the purchaser.

The CCT is not liable for payment of any invoice that pre-dates the date of delivery of the goods.

16.6 The purchaser will only make advanced payments to the supplier in strict compliance with the terms

and details as contained on **Proforma Advanced Payment Guarantee** and only once the authenticity of such guarantee has been verified by the City's Treasury Department.

17. Prices

Add the following after clause 17.1

- 17.2 If as a result of an award of a contract beyond the original tender validity period, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then the contract may be subject to contract price adjustment for that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Director: Supply Chain Management if such was not included in the bid documents.
- 17.3 If as a result of any extension of time granted the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then contract price adjustment may apply to that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Director: Supply Chain Management if such was not included in the bid documents.
- 17.4 The prices for the goods delivered and services performed shall be subject to contract price adjustment and the following conditions will be applicable:
- (a) The Accepted Contract rates shall be deemed to have included amounts to cover the contingency of all other rises and falls in costs not covered by the provisions of this or other Clauses.
 - (b) No Contract Price Adjustment shall be applied to Provisional Sums, the allowance for profit on Provisional Sums and mark-up based on OEM prices.
 - (c) For the sake of this clause, delivery of the equipment to the supplier's workshop is included in the materials cost. All items subject to contract price adjustment will be treated as 'Materials only' in this regard.
 - (d) The rates which are stated on the Price Schedule shall be adjusted on each anniversary of the date of contract commencement (recalculation date). For the purpose of contract price adjustment, the following general provisions shall apply:
 - i. The rates submitted will be firm for the first 12 months from date of commencement of the contract. The Director: SCM may consider a contract price adjustment formula in instances within the first twelve (12) months of the contract period, under exceptional and motivated circumstances
 - ii. **In year 2**, the rates submitted shall be subject to adjustment. **Base month (base indices)** for the price adjustment shall be the month prior to the closing date of the tender and **end date (current indices)** shall be 11th month of the contract. The adjustment will be applicable from 13th month of the contract until end of Month 24 of the contract..
 - iii. **In year 3**, the rates submitted shall be subject to adjustment. **Base month (base indices)** for the price adjustment shall be the 11th month of the contract and **end date (current indices)** shall be 23rd month of the contract. The adjustment will be applicable from 25th month of the contract until end of the contract.
 - (e) For the purpose of this Sub-Clause, General requirement and conditions are included with Labour only.
 - (f) Contract price adjustment shall be based on the indices published by the Steel and Engineering Industries Federation of South Africa (SEIFSA) using the method described. **This section must be read in conjunction with Table 1 (Contract Price Adjustment Table):**

Labour only

The following SEIFSA table shall be regarded as relevant to labour only items in this Contract:

Table C-3 SEIFSA Index | Actual Labour Cost; as applicable

The applicable formulae is:

$$A = a + b \left(\frac{L_n}{L_o} \right) - 1$$

Where:

A = Adjustment Factor rounded off to the sixth decimal place

a = 0.10 Fixed coefficient (non-adjustable portion)

b = 0.90

L_n = Current labour index in Table C3; as applicable

L_o = Base labour index in Table C3; as applicable

Mining and Construction Plant and Equipment

The following SEIFSA table shall be regarded as relevant to Mining and Construction Plant and Equipment only items in this Contract:

Table P-2 Mining and construction plant and equipment price index; as applicable

The applicable formulae is:

$$A = a + f \left(\frac{P_n}{P_o} \right) - 1$$

Where:

A = Adjustment Factor rounded off to the sixth decimal place

a = 0.10 Fixed coefficient (non-adjustable portion)

F = 0.90

P_n = Current mining and construction and equipment index in Table P-2; as applicable

P_o = Base mining and construction and equipment index in Table P-2; as applicable

Material only

The following SEIFSA tables shall be regarded as relevant to some materials only items in this Contract:

Table O-2 Statistics SA | PPI Selected Final and Intermediate Manufactured Goods; as applicable or

Table Q-A: Columbus Stainless Index | Stainless Steel Flat Products (excluding imports); as applicable or

Table G-1: Engineering input price indices; as applicable or

Table E-EX: Domestic Merchant Steel Price Index; as applicable

The applicable formulae is (using Table O-2 as an example):

$$A = a + c \left(\frac{M_n}{M_o} \right) - 1$$

Where:

where A = Adjustment Factor rounded off to the sixth decimal place

a = 0.10 Fixed coefficient (non-adjustable portion)

c = 0.90

Mn = Current Construction input price index in Table O-2; as applicable

Mo = Base Construction input price index in Table O-2; as applicable

TABLE 1: CONTRACT PRICE ADJUSTMENT TABLE

Schedule of Rates Item No.	Applicable Formulae	Applicable SEIFSA Tables / Columns
1 to 7	Labour only	Table C-3: All Hourly-Paid Employees
8 to 29	Mining and Construction Plant and Equipment	Table P-2: Lifting and Handling Equipment and Parts thereof
30 to 50	Material only	Table Q-A: Columbus Stainless Index Stainless Steel Flat Products (excluding imports) (Hot Rolled Steel Type 316)
51 to 53	Material only	Table O-2: Statistics SA PPI Selected Final and Intermediate Manufactured Goods (Plastic and Rubber Products)
54 to 64	Material only	Table Q-A: Columbus Stainless Index Stainless Steel Flat Products (excluding imports) (Hot Rolled Steel Type 316)
65 to 66	Material only	Table O-2: Statistics SA PPI Selected Final and Intermediate Manufactured Goods (Plastic and Rubber Products)
67 to 83	Material only	Table Q-A: Columbus Stainless Index Stainless Steel Flat Products (excluding imports) (Hot Rolled Steel Type 316)
84 to 87	Material only	Table G-1: Engineering input price indices (Mechanical engineering)
88 to 100	Material only	Table Q-A: Columbus Stainless Index Stainless Steel Flat Products (excluding imports) (Hot Rolled Steel Type 316)
106 to 116	Labour only	Table C-3: All Hourly-Paid Employees
117 to 120	Material only	Table G-1: Engineering input price indices (Mechanical engineering)
121	Labour only	Table C-3: All Hourly-Paid Employees
122 to 123	Material only	Table E-EX: Domestic Merchant Steel Price Index (Plates HR Grade S355JR)
124	Material only	Table Q-A: Columbus Stainless Index Stainless Steel Flat Products (excluding imports) (Hot Rolled Steel Type 316)
125 to 126	Material only	Table G-1: Engineering input price indices (Mechanical engineering)
129 to 130	Material only	Table G-1: Engineering input price indices (Mechanical engineering)

(g) All requests for variation in the contract price shall be submitted in writing as follows:

by email to: Mondray.Warley@capetown.gov.za and

CPA.Request@capetown.gov.za

(h) When submitting an application for contract price adjustment the Contractor shall provide the applicable months' actual indices for the SEIFSA Table No's and Descriptions and the actual revised rate proposed for each item. A mere notification of an application for contract price adjustment without stating the adjusted price claimed for each item shall, for the purpose of this clause, not be regarded as a valid claim.

- (i) The Employer reserves the right to request the Contractor to submit auditor's certificates or such other documentary proof as it may require in order to verify a claim for contract price adjustment. Should the supplier fail to submit such auditor's certificates or other documentary proof to the City of Cape Town within a period of 30 (thirty) days from the date of the request, it shall be presumed that the supplier has abandoned his claim.

17.5 If price adjustment for variations in the cost of plant and materials imported from outside of South Africa is provided for in the contract, such adjustment shall be based on the information contained on the schedule titled **"Price Basis for Imported Resources"** and as below. For the purposes of this clause the Rand value of imported Plant and Materials inserted on the schedule titled **"Price Basis for Imported Resources"** (column (F)) shall be the value in foreign currency (column (A)) converted to South African Rand (column (C)) by using the closing spot selling rate quoted by **CCT's** main banker, NEDBANK, on the Base Date (seven calendar days before tender closing date) rounded to the second decimal place (column(B)), to which shall be added any Customs Surcharge and Customs Duty applicable at that date (columns (D) and (E)).

17.5.1 Adjustment for variations in rates of exchange:

(a) The value in foreign currency inserted in column (A) shall be subject to clause (h) below when recalculating the Rand value.

(b) The rate of exchange inserted in column (B) shall be the closing spot selling rate quoted by Council's main banker, NEDBANK, on the Base Date, rounded to the second decimal place, subject to sub-paragraph (c) below.

(c) If the rate of exchange inserted by the Tenderer differs from the NEDBANK rate referred to above, then the NEDBANK rate shall apply and the Rand value in columns (C) and (F) shall be recalculated accordingly, without altering the price in the Price Schedule for the relevant items.

(d) If a tender from a supplier or sub-contractor provides for variations in rates of exchange, the Supplier may **only** claim for variations in rates of exchange if he binds the supplier or sub-contractor to the same provision to take out forward cover as described in sub-paragraph (e) below.

(e) The Supplier (or sub-contractor) shall within five working days from the date of placing a firm order on an overseas supplier, cover or recover forward by way of a contract with a bank which is an authorised foreign exchange dealer, the foreign exchange component of the cost of any imported Plant and Materials inserted by the Tenderer on the scheduled titled **"Price Basis for Imported Resources"**.

(f) When the Supplier (or sub-contractor) so obtains forward cover, the Supplier shall immediately notify the CCT of the rate obtained and furnish the CCT with a copy of the foreign exchange contract note.

(g) Based on the evidence provided in sub-paragraph (f) above, the value in Rand inserted in column (C) of on the schedule titled **"Price Basis for Imported Resources"** shall be recalculated using the forward cover rate obtained, and any increase or decrease in the Rand value defined in this clause shall be adjusted accordingly, subject to sub-paragraph (h) below.

(h) The adjustments shall be calculated upon the value in foreign currency in the Supplier's (or sub-contractor's) **forward cover contract**, provided that, should this value exceed the value in foreign currency inserted in column (A) of on the schedule titled **"Price Basis for Imported Resources"**, then the value in column (A) shall be used.

17.53.2 Adjustment for variations in customs surcharge and customs duty

(a) Any increase or decrease in the Rand value between the amounts of Customs Surcharge and Customs Duty inserted in on the schedule titled **"Price Basis for Imported Resources"** and those amounts actually paid to the Customs and Excise Authorities, which are due to changes in the percentage rates applicable or to the foreign exchange rate used by the authorities, shall be adjusted accordingly.

(b) The Tenderer shall state the Customs Duty Tariff Reference applicable to each item and the Supplier shall advise the CCT's Agent of any changes which occur.

17.5.3 Adjustment for variation in labour and material Costs

If the prices for imported Plant and Materials are not fixed, the Supplier shall in his Tender specify the formula for calculating Contract Price Adjustments normally used in the country of manufacture and the indices and relative proportions of labour and material on which his Tender prices are based. Evidence of the indices applicable shall be provided with each claim. The indices applicable 42 days before contractual dispatch date from the factory will be used for the purposes of Contract Price Adjustment.

Failure to specify a formula in the Tender shall mean that the prices are fixed or shall be deemed to be fixed.

18. Contract Amendments

Delete the heading of clause 18 and replace with the following:

18. Contract Amendments and Variations

Add the following to clause 18.1:

Variations means changes to the goods, extension of the duration or expansion of the value of the contract that the purchaser issues to the supplier as instructions in writing, subject to prior approval by the purchaser's delegated authority. Should the supplier deliver any goods not described in a written instruction from the purchaser, such work will not become due and payable until amended order has been issued by the purchaser.

20. Subcontracts

Add the following after clause 20.1:

- 20.2 The supplier shall be liable for the acts, defaults and negligence of any subcontractor, his agents or employees as fully as if they were the acts, defaults or negligence of the supplier.
- 20.3 Any appointment of a subcontractor shall not amount to a contract between the CCT and the subcontractor, or a responsibility or liability on the part of the CCT to the subcontractor and shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

Delete Clause 21.2 in its entirety and replace with the following:

- 21.2 If at any time during the performance of the contract the supplier or its sub-contractors should encounter conditions beyond their reasonable control which impede the timely delivery of the goods, the supplier shall notify the purchaser in writing, within 7 Days of first having become aware of these conditions, of the facts of the delay, its cause(s) and its probable duration. As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation, and may at his discretion extend the time for delivery.

Where additional time is granted, the purchaser shall also determine whether or not the supplier is entitled to payment for additional costs in respect thereof. The principle to be applied in this regard is that where the purchaser or any of its agents are responsible for the delay, reasonable costs shall be paid. In respect of delays that were beyond the reasonable control of both the supplier and the purchaser, additional time only (no costs) will be granted.

The purchaser shall notify the supplier in writing of his decision(s) in the above regard.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of goods from a national department, provincial department, or a local authority.

22. Penalties

Delete clause 22.1 and replace with the following:

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract,

deduct from the contract price, as a penalty, a sum as stated herein for each day of the delay until actual delivery or performance.

The penalty for this contract shall be **1% of the Work Project contract amount per day that it is late, up to and not exceeding 15% per order.**

- 22.2 The purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, financial penalties as contained on the **Preference Schedule** relating to breaches of the conditions upon which preference points were awarded.

23. Termination for default

Delete the heading of clause 23 and replace with the following:

23. Termination

Add the following to the end of clause 23.1:

if the supplier fails to remedy the breach in terms of such notice

Add the following after clause 23.7:

- 23.8 In addition to the grounds for termination due to default by the supplier, the contract may also be terminated:
- 23.8.1 Upon the death of the supplier who was a Sole Proprietor, or a sole member of a Close Corporation, in which case the contract will terminate forthwith.
- 23.8.2 The parties by mutual agreement terminate the contract.
- 23.8.3 If an Order has been issued incorrectly, or to the incorrect recipient, the resulting contract may be terminated by the purchaser by written notice
- 23.8.4 If a material irregularity vitiates the procurement process leading to the conclusion of the contract, rendering the procurement process and the conclusion of the resulting contract unfair, inequitable, non-transparent, uncompetitive or not cost-effective, provided the City Manager follows the processes as described in the purchasers SCM Policy.
- 23.8.5 After providing notice to the supplier, if the implementation of the contract may result in reputational risk or harm, or both, to the City as a result of (inter alia):
- 23.8.5.1 reports of poor governance or unethical behaviour, or both;
 - 23.8.5.2 association with known notorious individuals and family of notorious individuals;
 - 23.8.5.3 poor performance issues, known to the City;
 - 23.8.5.4 negative media reports, including negative social media reports; or
 - 23.8.5.5 adverse assurance (e.g. due diligence) report outcomes.
 - 23.8.5.6 Circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53 of the latest CCT SCM policy), where the person is or was negatively implicated in any SCM irregularity.
- 23.9 If the contract is terminated in terms of clause 23.8, all obligations that were due and enforceable prior to the date of the termination must be performed by the relevant party.

26. Termination for insolvency

Delete clause 26.1 and replace with the following:

- 26.1 The purchaser may make either of the following elections to ensure its rights are protected and any negative impact on service delivery is mitigated:
- 26.1.1 accept a supplier proposal (via the liquidator) to render delivery utilising the appropriate contractual mechanisms; or

- 26.1.2 terminate the contract, as the liquidator proposed supplier is deemed unacceptable to the purchaser, at any time by giving written notice to the supplier (via the liquidator).
- 26.2 Termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

Amend clause 27.1 as follows:

- 27.1 If any dispute or difference of any kind whatsoever, with the exception of termination in terms of clause 23.1(c), arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

Delete Clause 27.2 in its entirety and replace with the following:

- 27.2 Should the parties fail to resolve any dispute by way of mutual consultation, either party shall be entitled to refer the matter for mediation before an independent and impartial person appointed by the City Manager in accordance with Regulation 50(1) of the Local Government: Municipal Finance Management Act, 56 of 2003 – Municipal Supply Chain Management Regulations (Notice 868 of 2005). Such referral shall be done by either party giving written notice to the other of its intention to commence with mediation. No mediation may be commenced unless such notice is given to the other party.

Irrespective whether the mediation resolves the dispute, the parties shall bear their own costs concerning the mediation and share the costs of the mediator and related costs equally.

The mediator shall agree the procedures, representation and dates for the mediation process with the parties. The mediator may meet the parties together or individually to enable a settlement.

Where the parties reach settlement of the dispute or any part thereof, the mediator shall record such agreement and on signing thereof by the parties the agreement shall be final and binding.

Save for reference to any portion of any settlement or decision which has been agreed to be final and binding on the parties, no reference shall be made by or on behalf of either party in any subsequent court proceedings, to any outcome of an amicable settlement by mutual consultation, or the fact that any particular evidence was given, or to any submission, statement or admission made in the course of amicable settlement by mutual consultation or mediation.

28. Limitation of Liability

Delete clause 28.1 (b) and replace with the following:

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the sums insured in terms of clause 11 in respect of insurable events, or where no such amounts are stated, to an amount equal to twice the contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

Add the following after clause 28.1:

- 28.2 Without detracting from, and in addition to, any of the other indemnities in this contract, the supplier shall be solely liable for and hereby indemnifies and holds harmless the purchaser against all claims, charges, damages, costs, actions, liability, demands and/or proceedings and expense in connection with:

- a) personal injury or loss of life to any individual;
- b) loss of or damage to property;

arising from, out of, or in connection with the performance by the supplier in terms of this Contract, save to the extent caused by the gross negligence or wilful misconduct of the purchaser.

- 28.3 The supplier and/or its employees, agents, concessionaires, suppliers, sub-contractors or customers shall not have any claim of any nature against the purchaser for any loss, damage, injury or death which any of them may directly or indirectly suffer, whether or not such loss, damages, injury or death is caused through negligence of the purchaser or its agents or employees.
- 28.4 Notwithstanding anything to the contrary contained in this Contract, under no circumstances whatsoever, including as a result of its negligent (including grossly negligent) acts or omissions or those of its servants, agents or contractors or other persons for whom in law it may be liable, shall any party or its servants (in whose favour this constitutes a *stipulatio alteri*) be liable for any indirect, extrinsic, special, penal, punitive, exemplary or consequential loss or damage of any kind whatsoever, whether or not the loss was actually foreseen or reasonably foreseeable), sustained by the other party, its directors and/or servants, including but not limited to any loss of profits, loss of operation time, corruption or loss of information and/or loss of contracts.
- 28.5 Each party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amounts payable.

31. Notices

Delete clauses 31.1 and 31.2 and replace with the following:

- 31.1 Any notice, request, consent, approvals or other communications made between the Parties pursuant to the Contract shall be in writing and forwarded to the addresses specified in the contract and may be given as set out hereunder and shall be deemed to have been received when:
- a) hand delivered – on the working day of delivery
 - b) sent by registered mail – five (5) working days after mailing
 - c) sent by email or telefax – one (1) working day after transmission

32. Taxes and Duties

Delete the final sentence of 32.3 and replace with the following:

In this regard, it is the responsibility of the supplier to submit documentary evidence in the form of a valid Tax Clearance Certificate issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5).

Add the following after clause 32.3:

- 32.4 The **VAT registration** number of the City of Cape Town is **4500193497**.

ADDITIONAL CONDITIONS OF CONTRACT

Add the following Clause after Clause 34:

35. Reporting Obligations.

- 35.1 The supplier shall complete, sign and submit with each delivery note, all the documents as required in the Specifications. Any failure in this regard may result in a delay in the processing of any payments.

36. ESTABLISHMENT OF A FULLY COMPLAINT WORKSHOP FACILITY INCLUSIVE OF SERVICES AND PRODUCTS AS SPECIFIED WITHIN THE GEOGRAPHICAL BOUNDARIES OF THE CITY OF CAPE TOWN, WITHIN 30 DAYS FROM COMMENCEMENT OF CONTRACT

- 36.1 The supplier must within 30 days from commencement of the contract, establish a Workshop Facility within the Geographical Boundaries of the City of Cape which meets the requirements set out in the Specifications in full (including details stated on annexure 5: Local Workshop and Storage Facility Checklist) , and otherwise meets the requirements necessary for the supplier to render the services contemplated in this contract and to meet its obligations.

- 36.2 The City of Cape Town shall perform a minimum of one (1) technical assessment of the Workshop Facility mentioned in clause 36.1 above, to confirm that it complies with the requirements set out in the Specifications and otherwise meets the requirements necessary for the supplier to render the services contemplated in this contract and to meet its obligations. Only once the technical compliance of the Workshop Facility has been confirmed in full by the City of Cape Town, after the aforementioned technical assessment, will work be allocated and/or products be procured from the supplier in terms of this contract. Should the supplier fail to establish a Workshop Facility which complies with the aforementioned requirements, within the thirty (30) days mentioned in clause 36.1 above or a reduced period as contemplated in clause 36.3 below, this shall be a material breach of the contract and the City shall be entitled to terminate the contract forthwith and without further notice to the supplier. The date on which the aforementioned technical assessment shall be held, will not exceed two weeks from expiry of the thirty (30) days period.
- 36.3 The supplier may inform the City of Cape Town that it is ready for the technical assessment referred to in clause 36.2 above, earlier than the thirty (30) day period mentioned in clause 36.1 above, in which case the supplier shall forfeit the remaining days of the aforementioned period and the City of Cape Town shall be entitled to conduct the technical assessment at an agreed date and time between the parties, which shall not exceed two weeks from receipt from the supplier's notification in terms of this clause.
- 36.4 The supplier shall cooperate fully and in good faith with the City of Cape Town in arranging for and assisting the City of Cape Town with the technical assessment referred to in clause 36.2 above, including but not limited to providing the City of Cape Town with access to all parts of the Workshop Facility during that assessment and demonstrating to the City all aspects of the facility relevant for the aforementioned technical assessment.
- 36.5 Notwithstanding the contents of 36.1 to 36.4 above, the City of Cape Town reserves the right, at its sole discretion and on fourteen (14) days notice, to perform technical assessments of the Workshop Facility during the tenure of the contract as and when required, to ensure that the Workshop Facility meets the requirements set out in the Specifications in full, and otherwise meets the requirements necessary for the supplier to render the services contemplated in this contract and to meet its obligations. Should the outcome of the technical assessment be that the Workshop Facility is not compliant with the aforesaid requirement, this shall be a material breach of the contract.
- 36.6 The supplier shall submit to the City of Cape Town all documents as requested in the Specification as well as the responsive criteria mentioned in the tender document. All qualified staff employed by the supplier, Call-out vehicles (owned or leased) as well as tooling and equipment specified must be available for use by the supplier within thirty (30) days from commencement of the contract."

37. Original supplier's warranties

The supplier must transfer the original supplier's warranties for equipment obtained through this contract to the CCT before the end of the relevant works order contract. The supplier must provide proof of this transfer by submitting authorization of the transfer of warranty received from the original supplier of the equipment.

38. Procedures for the allocation of Works Projects

The CCT reserves the right to plan, allocate and effect individual Works Projects at its sole discretion and as described in this document. The CCT will only order those quantities of work items which it actually requires for execution in a Works Project from time to time. The Employer reserves the right not to order any quantities at all depending on circumstances and subject to operational requirements. The Works Projects shall be identified subject to availability of funding. The procedures for the allocation of Works Projects are described in detail in the specifications, annexure 1 (WORK PROJECT PROCESS AND FRAMEWORK CONTRACT FLOW DIAGRAM.)

(8) GENERAL CONDITIONS OF CONTRACT

(National Treasury - General Conditions of Contract (revised July 2010))

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1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1 'Closing time' means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 'Contract' means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 'Contract price' means the price payable to the supplier under the contract for the full and proper performance of his or her contractual obligations.
- 1.4 'Corrupt practice' means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 'Countervailing duties' are imposed in cases in which an enterprise abroad is subsidised by its government and encouraged to market its products internationally.

- 1.6 'Country of origin' means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 'Day' means calendar day.
- 1.8 'Delivery' means delivery in compliance with the conditions of the contract or order.
- 1.9 'Delivery ex stock' means immediate delivery directly from stock actually on hand.
- 1.10 'Delivery into consignee's store or to his site' means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 'Dumping' occurs when a private enterprise abroad markets its goods on its own initiative in the RSA at lower prices than that of the country of origin, and which action has the potential to harm the local industries in the RSA.
- 1.12 'Force majeure' means an event beyond the control of the supplier, not involving the supplier's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 'Fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 'GCC' means the General Conditions of Contract.
- 1.15 'Goods' means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 'Imported content' means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 'Local content' means that portion of the bidding price which is not included in the imported content, provided that local manufacture does take place.
- 1.18 'Manufacture' means the production of products in a factory using labour, materials, components and machinery, and includes other, related value-adding activities.
- 1.19 'Order' means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 'Project site', where applicable, means the place indicated in bidding documents.
- 1.21 'Purchaser' means the organisation purchasing the goods.
- 1.22 'Republic' means the Republic of South Africa.
- 1.23 'SCC' means the Special Conditions of Contract.

1.24 'Services' means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance, and other such obligations of the supplier covered under the contract.

1.25 'Written' or 'in writing' means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders, including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable, a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for the purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1, except for purposes of performing the contract.

5.3 Any document, other than the contract itself, mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the goods or any part thereof by the purchaser.

7. Performance Security

- 7.1 Within 30 (thirty) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in the SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.2 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser, and shall be in one of the following forms:
- a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - b) a cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than 30 (thirty) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in the SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organisation acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention of such is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier, who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of the GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in the SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in the SCC.

- 10.2 Documents to be submitted by the supplier are specified in the SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured, in a freely convertible currency, against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services (if any) specified in the SCC:

- (a) performance or supervision of on-site assembly, and/or commissioning of the supplied goods;
- (b) furnishing of tools required for the assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

- 14.1 As specified in the SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications), or from any act or omission of the

supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for 12 (twelve) months after the goods, or any portion thereof, as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for 18 (eighteen) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in the SCC.

15.3 The purchaser shall notify the supplier promptly, in writing, of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in the SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in the SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in the SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of any other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than 30 (thirty) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in the SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices tendered by the supplier in his bid, with the exception of any price adjustments authorized in the SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract Amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during the performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly

notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his or her discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure, outside of the contract, small quantities of supplies; or to have minor essential services executed if an emergency arises, or the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and, without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services, using the current prime interest rate, calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than 14 (fourteen) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated 14 (fourteen) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer/Authority will, at the discretion of the Accounting Officer/Authority, also be applicable to any other enterprise or any partner, manager,

director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person is or was, in the opinion of the Accounting Officer/Authority, actively associated.

23.6 If a restriction is imposed, the purchaser must, within 5 (five) working days of such imposition, furnish the National Treasury with the following information:

- (i) the name and address of the supplier and/or person restricted by the purchaser;
- (ii) the date of commencement of the restriction;
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period of not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction, and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidised import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall, on demand, be paid forthwith by the contractor to the State, or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he or she delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him or her.

25. Force majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if, and to the extent that, his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall notify the purchaser promptly, in writing, of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

27.2 If, after 30 (thirty) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his

intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due to the supplier.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to

Clause 6:

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable Law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in the SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail, and any other notice to him shall be posted by ordinary mail, to the address furnished in his bid or to the address notified later by him in writing; and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and Duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, licence fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, licence fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act, Act 89 of 1998, as amended, an agreement between or concerted practice by firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/are or a contractor(s) was/were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act, Act 89 of 1998.
- 34.3 If a bidder(s) or contractor(s) has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding 10 (ten) years and/or claim damages from the bidder(s) or contractor(s) concerned.

(9) FORM OF GUARANTEE / PERFORMANCE SECURITY**FORM OF GUARANTEE / PERFORMANCE SECURITY****GUARANTOR DETAILS AND DEFINITIONS**

"Guarantor" means:

Physical address of Guarantor:

"Supplier" means:

"Contract Sum" means: The accepted tender amount (INCLUSIVE OF VAT) of R.....

Amount in words:

"Guaranteed Sum" means: The maximum amount of R

Amount in words:

"Contract" means: The agreement made in terms of the Form of Offer and Acceptance for tender no ____: ____ and such amendments or additions to the contract as may be agreed in writing between the parties.

PERFORMANCE GUARANTEE

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Sum.
2. The Guarantor's period of liability shall be from and including the date of issue of this Guarantee/Performance Security up to and including the termination of the Contract or the date of payment in full of the Guaranteed Sum, whichever occurs first.
3. The Guarantor hereby acknowledges that:
 - 3.1 any reference in this Guarantee/Performance to "Contract" is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
 - 3.2 its obligation under this Guarantee/Performance Security is restricted to the payment of money.
4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the City of Cape Town the sum due and payable upon receipt of the documents identified in 4.1 to 4.2:
 - 4.1 A copy of a first written demand issued by the City of Cape Town to the Supplier stating that payment of a sum which is due and payable has not been made by the Supplier in terms of the Contract and failing such payment within seven (7) calendar days, the City of Cape Town intends to call upon the Guarantor to make payment in terms of 4.2;
 - 4.2 A first written demand issued by the City of Cape Town to the Guarantor at the Guarantor's physical address with a copy to the Supplier stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum has still not been paid.
5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the City of Cape Town the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the City of Cape Town to the Guarantor at the Guarantor's physical address calling up this Guarantee / Performance Security, such demand stating that:
 - 5.1 the Contract has been terminated due to the Supplier's default and that this Guarantee/Performance Security is called up in terms of 5; or

5.2 a provisional or final sequestration or liquidation court order has been granted against the Supplier and that the Guarantee/Performance Guarantee is called up in terms of 5; and

5.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.

6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
7. Where the Guarantor has made payment in terms of 5, the City of Cape Town shall upon the termination date of the Contract, submit an expense account to the Guarantor showing how all monies received in terms of this Guarantee/Performance Security have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Guarantee/Performance Security shall bear interest at the prime overdraft rate of the City of Cape Town's bank compounded monthly and calculated from the date payment was made by the Guarantor to the City of Cape Town until the date of refund.
8. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
9. The City of Cape Town shall have the absolute right to arrange its affairs with the Supplier in any manner which the City of Cape Town may deem fit and the Guarantor shall not have the right to claim his release from this Guarantee /Performance Security on account of any conduct alleged to be prejudicial to the Guarantor.
10. The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
11. This Guarantee/Performance Security is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee / Performance Security shall be returned to the Guarantor after it has expired.
12. This Guarantee/Performance Security, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
13. Where this Guarantee/Performance Security is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at

Date

Guarantor's signatory (1)

Capacity

Guarantor's signatory (2)

Capacity

Witness signatory (1)

Witness signatory (2)

ANNEXURE**LIST OF APPROVED FINANCIAL INSTITUTIONS**

The following financial institutions are currently (as at 12 October 2021) approved for issue of contract guarantees to the City:

National Banks:

ABSA Bank Limited
Firststrand Bank Limited
Investec Bank Limited
Nedbank Limited
Standard Bank of South Africa Limited

International Banks (with branches in SA):

Barclays Bank PLC
Citibank NA
Credit Agricole Corporate and Investment Bank
HSBC Bank PLC
JPMorgan Chase Bank
Societe Generale
Standard Chartered Bank

Insurance companies:

American International Group Inc (AIG)
Bryte Insurance Company Limited
Coface SA
Compass Insurance Company Limited
Credit Guarantee Insurance Corporation of Africa
Limited Guardrisk Insurance Company Limited
Hollard Insurance Company Limited
Infiniti Insurance Limited
Lombard Insurance Company Limited
New National Assurance Company Limited
PSG Konsult Ltd (previously Absa Insurance)
Regent Insurance Company Limited
Renasa Insurance Company Limited
Santam Limited

(10) FORM OF ADVANCE PAYMENT GUARANTEE**Not Used****ADVANCE PAYMENT GUARANTEE****GUARANTOR DETAILS AND DEFINITIONS**

"Guarantor" means:

Physical address of guarantor:

"Supplier" means:

"Contract Sum" means: The accepted tender amount (INCLUSIVE of VAT) of R

Amount in words:

"Contract" means: The agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contract as may be agreed in writing between the parties.

"Plant and materials" means: The Plant and materials in respect of which an advance payment prior to manufacture is required, which the City of Cape Town has agreed may be subject to advance payment, such Plant and materials being listed in the Schedule of Plant and materials.

"Schedule of Plant and materials" means: A list of Plant and materials which shows the value thereof to be included in the Guaranteed Advance Payment Sum.

"Guaranteed Advance Payment Sum" means: The maximum amount of R.....

Amount in words:

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Advance Payment Sum.
2. The Guarantor's period of liability shall be from and including the date of issue of this Advance Payment Guarantee and up to and including the termination of the Contract or the date of payment in full of the Guaranteed Advance Payment Sum, whichever occurs first.
3. The Guarantor hereby acknowledges that:
 - 3.1 any reference in this Advance Payment Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
 - 3.2 its obligation under this Advance Payment Guarantee is restricted to the payment of money.
4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the City of Cape Town the sum advanced to the Supplier upon receipt of the documents identified in 4.1 to 4.2:
 - 4.1 A copy of a first written demand issued by the City of Cape Town to the Supplier stating that payment of a sum advanced by the City of Cape Town has not been repaid by the Supplier in terms of the Contract ("default") and failing such payment within seven (7) calendar days, the City of Cape Town intends to call upon the Guarantor to make payment in terms of 4.2;
 - 4.2 A first written demand issued by the City of Cape Town to the Guarantor at the Guarantor's physical address with a copy to the Supplier stating that a period of seven (7) calendar days has elapsed since the first written demand in terms of 4.1 and the sum advanced has still not been repaid by the Supplier.
5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the City of Cape Town the Guaranteed Advance Payment Sum or the full outstanding balance not repaid upon receipt of a first written demand from the City of Cape Town to the Guarantor at the Guarantor's physical address calling up this Advance Payment Guarantee, such demand stating that:

- 5.1 the Contract has been terminated due to the Supplier's default and that this Advance Payment Guarantee is called up in terms of 5; or
- 5.2 a provisional or final sequestration or liquidation court order has been granted against the Supplier and that the Advance Payment Guarantee is called up in terms of 5; and
- 5.3 the aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.
6. It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.
7. Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.
9. The City of Cape Town shall have the absolute right to arrange its affairs with the Supplier in any manner which the City of Cape Town may deem fit and the Guarantor shall not have the right to claim his release from this Advance Payment Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.
10. The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.
11. This Advance Payment Guarantee is neither negotiable nor transferable and shall expire in terms of 2, whereafter no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.
12. This Advance Payment Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.
13. Where this Guarantee/Performance Security is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.

Signed at

Date

Guarantor's signatory (1)

Capacity

Guarantor's signatory (2)

Capacity

Witness signatory (1)

Witness signatory (2)

(10.1) ADVANCE PAYMENT SCHEDULE**Not used**

This Advance Payment Schedule is to be read in conjunction with clause 16.6 in the SCC. The purpose of this schedule is to itemise specific plant and materials for which the CCT is prepared to make advance payment to the supplier, subject to the conditions below.

The items of plant and materials which have been identified by the CCT as being suitable for advance payment in terms of the Contract are listed in the table below. Should an item or items be added to the list at tender stage by a tenderer, such item(s) will not be binding on the CCT.

Plant and materials which have been manufactured and are stored by the supplier	Plant and materials yet to be manufactured and for which a deposit with order is required from the supplier by a third party manufacturer/supplier, and which may be stored by the supplier:

Conditions:

- 1) The supplier can only rely on advance payment being permitted by the CCT in respect of the plant and materials listed in the table above. The CCT may, however, permit advance payment for other plant and materials in exceptional circumstances and at its sole discretion, during the course of the Contract, and upon reasonable request from the supplier.
- 2) Advance payment for the purposes of deposits will only be provided up to a limit of [DRAFTER TO SELECT PERCENTAGE: %] of the value of any one item being claimed.
- 3) The supplier shall provide the CCT with documentary evidence of the terms and conditions for which a deposit with order is required by a third party manufacturer/supplier, together with the advance payment guarantee.
- 4) The supplier will also be permitted to obtain advance payment for the balance of the value of the plant and materials in respect of which he has paid a deposit, for an item which after manufacture is stored by the supplier. The supplier shall, in respect of such payment, provide an advance payment guarantee, either for such balance or, if the advance payment guarantee in respect of the deposit is to be returned by the CCT upon request, for the whole value of the item.

(11) OCCUPATIONAL HEALTH AND SAFETY AGREEMENT**AGREEMENT MADE AND ENTERED INTO BETWEEN THE CITY OF CAPE TOWN (HEREINAFTER CALLED THE "CCT") AND**

.....,
(Supplier/Mandatar/Company/CC Name)

IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AS AMENDED.

I,,
representing

....., as an
employer
in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act (OHSA) and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

COID ACT Registration Number:

OR Compensation Insurer: Policy No.:
.....

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHSA and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHSA and Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the Occupational Health and Safety Specifications contained in this tender and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan submitted and approved in terms thereof.

Signed aton the.....day of.....20....

Witness

Mandatar

Signed at on the.....day of.....20

Witness

for and on behalf of
City of Cape Town

(12) INSURANCE BROKER'S WARRANTY (PRO FORMA)

Logo

Letterhead of supplier's Insurance Broker

Date _____

CITY OF CAPE TOWN
City Manager
Civic Centre
12 Hertzog Boulevard
Cape Town
8000

Dear Sir

TENDER NO.: 314G/2022/23

**TENDER DESCRIPTION: TERM TENDER FOR SUPPLY, INSTALLATION, AND MAINTENANCE OF PENSTOCKS
FOR THE CITY OF CAPE TOWN**

NAME OF SUPPLIER: _____

I, the undersigned, do hereby confirm and warrant that all the insurances required in terms of the abovementioned contract have been issued and/or in the case of blanket/umbrella policies, have been endorsed to reflect the interests of the CITY OF CAPE TOWN with regard to the abovementioned contract, and that all the insurances and endorsements, etc., are all in accordance with the requirements of the contract.

I furthermore confirm that all premiums in the above regard have been paid.

Yours faithfully

Signed: _____

For: _____ (Supplier's Insurance Broker)

(13) SPECIFICATION(S)**PARTICULAR / PROJECT SPECIFIC SPECIFICATIONS****A1) GENERAL REQUIREMENTS AND CONDITIONS****Detailed Works Program and Planning****Program**

For each Works Package request, the Service Provider shall submit his program for approval to the representative and shall make all reasonable adjustments to the program as required. The program and its supporting documents together with all updates shall be provided by the Contractor for the use of the representative and must be issued to the representative in a Gantt chart or similar format. The Contractor takes full responsibility for the workability of the Works Package program and confirms that no policy decisions relating to the compilation of the planning, programming and management of the work has been enforced on the Contractor directly or by implication, through the submission to, processing, analysis and approval of the program by the representative.

Planning

The Contractor is to note that the Water and Sanitation infrastructure can't be shut down or isolated for extended periods of time and the Contractor in collaboration with the representative needs to program the works accordingly and make the necessary arrangements to ensure operational mandates are not put at risk. Repairs and installation are therefore to be carried out in a systematically manner to ensure no blockage of flow can be accommodated at any stage.

Health and Safety (Refer to Health and Safety Specification)

The Service Provider shall comply with all the applicable requirements of the Occupational Health and Safety Act and Regulations.

The Service Provider shall enter into an Occupational Health and Safety Agreement with the Employer before the commencement of any work on site.

The Service Provider shall:

Create and maintain a safe and healthy work environment;

Execute the work in a manner that complies with all the requirements of the OHS Act and all its associated regulations, and in so doing, minimize the risk of incidents occurring; and

Respond to the instructions issued by the City's Representative

The Service Provider shall ensure that all workers are issued with the necessary personal protective clothing. This is a requirement for anyone entering the High Voltage substations, in accordance to NRS 040.

The Service Provider shall with respect to the work sites and the work that is contemplated:

Cause a preliminary hazard identification to be performed by a competent person before commencing any physical construction activity;

Evaluate the risks associated with such work constituting a hazard to the health and safety of such employees and the steps that need to be taken to comply with the OHS Act; and

As far as is reasonably practicable, prevent the exposure of such employees to the hazards concerned or, where prevention is not reasonably practicable, minimize such exposure.

The sampling work on site shall only be executed by personnel with a valid NRS 040 / ORHVS Responsible Persons authorization, these personnel shall have the necessary competence and experience to work safely within a substation and in close vicinity of live equipment and should provide the proof of a valid NRS 040 certificate. The successful Bidder will be required to provide the CCT representative with copies of the above authorisation within 10 working days of the Commencement Date.

The Service Provider shall carry out regular inspections and audits to ensure that the work is being performed in accordance with the requirements of this Specification.

It is the service provider's responsibility to ensure that all applicable statutory codes and conditions are conformed to, including those regulating work in the vicinity of active machinery and energized power lines. The service provider shall ensure that personnel are qualified and show proof of competence upon request.

The Service Provider shall before the commencement of any work on Site and during such work, cause risk assessment(s) to be performed by a competent person. Such assessment(s) shall as a minimum:

Identify the risks and hazards to which persons may be exposed to;

Analyse and evaluate the identified risks and hazards;

Implement work procedures, including the use of any personal protective equipment or clothing and the undertaking of periodic "toolbox talks" or inductions before undertaking hazardous work, in order to mitigate, reduce or control the risks and hazards that have been identified;

The Service Provider shall ensure that as far as is reasonably practicable, ergonomic related hazards are also analysed, evaluated and addressed in the risk assessment.

The Service Provider shall ensure that oil spills are cleaned and shall provide their oil spill clean-up kit. It is their responsibility to dispose oil and chemicals

Operation and Maintenance Manual

A draft copy of the Manual shall be submitted to the Engineer prior to commissioning the Works. The copy will be returned to the Contractor with comments.

One copy of the final version of the Manual, as accepted by the Engineer, shall be provided at the training session or before final payment is processed.

The Manual shall comply with the following:

- Final copy to consist of one hardcopy and one electronic copy which should be labelled the same as the hardcopy.
- Sections and sub-sections shall be titled, uniquely numbered and provided with separator sheets.
- Drawings shall be to a scale which makes details clear. Large drawings shall be held in plastic envelopes in the Manual. A4 and A3 drawings may be bound as normal pages. Drawings shall also be provided on electronic data storage in AutoCAD, or equivalent, format.
- Location map, street address as well as GPS co-ordinates to be provided.

Training

After the new installation or upgrade has been completed, the Contractor shall train operational and maintenance staff in the operating of the plant and shall train the City of Cape Town's maintenance staff on the maintenance requirements and procedures. Unless otherwise called for in the Detailed Mechanical Specification, the Tenderer shall price for the on-Site personal tuition of 5 operational staff members and 5 engineering staff members depending on the nature of the project.

The Contractor shall also provide the trainees with printed copies of the Training Manual which forms part of the Final Manual.

A2) PLANT AND EQUIPMENT

A2.1) Plant, Materials and Tools

The service provider shall supply all the plant and tools required and all plant and tools shall comply with the requirements as stipulated in the Environmental and Occupational Health and Safety Act and the Construction Regulations (2014).

All plant, tools, equipment and consumables that are required for undertaking work shall be provided by the Service Provider and will be included in tender rates. All material, consumables, tools, equipment and accessories necessary for the works shall be supplied and installed by the Service Provider and included in the rates.

The rates and services supplied under this contract shall include compliance with the Health and Safety Specification. Hepatitis injections for Service Provider's staff. Compliance with the requirements of the Occupational Health and Safety Act, 85 of 1993 and Construction Regulations, 2014. Provision of and adherence to a Health and Safety Plan. Liaison, co-ordination and chairing of meetings in respect of Health and Safety requirements. Any other Health and Safety expenses incurred in complying with the requirements of the Contract. Compliance with the Environmental Management Specification in the Scope of Work and

Environmental Management expenses incurred in complying with the requirements of the Contract. Compliance with the Waste Classification and Management Regulations shall be adhered to.

Treatment of Existing Services / Utilities

The service provider shall familiarise himself with the existing services and liaise with all relevant authorities for the location and detection of existing services/utilities. The Service Provider shall also use all necessary means to locate and expose services/utilities without damage to such services/utilities, should it be necessary.

Damage to Services / Utilities

The service provider shall ensure that his employees do not interfere with, or cause damage to any existing services/utilities that may or may not hinder the operation of the Works and he shall instruct them to refrain from entering areas where they are not required to carry out any work related to the contract.

Measurement and Payments

Plant and equipment are the tools required to complete the works. Plant and equipment can typically include mobile generators and mobile welding equipment, power tools, temporary lighting, mobile crane as well as transportation.

The unit of measurement shall be an hourly or Day rate to establish, operate and de-establish mobile plant, tools and equipment required for the Works. All equipment used and claimed for must clearly be stated in the Works Package and Works Program.

The rate shall include charges for overheads, fuel, maintenance, charges and profit including woven slings, steel rope, steel chains, shackles etc. as required for rigging and lifting. The requirements for rigging and lifting equipment shall be the responsibility of the Service Provider.

The rates for plant shall, in addition, cover the cost of insurances, hiring where required, consumable stores, operating fuel and maintenance.

The requirements for rigging and lifting equipment shall be the responsibility of the Service Provider. The rates shall include full compensation for all costs related to travelling, inspecting and assessing the site.

A3) TRANSPORT

The Service Provider shall be responsible for supplying his own transport on- and off-site for employees and equipment for the duration of the works packages.

The Contractor shall provide transport that is capable of handling the equipment safely, is roadworthy and has an up to date service record. Proof shall be submitted to City of Cape Town on request.

Damage to equipment / materials during transport shall be for the account of the contractor.

All scheduled supply, delivery, service, repair and maintenance work must be completed in an agreed time frame and within normal working hours. Overtime and after-hours work shall only be considered if instructed by the Employer's Agent.

Measurement and Payment

The unit of measurement shall be a kilometre rate for the transport and delivery of materials, equipment, mobile plant and labour to site and workshop as ordered by the Employer's Agent.

The rate shall include charges for overheads, fuel, driver, delivery, loading, offloading, maintenance of vehicle, and profit.

B) SUPPLY AND PARTS

B1) SUPPLY PENSTOCKS, CARBON STEEL HDG, 3CR12, S/S304L, SS316 / LDX OR SAF2205

Supply complete closed self-contained and non-self-contained frame, rising stem channel/wall-mounted penstocks for mounting by embedding frame in concrete or by means of mechanical chemical anchor bolts for frame height of 1m.

B1.1) General

Penstocks shall be of the rising spindle stem configuration. Where impractical preference shall only be given to non-rising spindles in instances where limited head room is available

B1.2) Design

Penstocks shall be designed to be operated under full design pressure for both manual and power actuated operation. Penstocks shall be designed for a minimum operating life of 15 years. The headstock beam shall be designed to accommodate the door opening and closing forces with no visible deflection while under maximum on/off-seating head pressure. The headstock beam shall make allowances for 45 Degree stay bars or gussets to minimise the deflecting forces transferred into the beam when the spindle torque is @ its highest (on seat closing or off seat opening)

Preference for a P-Type seal arrangement or equivalent for a positive action bearing pressure on seal surface when hydraulically loaded. The design shall be such that the P- Type seal is bolted in place making ease of removal for maintenance purposes. Vulcanized or bonded seals are not acceptable. The design of the frame shall be such that the surface area in contact with the seal is adequately sized for full contact when hydraulically loaded.

A system of adjustment shall be provided for ensuring that the penstock door is held against the seal correctly. This system shall be easily adjustable with basic tools as a requirement. Side wedge door adjusters shall be provided. Top and bottom wedge door adjusters shall be provided where required by the installation.

The upper and lower frames shall be split and bolted for ease of installation. The frame shall have jacking bolts for perpendicular and horizontal alignment (taken in both plains).

The door shall slide between polymer, elastomer or non-ferrous alloy materials. Direct contact between the door and the frame is not acceptable. Seals shall be mounted on the face of the gate. The mounted seal shall have protrusion in the range 5-10mm.

Spindle, travel stops wedges, guides, seals, door nuts and drive sleeves shall be replaceable.

S/S 304 or 316 Spindle covers, with slotted view nodes shall be provided for penstocks with rising spindles. Spindles shall be designed such that they are of sufficient section to prevent buckling or deformation when subjected to:

- The actuator at maximum stall torque
- 270N rim pull force applied to the hand wheel (total rim force required)

In applications where penstocks are installed without Power Actuators the design shall be such that a minimum rim pull force of 100N / 10kg is required to open or close the valve manually.

For manual applications a reputable make Cast Iron Reduction Bevel transfer box (including specification plate) shall be allowed for. This shall be Fusion Bonded Epoxy, Polyamide / Amine Epoxy or equivalent. The machine faces shall be techtyl / bitumen coated before assembly to prevent corrosion under creep of the Epoxy coating.

Spindle bearings shall be spherical flange mounted thrust bearings & shall be flanged bolted in place. Marine Brass end travel stops (overtightening & opening) need to be fitted to prevent damage to the Spindle thread when over tightened or opened.

Penstocks which are acted on by long stems shall be provided with guides along the length of the stem and the spacing between these guides shall not exceed 1 800 mm.

All power actuated penstocks shall include manual override and the power actuators shall be of fail-safe design. Lubrication of spindles shall be considered during design and specified in the operation and maintenance manuals. EPDM, Neoprene, Natural Rubber or leather bellows shall be supplied & fitted to the spindle threaded part exposed when the valve is in the fully closed position. This is to prevent the ingress of sand onto the threaded spindle, which shall elevate wear due to the formation of grinding paste.

Hand wheels shall be ergonomically designed for ease of use to open & close. The casting finish shall allow for permutations or hollows such that the finish allows for a firm grip in one's hand. They shall be minimum 500mm in diameter. The materials of choice shall be Cast Iron with indication markers of open & close with directional arrows. They shall be either Fusion Bonded epoxy (Gloss Black) or (Gloss Royal Blue). The section not less than 20mm shall be such that the cross section area is strong enough to with stand any forces subjected to opening & closing. No hollow tubing shall be considered.

S/S 304 or S/S 316 may be considered but only in solid cross sectional area & at the discretion of the Engineer.

The S/S handles shall be ergonomically fabricated such that the handle finish has permutations or hollows to allow grip for the operator's hands.

Lubricating nipples & grease points shall be provided & allowed, for all bearings, swivels, guides, spindle bushes etc.

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The bottom channel seat shall be level & smooth in design such that no allowance for sand & silt shall be tolerated. The bottom seal of the gate in contact with this area shall also be of a soft compound EPDM / Neoprene material that makes allowances for imperfections / dirt build up or slight misalignment conditions and shall be bolted in place. Vulcanized or cured compounds shall not be accepted due to maintenance constraints for replacement purposes.

B1.3) Materials

The penstock door and frame material selection shall be site specific & the application shall determine the best solution. The following material shall be costed and allowed for in the selection for site specific applications. They shall be supplied & costed in the following material choices & grades. Carbon Steel HDG, 3CR12, S/S 304L, S/S 316L, LDX, SAF2205 or better.

The door guides, seals, door nut and drive sleeve shall be of polymer, elastomer or non-ferrous alloy materials.

All fasteners, muff couplings and stem adaptors shall be of grade 316 S/S, or better. Universal joints shall be of stainless steel and shall be provided with rubber gaiters, bellows for protection.

Copper alloy seals shall not be used on sewage applications. All material shall be compatible with sewage water and sewage gas.

The water side penstock valve / gate shall make allowance for re-enforced ribbing / stiffeners / gussets to prevent buckling under water pressure. Preference shall be that they are the same composite material as the gate & is either bolted or stitch welded.

All fasteners shall be S/S 316 (A4) and all nuts shall either be Nylock or be supplied with spring washers. The assembly shall consist of 2 button type flat washers.

B1.4) Fabrication

Fabrication of stainless steel shall comply with the fabrication requirements specified elsewhere in this document. In particular, welding shall be continuous and crevices shall be avoided.

All Stainless steel shall be pickled and passivated or polished. In instances where surface contamination is severe a methodology of mechanically abrading or polishing with Ultra High Pressure water blasting with high concentrations of acid is utilized.

In the instances where full continuous welding would have had a negative impact on the design of the Penstock Valves, waiver for stitch welding is granted and agreed to by the Engineer, on provision that all the non-welded seams are sealed with a non-hardening Polyurethane Sealant.

Cast iron handles shall be of a minimum diameter 500mm in applications where non-Powered Actuators are fitted and shall be FBE (Fusion Bonded Epoxy) coated or normal epoxy-coated.

Direction of the hand wheel shall be as per the table below. The directions shall be labelled on the handles.

Department	Penstock Closing Direction
Bulk Water	Anti-Clockwise closing
Waste Water and all other	Clockwise closing

Each Penstock / Hand-stops valve shall be supplied with a riveted manufacturer's specification plate with the following details:

- 1) Manufacturer, Make & Model No.
- 2) Design standards ASME / DIN / BS / ISO
- 3) Serial Number
- 4) Batch / Job card number
- 5) Year of manufacture
- 6) Materials of manufacture

B1.5) Packaging and Transportation

Penstocks must be wrapped (bubble) or covered with appropriate means to prevent cross contamination or damage as a result of handling, storage or transportation. The penstocks shall be clearly identified on the outside of any protective packaging. If required, only elastomeric or fabric webbing straps shall be used for lifting purposes during loading, unloading and installation.

Measurement and Payment

The unit of measurement shall be the number of manually actuated penstocks supplied.

The tendered rates shall include full compensation for the design, manufacture, corrosion protection, testing, etc., as well as all royalties, patent rights, etc., for a complete operating penstock system with headstock, gate, seals, guide rails, frame, handwheel, spindle, spindle cover, bearings, pedestal, corrosion protection etc., as specified. New penstocks shall be supplied with an O&M Manual in accordance with Clause D77 of the Standard Specifications for Mechanical Works.

The rates shall also cover compliance to all quality control procedures as required by EAM/D&C/QCP/013 as per Clause 80 of the General Specification for Mechanical Works.

Separate items will be listed in the Schedule of Rates for different types and sizes of equipment.

B2) SUPPLY PARTS/ SPARES REPLACEMENT ON PENSTOCKS

Allow a rate for the selection and supply of parts and accessories required for penstocks. The following replacements parts are listed:

- Handwheels
- Bevel gearbox for rising spindle
- Spindle
- Clear spindle protection tube for rising stem
- Spindle flanged bearing
- Spindle support brackets
- Straight Pedestal SS316 / LDX
- Headstock / Wall Mounted Pedestal SS316 / LDX
- Gate Seals
- Stainless Steel HD Bolts including nuts
- Stainless Steel Concrete Anchor Bolts with chemical anchoring compound
- Brass Spindle End Stop Nuts
- Spindle Tubes Extensions, SS316

Allow a provisional sums for selection and supply of parts and accessories not included in the schedule but required for the successful installation of the Penstock

Measurement and Payment

The unit of measurement shall be the quantity (No.,m) of spares supplied.

The tendered rates shall include full compensation for the supply into storage or on the site, etc., as well as all royalties, patent rights, etc.

Extra over for the supply, maintenance and installation of electrical actuators

Allow a provisional sum for the design, manufacture, corrosion protection, testing, maintenance and delivery into storage or on the site, etc., as well as all royalties, patent rights, etc., for electrical actuators.

This line item applies to all penstocks that has existing electrical actuators installed. If a requirement arises for a penstock without an electrical actuator now requires it then the "Change in Design" needs the relevant approval from the Design and Contracts Section to investigate the necessary request.

Once Investigated and approved, only then will this line item be allowed to use to provide the necessary electrical actuator.

C) REMOVAL, INSTALLATION, TESTING AND COMMISSIONING

C1) Removal, installation, testing and commissioning complete

Removal, installation, testing and commissioning complete, closed self-contained frame and non-self-contained, rising stem channel/wall-mounted penstocks for mounting by embedding frame in concrete or by means of mechanical chemical anchor bolts for frame height of 1m

C1.1) Removal and installation of penstocks

Proposed method for full removal and installation:

The Contractor shall provide all mechanical plant required to install the penstock for the full duration of the works to be done.

If water cannot be diverted for a dry channel, the contractor should ensure that adequate water diversion and methods to isolate the penstock is in place.

If the works are in waste water facilities the contractor shall, on instruction of the Employers Agent, remove solids and sludge before attempting to work on the penstock.

The Contractor shall provide and operate all de-watering plant to pump out all water from channel and the excess water remaining in the channel after the channel section has been isolated. The channel shall remain completely free of water while the installation of the penstock is in process.

The Contractor shall provide lifting gear and fix strapping to the penstock before the fixing bolts or concrete embedding is removed.

The Contractor will make available high-pressure water jet blasters to jet blast rust sealing and caulking from the bolts or fixing system.

The penstock shall thereafter be loosened with care ensuring that the channel is not damaged under any circumstances. The Contractor shall avoid risky or destructive working methods and ensure that only limited force is applied.

Where the operation of a facility or system is required to be continuous the penstock shall be replaced by an equivalent standby unit to ensure the operation of the pipeline or facility.

The Contractor must then fit the replacement, refurbished or reconditioned penstock in the existing channel.

Make sure that the frame invert is flush with the invert of the channel. Make sure that the frame guide is flush with the channel side wall. Additionally, make sure that the penstock is perpendicular to the side walls of the channel.

Penstocks shall be installed by the Contractor using personnel skilled in such installations.

Suitable gaps shall be left for the application of grout. Grout shall be of the non shrink type and shall be applied strictly in accordance with the manufacturer's instructions. The first penstock to be installed shall be grouted under the supervision of the grout supplier and in the presence of the Engineer.

C1.2) Leakage Testing

Leakage testing shall be done under maximum expected pressure and after all installation work has been completed. No leakage between the penstock frame and the structure shall be acceptable.

The acceptable leakage rate shall be:

0,015 l/s/m of seating perimeter/3 m pressure head (for off seating penstocks);
0,008 l/s/m of seating perimeter/3 m pressure head (for on seating penstocks).

On head pressure up to 5m, acceptable leakage rates shall be:

- Less than 0.1 litres per metre per metre of seal periphery for wedge type gates,
- Less than 0.3 litres per minute per metre of seal periphery for all other types of control gates and
- Less than 0.5 litres per minute per metre of seal periphery for stop boards or bulkheads

For head pressure 5m and above, acceptable leakage rates shall be calculated using the following formula:

$$R_{lm} = 0.1 + 0.0H_{os}$$

Where:

H_{os} = on/off – seating head, in metres

R_{lm} = leakage rate in litres/minutes per metre of seal

C1.3) Grouting

Baseplates shall be designed and grouted to eliminate collection points for water or dirt. Except where otherwise approved in writing by the Engineer, all baseplates on concrete plinths shall be fully grouted in. Grouting holes must be provided on baseplates having a continuous top plate. Tapped holes and fixing setscrew protrusions shall be suitably protected.

The material used for grouting shall be a non shrink, cementitious grout (ABE Duragrout 1000, or equivalent). ABE Epidermix 324, or equivalent, is acceptable if the Contractor's design requires an epoxy grout to be used.

The initial grouting shall be overseen by the grout supplier's technical representative.

C1.4) Fasteners

Anchor fasteners shall be of grade 316 SS, or better.

A small amount of a nickel based, anti seize compound shall be applied along the full length of fastener threads before the nut is applied.

Servicing of penstocks

Defective penstocks shall only be replaced on instruction from the Employer's Agent in charge of the area. The Contractor should make provision for new bolts, nuts, washers and gaskets in the rates tendered to service the penstock.

Excessive defects shall be reported with submission of the Inspection reports of the penstock. An Inspection report shall be made out per penstock serviced.

C1.5) Proposed procedure for cleaning and lubrication service:

The penstock may be removed only if water handling is in place and the removal is approved by the Employers Agent.

The complete penstock system must be stripped and checked for damages and any other defects in accordance with the existing operations and maintenance manual.

The penstock shall be cleaned, rust removed including removing dried sludge or other solids from surfaces and moving parts, seals/guards are disassembled and processed to remove all traces of foreign deposits.

The Contractor shall inspect all handwheels, stem brackets, lateral spindle supports, pedestals, spindles, spindle nuts, spindle brackets, bearings, slides, slide retainers, seal retainers, guides, frames etc. of the penstock system for conformance to original design tolerances and operation. Gate seals, guides, bearings and all other moving parts requiring grease need to be re-greased.

The penstock must be operational after re-installation. Penstocks need to be leak tested after installation.

C1.6) Proposed procedure for seal replacement:

The penstock may be removed only if water handling is in place and the removal is approved by the Employers Agent.

The complete penstock system must be stripped and checked for damages and any other defects in accordance with the existing operations and maintenance manual.

The penstock shall be cleaned, rust removed including removing dried sludge or other solids from surfaces and moving parts, Seals/guards are disassembled and processed to remove all traces of foreign deposits.

The Contractor shall inspect all handwheels, spindle brackets, lateral spindle supports, pedestals, spindles, spindle nuts, spindle brackets, bearings, slides, slide retainers, seal retainers, guides, frames etc. of the penstock system for conformance to original design tolerances and operation.

Gate seals including bottom, side and frame seals as well as EPDM guides shall be replaced in accordance with original operation and maintenance manual. Guides and all moving parts requiring grease need to be re-greased.

The serviced penstock is assembled and must be operational after re-installation. Penstocks need to be leak tested after installation.

C1.7) Refurbishing of Penstocks

Existing penstocks in the City of Cape Town may vary from site to site in terms of design and material selection. The designs implemented at the time was as per the standard, as for the types of materials that can be expected, they are as follows:

- Stainless Steel
- HDG Mild Steel
- Cast Iron
- Other (Unknown)

The refurbishment specifications should be applied to all existing penstocks and adapted to suit the material found on site.

The penstock may be removed only if water handling is in place and the removal is approved by the Employers Agent.

The complete penstock system must be stripped and checked for damages and any other defects in accordance with the existing operations and maintenance manual.

Penstocks are degreased and shall be blast cleaned, rust removed including removing dried sludge or other solids from surfaces and moving parts. It will then be stripped into component parts for inspection.

The Contractor shall inspect all handwheels, spindle brackets, lateral spindle supports, pedestals, spindles, spindle nuts, spindle brackets, bearings, slides, slide retainers, seal retainers, guides, frames etc. of the penstock system for conformance to original design tolerances and operation.

Penstock seals and spacers are scrapped, remaining parts are inspected and approved for further service.

Damaged gate panels, frames and guards are welded and re-machined within original manufacturers' tolerances to maintain their design performance characteristics.

Stainless-steel gates and frame it be pickled and passivated including all stainless-steel parts. All surfaces shall be cleaned and washed after pickling or passivation to remove acidic remnants. Dried surfaces shall be polished (refer to the South African Stainless-Steel Development Association's recommended polishing agents).

In cases where Cast Iron/mild steel penstocks are found on site, a suitable cleaning procedure to be used to suit the material to be cleaned.

The complete refurbished penstock is assembled and given its final inspection and test.

The penstock must be operational after re-installation. Penstocks need to be leak tested after installation.

An Inspection report shall be made out per penstock refurbished.

C1.8) Proposed method for fixing by embedding in concrete

Suitable gaps shall be left for the application of grout. Grout shall be of the non-shrink type and shall be applied strictly in accordance with the manufacturer's instructions. Special care should be taken not to damage the penstock seals. The concrete construction shall be flat, level and plumb.

All excess grout should be removed and metal surfaces cleaned. The penstock to be installed shall be grouted under the supervision of the grout supplier and in the presence of the Employers Agent.

C1.9) Proposed method for fixing by anchoring bolts

Apply construction sealant all around the perimeter of the frame, where it will be in contact with the wall. Sikabond (200 ml/m) or equivalent construction sealant shall be used. The Contractor shall ensure not to get sealant on the seals, guides, and/or spindle, as this may cause leakage damage

Mark off positions for bolts and drill and install an anchor bolt on each side of the penstock. After installing the first anchor bolt, and prior to drilling the hole on the other side, make sure the frame is perfectly levelled. If level the remaining anchor bolts can be installed.

Ensure that drilled holes are cleaned out before installation of epoxy grouting/chemical anchoring (Fischer FIS EM Injection Mortar, Sika Anchorfix II, Hilti HIT HY200 or similar approved).

Apply construction sealant around the frame to fill in any existing gap between the wall and the frame. Wipe away the excess sealant to leave a smooth finish.

C1.10) Commissioning

When all tests have been completed to the satisfaction of the Employers Agent, the Works shall be commissioned. The Complete penstock, including all control functions and control systems shall be commissioned as a unit and the process performance requirements shall be achieved during normal operation.

Once the Works has been commissioned to the satisfaction of the Employers Agent, the operational acceptance period shall start and shall consist of a continuous period of operation free from trouble. Unless otherwise stated, this period shall be four weeks. During the operational acceptance period, the Contractor shall carry out all necessary servicing and any adjustments required. The plant staff will assist the Contractor in operating the Works during this period.

C1.11) Commissioning Report

A comprehensive commissioning test report shall be submitted by the Contractor prior to issue of the Certificate of Completion and shall be inserted in the Manual.

The contractor shall provide the following performance reports: for commissioning and tests as said above, a report after month of commissioning, report after three, six and 12 months of commissioning.

C1.12) Quality Control Procedure

Quality control shall be done in strict compliance of EAM/D&C/QCP/013 as per Clause 80 of the Standard Specification for Mechanical Works.

The Quality Control Procedure has the following hold points that need to be adhered to. These inspections are to be done by a City of Cape Town representative. The hold points are as follows:

1. Inspection – At Contractors Workshop – Holding Point 1
2. Inspection – Delivery to Site – Holding Point 2
3. Leakage Testing – Holding Point 3

Measurement and Payment

Remove existing equipment and materials

The unit of measurement shall be the number of equipment and materials removed.

The rates shall include the complete removal of existing penstocks including removing frame, spindles, gate, operators, pedestals etc. for refurbishment and later re-use (refurbishment and later re-use elsewhere measured) and move penstock and surplus components to an area within an approximate 50 (fifty) kilometre radius from the original place of removal and hand over penstock to City of Cape Town staff on site as directed.

The tendered rate shall include full compensation for all plant and equipment required to remove all components of a penstock system, such as installation of temporary spares or blank flanges, maintaining existing liquid volumes, loosening and removal of bolts and nuts, or any other action required.

Separate items will be listed in the Schedule of Rates for different types and sizes of equipment.

Installation, testing and commissioning of penstocks

The unit of measurement shall be the number of penstocks installed.

The tendered rates shall include full compensation for the installation and equipment requirements, sealing compound, mounting bolts or grout, making good all the damaged and corrosion-protected areas, testing, calibration and commissioning of penstocks and for all other costs and actions necessitated to obtain a complete and efficiently working system.

The rates shall also cover all quality control procedures as required by EAM/D&C/QCP/013 as per Clause 58 of the Standard Specification for Mechanical Works and comprehensive commissioning test report.

Separate items will be listed in the Schedule of Rates for different types and sizes of equipment.

C2) Labour Resources

The responsible work required in terms of this contract are to be performed during regular working hours being Monday to Friday during the hours of 06:00 to 18:00 unless otherwise instructed by the CCT based on the nature of the work requested or any breakdown that resulted in unsafe or security risk to be addressed by implementation of this tender.

The service provider will take full responsibility for any damages of whatever nature that may occur as a result of the Steelwork or handling of the equipment/plant, whilst in their care.

Access to City of Cape Town premises, property, vehicles and equipment shall be deemed applicable to standard terms and conditions. Arrangements need to be in place before any work can be carried out at any site or equipment. All administrative activities (including Permit to work, Site inductions, lock out procedure (if required), site access arrangements, etc.) will be in line with the CCT requirements and agreed on a Contract commencement.

If equipment or parts of equipment requires to be moved to a suitable off-site location, the Supplier is required to make such arrangements with the CCT. The cost for such transport is to be included into the estimate of cost for approval by the CCT before any equipment is removed.

The service provider will have suitable indemnity cover while operating on City of Cape Town property

Experience and qualifications

Personnel engaged in the execution of this contract shall be adequately qualified and trained. The Contractor shall submit copies of CV's and training certificates as per schedule 14A.

Contractors shall state their experience with this type of work by completing schedule 15B.

All equipment and instruments used for measuring, compiling and reporting must be in line with the relevant industry standards.

Identification of Services Required

The Service Provider shall be notified by the Employer's Representative if any services are required. Due to the uncertainty and fluctuation of the Municipality's requirements, no indication can be given as to the quantities of the above-mentioned items which will be required under this contract. The Service Provider will therefore be required to supply the requirements in such quantities as may be required by the Municipality from time to time. When supplies are required, the Municipality will endeavour to place orders on an as- and- when-required basis, as far in advance as possible.

Works not to Interfere

The various operations that make up the site works will be operational throughout the Contract. The Service Provider shall ensure that the steel works required does not affect operations without good reason and that there is always access.

Overtime Work on Site

Overtime on site will only be allowed if exclusively requested or approved by the Employer's Agent. A written request with supporting evidence is required if the Supplier requests overtime work. Overtime work will only commence after the approval is received from the Employer's Representative. Normal working hours on site is generally from 6:00 to 18:00 on weekdays.

Sequence of the Works

The Service Provider shall be responsible for determining the sequence of the tasks per works package and shall be captured in a works package program with detailed tasks and durations which shall be subject to the approval of the Employer's Agent.

Communication

The Service Provider shall ensure that he/she is accessible by telephone, email and a cellular telephone to ensure that he/she can be reached during normal working hours. Services may be required in an emergency outside of normal working hours therefor an Emergency contact number is required.

The specific works package initiated by the CCT will list the specific CCT contact details of relevant operating and maintenance personnel at the various installations.

Should CCT or operating and maintenance personnel determine or suspect that preventative, corrective or breakdown maintenance or repair is required, a call shall be logged through the Employers agent to reach the Service Provider as soon as possible.

Measurement and Payment

The unit of measurement shall be an hourly rate to supply the required labour when additional labour is required as specified by the employer's agent. Normal rates include all labour required.

The unit rates for labour and plant, or the percentage allowances for addition to the net cost of labour and materials shall cover overhead charges and profit, site supervision and site staff, insurances, holidays with pay, and use and maintenance of tools and equipment. The rates or allowances shall also cover travelling allowances or travelling costs, lodging allowances and any other emoluments and allowances payable to the workmen.

Rates include all transport incidental costs, equipment, hand tools, power tools and safety equipment.

Separate items will be listed in the Bill of Rates for different labour types and working hours.

D) CONSUMABLES AND SERVICES

Sand Bags – 50Kg

Sand Bags are to be the construction type, used in construction industry. The use of sandbags is an effective way to stop or reduce water flow. Properly filled and placed sandbags can act as a barrier to divert moving water around, instead of through, channels. The use of sandbags to isolate does not guarantee a water-tight seal, but is satisfactory for use in most situations.

Grease(Lubricant)

Grease is a semisolid lubricant used for bearings. It will be applied to mechanisms that can be lubricated only infrequently and where a lubricating oil would not stay in position. It should also act as sealant to prevent ingress of water and incompressible materials

Pickling and Passivation

Pickling and passivation are chemical treatments applied to the surface of stainless steel to remove contaminants and assist the formation of a continuous chromium-oxide, passive film.

Chemical Degreaser

Cleaning fluid designed to remove water, chemical contaminants, air and particle matter (Not fixed to surface) resulting from normal ingress, internal generation or component wear.

Existing Material Identification and Testing

The type of material identification method used will be Positive Material Identification (PMI). Positive Material Identification (PMI) is a fast and non-destructive method for verifying the chemical composition of metals and alloys.

Grouting of Penstocks

The material used for grouting shall be a non shrink, cementitious grout (ABE Duragrout 1000, or equivalent). ABE Epidermix 324, or equivalent, is acceptable if the Contractor's design requires an epoxy grout to be used.

The initial grouting shall be overseen by the grout supplier's technical representative.

Steel Plates for Channel Isolation

A steel plate used to temporary stop flow of water/sewage in order to complete the installation of a penstock.

ABRASIVE BLASTING

Before coating, all new steel surfaces shall be abrasive blast cleaned in accordance with Section 4.3 of SANS 10064 to a preparation grade of ISO Sa3 in accordance with ISO 8501. The blast profile, measured in accordance with SANS 5772 (dial gauge), shall be in the range of 50 to 75 µm, and shot blasted steel under blast primers should be 30 to 50 microns. Profiles in excess of 100 microns should be avoided. The abrasive shall comply with SANS 10064 and shall be free from all traces of oil, grease, foreign matter and corrosive contaminants such as chlorides, etc. The blasted surface shall be cleaned and degreased as required. The prepared surface shall be given the first coat of the painting system within 4 hours after blasting.

In instances where stainless steel and 3CR12 are to be painted, the surface shall be suitably abrasive blasted prior to primer application.

Surface coating applied to blast cleaned substrates may be expected to last five times as long as the same surface that had been weathered, then manually wire brushed.

Re-Preparation

If a surface coating is damaged during the manufacturing process, in transit or when being handled, it will be necessary to repair the damaged area. If it is at all possible, the original surface treatments should be used in the repair process, to the original specification.

Corrosion Protection (Refer to D5 of the Standards Specifications)

Application and Control

Factory Painting Contractor

Surface preparation and coating application shall be carried out by suitably trained and experienced industrial painting contractors who are fully equipped and staffed to do such work in their own covered premises strictly in accordance with the paint manufacturer's recommendations.

Before proceeding with the corrosion protection coatings, the Contractor shall submit the name of the painting sub-contractor and the proposed works supervisor for approval by the Engineer.

Coating Systems/Steps

The corrosion protection systems to be used on the plant and equipment will usually be specified in the Detailed Mechanical Specification, but if not, the Contractor shall recommend a suitable system for approval by the Engineer. If doubt exists as to the system or colour to be used, the Engineer's requirements must be ascertained.

Alternative coating systems that is superior to those specified may be used if approved in writing by the Engineer.

Except where otherwise specified, all metal surfaces shall be painted. This includes hot-dip galvanized items and metal-sprayed coatings. In the latter case the paint shall be in the form of a sealer.

Painting of Stainless Steel

Items made of 316 or 316L stainless steel may be left unpainted provided the surface is of uniform self-colour without blemishes, rust, marks or stains.

If blemished, the surfaces must either be painted or cleaned by pickling and/or electro-cleaning (not grinding or other mechanical means).

If corrosion of 316 stainless steel does occur, and depending on the appearance or extent of the problem, the Engineer may call for pickling, electro-cleaning, painting or replacement of the item.

Painting may be required if contaminated or stained surfaces cannot be properly cleaned or where stitch welding has been approved.

Quality Control of Coating Application

The Contractor shall provide a Quality Plan which shall include all steps in the surface preparation and corrosion protection process plus technical data sheets for all products proposed.

Records of compliance with the Quality Plan shall be maintained.

A written report of the inspections, prepared by the Inspector and signed by both the Inspector and the Contractor, shall be submitted for appraisal by the Engineer before delivery of the equipment to Site.

Responsibility and Rectification

The Contractor is responsible for the quality of the work and materials used, irrespective of any quality surveillance that may be carried out by the Engineer.

If unacceptable work is found on Site, the full unacceptable area identified by the engineer shall be redone after the Contractor has submitted a method proposal.

Inspections

The Contractor shall arrange for the inspection by the Engineer at every stage of the coating application. The Engineer may approve inspections by an independent competent person appointed by and at the cost of the Contractor.

Inspections shall be adequate to ensure compliance with the Specification and shall be done at the following stages as a minimum:

Coating (Hot-Metal Spray, Paint, etc.) After surface preparation but before application of the first coat. After application of the paint primer or first coat. After application of the final coating After the final factory applied paint or sealing coat.

Hot-dip Galvanizing After fabrication but before hot-dip galvanizing. After hot-dip galvanizing.

Duplex Protection (Hot-dip Galvanizing and Coating) After fabrication but before hot-dip galvanizing. After hot-dip galvanizing but before application of the first coat. After application of the primer. After the final Site-applied paint coat.

If the coating is to be done in the Cape Peninsula by in inspector other than the Engineer, the Contractor shall, nevertheless, arrange for the Engineer to witness the inspections at the latter's discretion.

Dry Film Thickness

The dry film thickness (dft) of any coat or coating system shall be determined in accordance with SANS 2808. The test method defines that the instrument is to be calibrated on a substrate that represents the surface to be coated.

The dry film thickness shall be measured using a non-destructive thickness testing machine and shall comply with the Specification. 90 % of all thicknesses measured shall comply with the minimum requirements of the Specification. Up to 10 % of all readings may be below the specified minimum thickness, but may not be less than 80 % of the specified minimum thickness.

The dry film thickness given in microns and, except where otherwise specified, is the minimum (not average) thickness permissible.

Inspector Qualifications

Inspectors appointed by the Contractor shall hold an appropriate qualification from one of the following:

- (a) Corrosion Institute of Southern Africa.
- (b) South African Institute of Welding.
- (c) South African Institute for Non-Destructive Testing.
- (d) South African Qualification and Certification Committee.

Identification of Items

Every item to be coated shall be identified by a welded or hard-stamped code. Records shall be maintained for each item.

Civil Works

Works Packages created on this Framework Tender may include minor civils works to repair or reinstate gearbox plinths and grouting etc.

The latest SANS 1200 Standard Specifications for Civil Engineering Construction shall be applicable to this contract.

Information provided is supplied in good faith but shall be used as a guide only and does not relieve the Contractor of his responsibility to exercise due caution when working in areas where existing services can reasonably be expected, nor his obligation to liaise with the authorities in this regard and the obtaining of the necessary work permits and wayleaves.

The Contractor shall be responsible to locate and safeguard any existing service he may encounter during construction. The Contractor shall be responsible for any damage to such existing services and works in the execution of this contract and shall reimburse the Employer, authority or the owner concerned for any repairs required following damages due to the Contractor's negligence.

The Contractor shall be responsible for immediately notifying the Engineer and the authorities concerned regarding any damage caused to public services and existing works.

Samples

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

Proprietary Materials

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

Manufacturer's Instructions

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

The Contractor shall employ a capable surveyor to set out the Works to the required lines and levels. The Engineer shall be informed immediately should any discrepancy be discovered between the levels or dimensions obtained by the Contractor and those shown on the drawings.

The Contractor shall submit the method of setting out he proposes to employ to the Engineer. Accurate control of line and level shall be provided by the Contractor at all stages of construction.

Work set out by the Contractor may be checked by the Engineer and any errors found shall be rectified by the Contractor at his own expense. The Contractor shall supply any instrument, equipment, material and labour required by the Engineer for this survey work. Any assistance, including checking given to the Contractor by the Engineer or any setting out done by the Engineer for Contractor shall not be held as relieving the Contractor of his responsibility for the accurate construction of the Works.

Construction in limited areas

In certain cases, working space may be limited. The method of construction in these restricted areas will depend largely on the Contractor's plant. However, the Contractor must note that measurement and payment will be according to the specified cross-sections and dimensions irrespective of the method used to achieve these cross-sections and dimensions and that the rates and prices tendered shall be deemed to include full compensation for any difficulty encountered while working in limited areas and narrow widths and that no extra payment will be made, nor will any claim for payment due to these difficulties be considered.

Construction methods must be of such a nature that no person, property or improvements in the vicinity of the works is endangered. The Employer accepts no responsibility for any work executed without written permission outside the site of Works.

Universal Access

In pursuit of becoming a fully accessible city, the City of Cape Town expects all Consultants and Service Providers to design and construct to SANS Standards for accessible Design, and any relevant City of Cape Town documents as may be relevant, and to exhibit a commitment to employing Universal Design Principles in their design, construction, service and product delivery of construction projects. This applies to all projects whether new, temporary, upgrades or rehabilitation works.

The contractor will engage with project representatives and the CCT's Universal Accessibility Department on how Universal Design Principles will enhance accessibility, within this project, that meets a variety of needs and creates a city that is accessible to everyone.

E: ENVIRONMENTAL MANAGEMENT SPECIFICATION

For use with the General Conditions of Contract for Construction Works, Third Edition, 2015.

E1 SCOPE

The Environmental Management Programme (EMP) for the project is comprised of this Environmental Management (EM) Specification and its Annexures, which together cover the requirements for controlling the impact on the environment of maintenance activities.

E2 INTERPRETATIONS**E2.1 Supporting specifications**

The following standardised specification shall, *inter alia*, apply to this Contract:

- a) SANS 1200A, as may be varied or added to in the Scope of Work
- b) Environmental Strategy for the City of Cape Town (POLICY NUMBER 46612)

E2.2 Application

This EM Specification contains clauses that are generally applicable to the undertaking of maintenance works in areas where it is necessary to impose pro-active controls on the extent to which the maintenance activities impact on the environment.

In the event of any difference or discrepancy between the provisions of the Standardised Specifications and the provisions of the EM Specification, the latter shall prevail.

E2.3 Definitions and abbreviations

For the purposes of this EM Specification the following definitions and abbreviations shall apply:

E2.3.1 Environment

The surroundings within which humans exist and that are made up of -

- i. the land, water and atmosphere of the earth;
- ii. micro-organisms, plant and animal life;
- iii. any part or combination of i) and ii) and the interrelationships among and between them; and
- iv. the physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influence human health and well-being.

E2.3.2 Potentially hazardous substance

A substance which, in the reasonable opinion of the Employer, can have a deleterious effect on the environment.

E2.3.3 Method Statement

A written submission by the Contractor to the Employer in response to the EM Specification or a request by the Employer, setting out the plant, materials, labour and method the Contractor proposes using to carry out an activity, in such detail that the Employer is enabled to assess whether the Contractor's proposal is in accordance with the Scope of Work and/or will produce results in accordance with the EM Specification.

E2.3.4 Reasonable

Unless the context indicates otherwise, means reasonable in the opinion of the Employer after he has consulted with a person suitably experienced in "environmental implementation plans" and "environmental management plans" (both as defined in the National Environmental Management Act, 107 of 1998).

E2.3.5 Solid waste

All solid waste, including maintenance debris, chemical waste, excess cement/ concrete, wrapping materials, timber, tins and cans, drums, wire, nails, domestic waste, dead vegetation, asphalt products, sewage, sewage debris, etc.

E2.3.6 Contaminated water

Water contaminated by the Contractor's activities containing cements, concrete, lime, paint products,

thinners, turpentine, chemicals, fuels, oils washing detergents, sewage, etc.

E2.3.7 Working area

Any area within the boundaries of the Site where maintenance is taking place.

E2.3.8 Contractor's camp

(Not Applicable to maintenance tenders)

The area designated for all temporary site offices, storage areas, maintenance plant parking areas, staff welfare facilities, etc.

E2.3.9 Employer's Representative (ER)

The person so named in the Contract Data, whose function is to administer the Contract as representative of the Employer.

The natural person appointed by the Employer in terms of the Contract, who shall observe the execution of the Works, examine and test materials and workmanship, and deliver and receive communications to/from the Contractor.

E2.3.10 Environmental Officer (EO)

Appointed by the Employer as his environmental representative on Site, with the mandate to enforce compliance with the EMP. The duties of the EO are stipulated in the City's guideline document for the EO and ER.

E2.3.11 Environmental Control Officer (ECO)

An independent appointment to objectively monitor implementation of relevant environmental legislation, conditions of Environmental Authorisations (EAs), and the EMP for the project.

E2.3.12 Environmental Site Officer (ESO)

Employed by the Contractor as his environmental representative to monitor, review and verify compliance with the EMP by the Contractor. The ESO must ensure that he is involved at all phases of the maintenance (from site clearance to rehabilitation).

E2.3.13 Abbreviations

The following abbreviations occur in this EM Specification:

EMP - Environmental Management Programme
EM Specification – Environmental Management Specification
EO - Environmental Officer
ECO – Environmental Control Officer
ESO – Environmental Site Officer
ER – Employer's Representative
MSDS - Material Safety Data Sheets

E2.4 **Employer's authority to delegate**

The Employer may assign duties and delegate authority to assistants who may include a Employer's Representative. Other than the ER, another assistant to the Employer can be in the form of an Environmental Officer (EO), who shall be responsible for monitoring compliance with the EMP. All instructions given by the EO shall go through the ER, who will then convey these to the Contractor, except in the case of an environmental emergency, in which case the EO can issue an instruction directly to the Contractor. An environmental emergency is one which, in the opinion of the EO, would cause serious environmental harm if not addressed immediately.

Depending on the nature/environmental sensitivity of the Contract the following variations in the organisational structure are possible:

- a) The ER may work together with an EO; or
- b) There may be an ER only (for maintenance projects with low potential for causing significant environmental impacts). In this case the ER has responsibility for the EO's functions.
- c) There may be an independently appointed Environmental Control Officer (ECO) who will fulfil essentially the same functions as the EO. The ECO may work with just the ER (if there is no EO) or may work with both the ER and EO.

E3 MATERIALS**E3.1 Materials handling, use and storage**

The Contractor shall ensure that any delivery drivers are informed of all procedures and restrictions (including "no go" areas) required to comply with the EM Specification. The Contractor shall ensure that these delivery drivers are supervised during offloading by someone with an adequate understanding of the requirements of the EM Specification.

Materials shall be appropriately secured to ensure safe passage between destinations. Loads, including but not limited to, sand, stone chip, fine vegetation, refuse, paper and cement, shall have appropriate cover to prevent them spilling from the vehicle during transit. The Contractor shall be responsible for any clean-up resulting from the failure by his employees or suppliers to properly secure transported materials.

All manufactured and or imported materials shall be stored on an agreed location. The method of rehabilitation of these areas, shall be subject to the Employer's approval.

Stockpile areas shall be approved by the Employer before any stockpiling commences.

E3.2 Hazardous substances

Hazardous chemical substances (as defined in the Regulations for Hazardous Chemical Substances in GN 1179 (25 August 1995)) stored on Site for use during maintenance shall be stored in secondary containers which are clearly and appropriately marked/signed. The relevant Material Safety Data Sheets (MSDS) shall be available on Site. Procedures detailed in the MSDSes shall be followed in the event of an emergency situation.

If potentially hazardous substances are to be stored on Site, the Contractor shall inform the Employer of such substances and provide a Method Statement detailing the substances/ materials to be used, together with the storage, handling and disposal procedures of the materials. Hazardous substances shall be stored out of flood risk areas and disposal of these substances shall be at a licensed waste disposal facility.

E4 PLANT (referring to "Contractor's Equipment" as defined in the General Condition of Contract, and the Contractor's facilities as used in SANS 1200A)**E4.1 Fuel (petrol and diesel) and oil****E4.1.1 Mobile Fuel bowser**

If mobile fuel and oil bowser is required on Site, then the Contractor shall submit a Method Statement covering the procedures for dealing with accidental hydrocarbon spillage and leaks, and detailing how these liquids will be stored, handled and disposed of. The Employer shall approve the location of all refuelling areas. Symbolic safety signs depicting "**No Smoking**", "**No Naked Lights**" and "**Danger**" conforming to the requirement of SANS 1186 are to be prominently displayed in and around the refuelling area. There shall be adequate fire-fighting equipment at the refuelling area.

The Contractor shall ensure that all liquid fuels and oils are stored in tanks with lids, which are kept firmly shut and adequately secured. The capacity of the tank shall be clearly displayed and the product contained within the tank clearly identified using the emergency information system detailed in SANS 0232 part 1. Fuel bowser shall have a capacity not exceeding 1000 litres and shall be kept on site only for as long as fuel is needed for maintenance activities, on completion of which they shall be removed.

Only empty and externally clean tanks may be stored on the bare ground. Empty and externally dirty tanks shall be sealed and stored on an area where the ground has been protected.

Adequate precautions shall be provided to prevent spillage during the filling of any tank and during the dispensing of the contents. If fuel is dispensed from 200 litre drums, the proper dispensing equipment shall be used, and the drum shall not be tipped in order to dispense fuel. The dispensing mechanism for the fuel storage tanks shall be stored in a waterproof container when not in use.

E4.1.2 Refuelling

Refuelling of plant and equipment shall be done only on approved by the Employer. The surface under the temporary refuelling area shall be protected against pollution to the reasonable satisfaction of the Employer prior to any refuelling activities. The Contractor shall ensure that there is always a supply of absorbent material (e.g. Spill Sorb or Enretech #1 powder or equivalent) readily available that is designed to absorb, break down and encapsulate minor hydrocarbon spillage. The quantity of such material shall be able to handle a minimum of 200 litres of hydrocarbon liquid spill.

E4.1.3 Treatment and remediation

Treatment and remediation of hydrocarbon spill and leak areas shall be undertaken to the satisfaction of the Employer. In the event of a hydrocarbon spill the source of the spillage shall be isolated and the spillage contained.

E4.2 Ablution and toilet facilities

Washing, whether of the person or of personal effects, defecating and urinating are strictly prohibited other than at the facilities provided.

Temporary toilets are not foreseen to be required for maintenance contracts. If temporary toilets are required the following rules shall apply:

Toilet facilities provided by the Contractor shall occur at a maximum rate of 1 toilet per 30 workers (1:15 is preferred). Toilet facilities shall be located within the Contractor's camp, but also at work areas remote from the camp, all to the satisfaction of the Employer. All portable toilets shall be adequately secured to the ground to prevent them toppling over as a result of wind or any other cause.

The Contractor shall ensure that the entrances to these toilets are adequately screened from view, that they are maintained in a hygienic state, serviced regularly, that no spillage occurs when they are cleaned and that contents are removed from Site. Toilets shall also be emptied before any temporary site closure for a period exceeding one week. Discharge of waste from toilets into the environment and burial of waste is strictly prohibited. The Contractor shall provide toilet paper at all times.

No ablution facilities shall be located closer than 50m to any water body

A Method Statement shall be provided by the Contractor detailing the provision, location, and maintenance of ablution facilities.

E4.3 Eating areas

The Contractor shall designate eating areas. The feeding of, or leaving of food for, animals is strictly prohibited. Sufficient bins, as specified in Clause H4.4 below, shall be present in these areas.

E4.4 Solid waste management

E4.4.1 Litter and refuse

The site shall be kept neat and clean at all times, littering is prohibited.

No on-site burying or dumping of any waste materials, vegetation, litter or refuse shall occur. The Contractor shall provide scavenger and weatherproof bins with lids, of sufficient number and capacity to store the solid waste produced on a daily basis. The lids shall be kept firmly on the bins at all times. Bins shall not be allowed to become overfull and shall be emptied regularly, at least once a week. Waste from bins may be temporarily stored on Site in a central waste area that is weatherproof and scavenger-proof, and which the Employer has approved. Wherever possible refuse shall be recycled, and containers for glass, paper, metals and plastics shall be used and the contents delivered to suitable recycling facilities when necessary.

All other litter and refuse shall be disposed of off Site at an approved landfill site. The Contractor shall supply the Employer with a certificate of disposal.

E4.4.2 Maintenance waste

Where possible all maintenance waste or spoil material shall be recycled, either on Site or elsewhere. As a last resort all maintenance waste shall be disposed of off Site at an approved landfill site. The Contractor shall supply the Employer with a certificate of disposal.

E4.5 Contaminated water management

Potential pollutants of any kind and in any form shall be kept, stored, and used in such a manner that any spill or escape can be contained and the water table and/or any adjacent water courses or bodies are not endangered. Spill kits which can be used to contain and/or mop up spills shall be available. Water containing such pollutants as cements, concrete, lime, chemicals, oils and fuels shall be discharged into a conservancy tank for removal from the Site to a licensed disposal facility. This particularly applies to water emanating from concrete batching plants and to runoff from fuel storage, refuelling or maintenance equipment washing areas. Wash down areas shall be done in such a manner so as to ensure that the surrounding areas are not polluted.

No paint products, chemical additives and cleaners, such as thinners and turpentine, may be disposed of into the stormwater system or elsewhere on Site. Brush/roller wash facilities shall be established to the satisfaction of the Employer.

A Method Statement shall be provided by the Contractor detailing the management of contaminated water.

Should contaminated water be released into the environment, specifically into a water course, monitoring thereof shall commence in accordance to the National Water Act, 36 of 1998, Section 21(f) – refer to GN 399 (26 March 2004). Contaminated water must not be released into the environment without authorisation from the relevant authority.

The Contractor shall notify the Employer immediately of any pollution incidents on Site and, at his own cost, take all reasonable measures to contain and minimise the effects of the pollution.

Any rehabilitation of the environment required as a result of such pollution shall be carried out by the Contractor at his own cost in accordance with a Method Statement approved by the Employer.

E4.6 Site structures

(Not applicable to maintenance contracts)

The type and colour of roofing and cladding materials to the Contractor's temporary structures shall be selected to reduce the visual impact.

E4.7 Lights

The Contractor shall ensure that any lighting installed on the Site for his activities does not cause a reasonably avoidable disturbance to other users of the surrounding area.

Lighting installed shall, as far as practically possible, be energy efficient. Lighting utilised on Site shall be turned off when not in use.

E4.8 Workshop, equipment maintenance and storage

No workshops or plant maintenance facilities shall be constructed on Site for performing major or routine maintenance of Contractors equipment and vehicles.

All vehicles and plant shall be kept in good working order. Leaking vehicles and plant shall be repaired immediately or removed from the Site.

The washing of vehicles and plant on Site shall be restricted to emergency requirements only. Washing may only be undertaken in areas designated by the Employer.

E4.9 Noise

The Contractor shall limit noise levels (for example, by installing and maintaining silencers on plant). The provisions of SANS 1200A Clause 4.1 regarding "built-up areas" shall apply.

Appropriate directional and intensity settings are to be maintained on all hooters and sirens.

No amplified music shall be allowed on Site. The use of audio equipment shall not be permitted, unless the volume is kept sufficiently low so as to be unobtrusive. The Contractor shall not use sound amplification equipment on Site, unless in emergency situations.

Maintenance activities generating output levels of 85 dB(A) or more in residential areas, shall be confined to the hours 08h00 to 17h00 Mondays to Fridays. Should the Contractor need to do this work outside of the above times, he shall do so only with the approval of the Employer, and the surrounding communities shall be informed prior to the work taking place.

E5 MAINTENANCE

E5.1 Method Statements

The Contractor shall submit the environmental method statements required within such reasonable time as the Employer shall specify or as required by the EM Specification. The Contractor shall not commence any activity until the Method Statement in respect thereof has been approved and shall, except in the case of emergency activities, allow a period of two weeks for consideration of the Method Statement by the Employer.

The Employer may require changes to a Method Statement if the proposal does not comply with the specification or if, in the reasonable opinion of the Employer, the proposal may result in, or carries a greater than reasonable risk of, damage to the environment in excess of that permitted by the EM Specification.

Approved Method Statements shall be readily available on the Site and shall be communicated to all relevant personnel. The Contractor shall carry out the Works in accordance with the approved Method

Statement. Approval of the Method Statement shall not absolve the Contractor from any of his obligations or responsibilities in terms of the Contract.

Changes to the way the Works are to be carried out must be reflected by amendments to the original approved Method Statements, and these amendments require the signature of both the Contractor and the Employer.

Method Statements shall consider all environmental hazards and risks identified by the Contractor and/or Employer and shall contain sufficient information and detail to enable the Employer to assess the potential negative environmental impacts associated with the proposed activity and shall cover applicable details with regard to:

- a) maintenance procedures,
- b) materials and equipment to be used,
- c) getting the equipment to and from Site,
- d) how the equipment/material will be moved while on Site,
- e) how and where material will be stored,
- f) the containment (or action to be taken if containment is not possible) of leaks or spills of any liquid or material that may occur,
- g) the control of fire,
- h) timing and location of activities,
- i) compliance/non-compliance with the EM Specification,
- j) any other information deemed necessary by the Employer.

The format to be used for the required method statements is bound in Annexure A of this EM Specification. The Contractor (and, where relevant, any sub-contractors) must also sign the Method Statement, thereby indicating that the work will be carried out according to the methodology contained in the approved Method Statement.

E5.1.1 Method Statements to be provided within 14 days from the Commencement Date

- a) Layout and Preparation.
- b) Ablution Facilities: number of, location, cleaning, method of securing to the ground, etc. of portable toilets (H4.2).
- c) Solid Waste Management: number of, type, location, cleaning, method of securing to the ground, etc. of bins (H4.4).
- d) Environmental Awareness Training: logistics for the environmental awareness courses for all the Contractor's management staff, as well as other employees (H5.2).
- e) Emergency Procedures for Accidental Hydrocarbon Leaks and Spillages (H4.1 and H5.8).
- f) Asphalt and Bitumen: details of all methods and logistics associated with the use of bitumen and asphalt (H5.11).

E5.2 Environmental Awareness Training

It is a requirement of this Contract that environmental awareness training courses are run for all personnel on Site. Courses shall be run during normal working hours at a suitable venue provided by the Contractor. All attendees shall remain for the duration of the course and sign an attendance register that clearly indicates participants' names on completion, a copy of which shall be handed to the Employer. The Contractor shall allow for sufficient sessions to train all personnel. Subsequent sessions shall be run for any new personnel coming onto Site. A Method Statement with respect to the organisation of these courses shall be submitted.

Notwithstanding the specific provisions of this clause, it is incumbent upon the Contractor to convey the spirit of the EM Specification to all personnel involved with the Works.

E5.2.1 Training Course for Management and Foremen

The environmental awareness training course for management shall include all management and foremen. The course, which shall be presented by the Employer or his designated representative, shall be of approximately one hour duration. The course shall be undertaken prior to the commencement of work on Site.

E5.2.2 Training Course for Site Staff and Labour

The environmental awareness training course for site staff and labour shall be presented by the Contractor from material provided by the Employer. The course shall be approximately one hour long. The course shall

be undertaken not later than 3 working days after the commencement of work on Site, with sufficient sessions to accommodate all available personnel.

All the Contractor's employees, sub-contractors' employees and any suppliers' employees that spend more than 1 day a week or four days in a month on Site shall attend the Environmental Awareness Training Course for Site Staff and Labour

E5.3 Contractor's Environmental Representative (ESO)

The Contractor shall appoint an environmental representative, also called an Environmental Site Officer (ESO), who shall be responsible for undertaking site inspection to monitor compliance with this EM Specification. The Contractor shall forward the name of the environmental representative (ESO) to the Employer for his approval. The environmental representative (ESO) shall complete Environmental Site Inspection Checklists (Annexure B attached hereto) and these shall be submitted to the Employer once a week.

E5.4 Site division, demarcation and "no go" areas

The Contractor shall restrict all his activities, materials, plant and personnel to within the Site or any particular working areas specified or indicated.

Where environmentally sensitive areas are specified as "no go" areas, the Contractor shall ensure that, insofar as he has the authority, no person, plant or material shall enter the "no go" areas at any time.

E5.5 Access routes/ haul roads

On the Site and, if so required, within such distance of the Site as may be stated by the Employer, the Contractor shall control the movement of all vehicles and maintenance equipment, including that of his suppliers, so that they remain on designated routes, are distributed so as not to cause an undue concentration of traffic, and that all relevant laws are complied with. In addition, the movement of such vehicles and maintenance equipment shall be planned and operated so as to minimise disruption to regular users of the routes. As far as possible the Contractor shall use existing access and haul routes. Damage to existing access roads as a result of maintenance activities shall be repaired to the satisfaction of the Employer, using material similar to that originally used. The cost of the repairs shall be borne by the Contractor. New temporary access or haul routes may only be established with the prior approval of the Employer. The rehabilitation of such routes shall be to the Contractor's own cost and to the approval of the Employer.

Any directional signage required by the Contractor for the purposes of directing the movement of his own vehicles and maintenance equipment (or that of his subcontractors or suppliers) must be of a design and in a location approved by the Employer. Directional signage may not be erected in such a manner that it interferes with sight lines or pedestrian movement.

E5.6 Maintenance personnel information posters

The Contractor shall erect and maintain information posters for the information of his employees, depicting actions to be taken to ensure compliance with aspects of the EM Specification.

The specification for the poster is presented in Annexure C of this EM Specification. The symbols shall be black and the circles shall be red lines. The Contractor shall ensure that the maintenance personnel information posters are not damaged in any way, and shall replace a poster if any part of it becomes illegible.

E5.7 Fire control

No fires may be lit on Site. Any fires which occur shall be reported to the Employer immediately.

Smoking shall not be permitted in those areas where it is a fire hazard. Such areas shall include fuel storage and refuelling areas, and any other areas where the vegetation or other materials are susceptible to the start and rapid spread of fire.

In terms of the National Environment Management: Air Quality Act, 39 of 2004 and Community Fire Safety By-law, burning is not permitted as a disposal method.

The Contractor shall appoint a Fire Officer (who may be the ESO) who shall be responsible for ensuring immediate and appropriate actions in the event of a fire and shall ensure that employees are aware of the procedure to be followed. The Contractor shall advise the relevant authority of a fire as soon as one starts and shall not wait until he can no longer control it.

The Contractor shall comply with Clause 27 of the Maintenance Regulations, 2003 where applicable, and shall ensure that there is suitable and sufficient fire-fighting equipment available on Site at all times for the applicable maintenance works.

The Contractor shall be liable for any costs relating to the rehabilitation of burnt areas, should the fire be the result of the Contractor's activities on Site

The Contractor shall submit a Method Statement to the Employer covering the procedure to be followed in the event of a fire.

E5.8 Emergency procedures

The Contractor's attention is drawn to the Method Statements required in terms of Clauses H4.1 and H5.7 above. Such Method Statements shall include procedures to be followed by the Contractor in the event of an emergency.

Furthermore, in the event of an emergency, the Contractor shall contact the City of Cape Town's Emergency Call Centre by telephoning 107 or 021 480 7700 (from a cell phone).

**E5.9 Community relations
(Not Applicable for this Contract)**

If so required, the Contractor shall erect and maintain information boards in the position, quantity, design and dimensions specified in the Scope of Work or as directed by the Employer. Such boards shall include contact details for complaints by members of the public in accordance with details provided by the Employer.

The Contractor shall keep a "Complaints Register" on Site. The Register shall contain all contact details of the person who made the complaint, and information regarding the complaint itself.

E5.10 General protections in terms of the National Heritage Resources Act, 25 of 1999

The Contractor shall take cognisance of the provisions of the National Heritage Resources Act, 25 of 1999 in respect of, *inter alia*, structures older than 60 years; archaeology, palaeontology and meteorites; burial grounds and graves; and public monuments and memorials.

E5.11 Protection of natural features

The Contractor shall not deface, paint, damage or mark any natural features (e.g. rock formations) situated in or around the Site for survey or other purposes, unless agreed beforehand with the Employer. Any features affected by the Contractor in contravention of this clause shall be restored/ rehabilitated to the satisfaction of the Employer. The cost of restoration/rehabilitation shall be borne by the Contractor.

The Contractor shall not permit his employees to make use of any natural water sources (e.g. springs, streams, open water bodies) for the purposes of swimming, personal washing and the washing of machinery or clothes.

E5.12 Protection of flora and fauna

Except to the extent necessary for the carrying out of the Works, as specified by the Employer, no vegetation shall be removed, damaged or disturbed.

The presence of any wild animals found on Site shall be reported to the Employer, who shall issue an instruction with regard to their removal or relocation. If a wild animal needs removal from the Site the Cape Nature (Metro Region) Conservation Services Manager may be contacted for assistance (tel 021 955 9132/9121/3122/9130). Trapping poisoning, injuring or shooting animals is strictly forbidden. No domestic pets or livestock are permitted on Site, with the exception of controlled watchdogs approved by the Employer.

Where the use of herbicides, pesticides and other poisonous substances has been specified, the Contractor shall submit a Method Statement to the Employer for approval.

E5.13 Erosion and sedimentation control

The Contractor shall take all reasonable measures to limit erosion and sedimentation due to the maintenance activities and shall, in addition, comply with such detailed measures as may be required by the Scope of Work. Where erosion and/or sedimentation, whether on or off the Site, occurs, rectification shall be carried out in accordance with details specified by the Employer. Where erosion and/or sedimentation occur due to the fault of the Contractor, rectification shall be carried out to the reasonable requirements of the Employer, at the Contractor's cost. In particular, the Contractor shall ensure that the City's stormwater system is kept free from sediment arising from the Works.

Any runnels or erosion channels developed during the maintenance period or during the vegetation establishment period shall be backfilled and compacted, and the areas restored to a proper condition. Stabilisation of cleared areas to prevent and control erosion shall be pro-actively managed by the

Contractor. The method of stabilisation shall be determined in consultation with the Employer.

E5.14 Aesthetics

The Contractor shall take any requisite measures to ensure that maintenance activities do not have an undue negative impact on the aesthetics of the area.

E5.15 Temporary site closure

In the event of temporary site closure (for a period exceeding one week), the Contractor's ESO shall carry out checks and ensure that, amongst others, the following conditions pertain and report on compliance with this clause:

- a) Fire extinguishers are serviced and accessible.
- b) There is adequate ventilation in enclosed spaces.
- c) All hazardous substance stores are securely locked.
- d) Fencing and barriers are in place.
- e) .
- f) Wind and dust mitigation measures, e.g. straw, brush packs, irrigation, etc. are in place.
- g) Excavated and filled slopes and stockpiles are at a stable angle and capable of accommodating normal expected water flows.
- h) There are sufficient detention ponds or channels in place.
- i) Cement and materials stores are secured.
- j) Toilets are empty and secured.
- k) Central waste area and all refuse bins are empty and secured.
- l) Contaminated water conservancy tank empty.
- m) Any bunded areas are clean and treated with an approved product where applicable (e.g. Spill Sorb or Enretech #1 powder or equivalent).
- n) Drip trays are empty and secure

E5.16 Asphalt and bitumen

Bitumen drums/products, if stored on Site, shall be stored in an area approved by the Employer.

When heating bitumen products, the Contractor shall take cognisance of appropriate fire risk controls. Heating shall only be undertaken using LPG or similar zero emission fuels. Appropriate fire fighting equipment shall be readily available on Site.

E5.17 Dust

The Contractors shall be solely responsible, at his cost, for the control of dust arising from his activities on Site, and for any costs involved in damages resulting from the dust. The Contractor shall take all reasonable measures to minimise the generation of dust

E5.18 Contractor's advertising signage

Any advertising on the Site or any part of the Works shall remain at the sole discretion of the Employer, who reserves the right to order, via the Employer, its removal, covering or re-sizing, wherever placed, at no cost to the Employer.

Apart from at the Contractor's camp, no signage advertising the Contractor, or any of its subcontractors, manufacturers, suppliers or service providers shall be placed, fixed or erected anywhere on the Site or on the Works without the prior approval of the Employer. No advertising signage will be permitted on any designated scenic route. Notwithstanding any prior approval given, the Employer may instruct the Contractor to remove, cover or re-size any advertising signage at any time at no cost to the Employer.

Advertising signage at the Contractor's camp shall be appropriately designed and sized with due consideration to the surrounding environment, views and sight lines.

Branding or identification markings on the Contractor's and subcontractor's vehicles and equipment is generally permitted, although the Employer reserves the right to instruct, via the Employer, the removal, covering or re-sizing of any branding, markings or signage, on any equipment (scaffolding, for example), which it considers inappropriate in the environment in which it is placed.

No third party advertising (that is, in respect of any person, business or product that is not associated with the Works) shall be permitted anywhere on the Site or Works.

E5.19 Clearance of Site on completion

On completion of the Works, and at final completion when all defects have been remedied or corrected, the

Contractor shall, in addition to the requirements for clearance of the Site in terms of the Contract, ensure that he has complied with the following requirements in terms of this EM Specification:

- E5.19.1 Clause E3.1
Clean-up of improperly secured transported materials, and rehabilitation of storage areas.
- H5.16.2 Clause E4.1.3
Remediation of hydrocarbon spill and leak areas.
- H5.16.3 Clause E4.4
Disposal of litter, refuse and Contractor's waste.
- H5.16.4 Clause E5.4
Removal of temporary fences and Contractor's camp.
- H5.16.5 Clause E5.5
Repair of access roads damaged by the Contractor, and rehabilitation of temporary access routes.
- H5.16.6 Clause E5.7
Rehabilitation of burnt areas should a fire be the result of Contractor's activities on Site.
- H5.16.7 Clauses E5.11 to E5.13
Rehabilitation of heritage and natural features, including vegetation which is damaged or disturbed, which required protection in terms of these clauses.
- H5.16.8 Clause E5.14
Rectification where erosion and/or sedimentation has occurred due to the fault of the Contractor .
- H5.16.9 Clause E5.19
Removal of Contractor's advertising signage.

E6 TOLERANCES

E6.1 Fines

Environmental management is concerned not only with the final results of the Contractor's operations, but also with the control of how these operations are carried out. Tolerance with respect to environmental matters applies not only to the finished product, but also to the standard of the day-to-day operations required to complete the Works.

It is thus required that the Contractor shall comply with the EM Specification on an on-going basis and any failure on his part to do so will entitle the Employer to certify the imposition of a fine. Fines may be issued per incident at the discretion of the Employer. Such fines will be issued in addition to any remedial costs incurred as a result of non-compliance with the environmental specifications. The Employer will inform the Contractor of the contravention and the amount of the fine, and will deduct the amount from monies due in payment certificates issued under the Contract.

Maximum fines for the following transgressions by either the Contractor and/or his sub-contractors may be imposed by the Employer, as follows:

	Maximum fine per incident
a) Vehicles, plant or materials related to the Contractor's operations, parked or stored outside the demarcated boundaries of the Site.	R 2 000
b) Persons, vehicles, plant or materials related to the Contractor's operations, found within the designated boundaries of a "no go" area.	R 4 000
c) Persistent and unrepaired oil leaks from machinery/not using a drip tray to collect waste oil and other lubricants/not using specified absorbent material to encapsulate hydrocarbon spillage/using inappropriate methods of refuelling (the use of a funnel rather than a pump).	R 3 000
d) Refuelling in areas not approved by the Employer.	R 3 000
e) Litter on Site.	R 1 000

f)	Deliberate lighting of fires on Site.	R 5 000
g)	Individual not making use of the Site ablution facilities.	R 1 000
h)	Damage to trees not specified to be removed.	R 5 000
i)	Dust or excessive noise emanating from the site	R 1 000
j)	Not containing water contaminated with pollutants such as cement, concrete, fuel, etc.	R 2 000

For each subsequent similar offence the fine shall be doubled in value to a maximum value of R50 000.

E7 TESTING

Not applicable to this tender.

E8 MEASUREMENT AND PAYMENT**E8.1 Basic principles**

Except where separate pay items have been measured in the Schedules of Quantities, all costs in respect of complying with the EM Specification are deemed to be covered by the sum tendered for complying with the EM Specification.

ANNEXURE A: ENVIRONMENTAL METHOD STATEMENT

CONTRACT:.....

DATE:.....

PROPOSED ACTIVITY (give title of method statement and reference number from the EMP):

WHAT WORK IS TO BE UNDERTAKEN (give a brief description of the works - attach extra information to ensure accurate description given):

WHERE THE WORKS ARE TO BE UNDERTAKEN (where possible, provide an annotated plan and a full description of the extent of the works):

START AND END DATE OF THE WORKS FOR WHICH THE METHOD STATEMENT IS REQUIRED:

Start Date:

End Date:

HOW THE WORKS ARE TO BE UNDERTAKEN (provide as much detail as possible, including annotated sketches and plans where possible):

Note: please give too much information rather than too little. Please ensure that issues such as emergency procedures, hydrocarbon management, wastewater management, access, individual responsibilities, materials, plant used, maintenance of plant, protection of natural features, etc. are covered where relevant

DECLARATIONS**1) EMPLOYER'S AGENT'S REPRESENTATIVE/ENVIRONMENTAL OFFICER/ENVIRONMENTAL CONTROL OFFICER**

The work described in this Method Statement, if carried out according to the methodology described, appears to be satisfactorily mitigated to prevent avoidable environmental harm:

(signed)

(print name)

Dated: _____

2) CONTRACTOR

I understand the contents of this Method Statement and the scope of the works required of me. I further understand that this Method Statement may be amended on application to other signatories and that the Employer's Agent's Representative/Environmental Officer/Environmental Control Officer will audit my compliance with the contents of this Method Statement. I understand that this method statement does not absolve me from any of my obligations or responsibilities in terms of the Contract.

(signed)

(print name)

Dated: _____

3) EMPLOYER'S AGENT

The works described in this Method Statement are approved.

(signed)

(print name)

(designation)

Dated: _____

ANNEXURE B: ENVIRONMENTAL SITE INSPECTION CHECKLIST

To be submitted to the Employer's Agent once a week

CONTRACT:.....
















DATE:.....

ENVIRONMENTAL ASPECT	YES/ NO (✓ or X)	COMMENTS
• All new personnel on Site are aware of the contents of the EMP and have been through the environmental awareness course.		
• Contractor's camp is neat and tidy and the labourers' facilities are of an acceptable standard.		
• Sufficient and appropriate fire fighting equipment is visible and readily available in the appropriate places.		
• Waste control and removal system is being maintained.		
• Fences are being maintained.		
• Drip trays are being utilised where there is a risk of spillage.		
• Bunded areas/drip trays are being emptied on a regular basis (especially after rain).		
• No leaks are visible from construction vehicles.		
• Refuelling of vehicles and plant occurs within designated areas, and appropriate refuelling apparatus and drip trays are being used.		
• "No go" areas, natural features, vegetation, etc. have not been damaged.		
• Dust control measures (if necessary) are in place and are effectively controlling dust.		
• Noise control measures (if necessary) are in place and are working effectively.		
• Erosion and sedimentation control measures (if necessary) are in place and are controlling effectively.		
• Material stockpiles are located within the boundary of the Site and are protected from erosion.		
• Other		

Completed by:.....

Signed:.....

ANNEXURE C: CONSTRUCTION PERSONNEL INFORMATION POSTER

ENVIRONMENTAL MANAGEMENT DO'S AND DON'TS			
	Workers & equipment must stay inside the site boundaries at all times		Use the toilets provided Report full or leaking toilets
	Do not swim in or drink from streams Do not throw oil, petrol, diesel, concrete or rubbish in the stream Do not work in the stream without direct instruction Do not damage the banks or vegetation of the stream		Only eat in demarcated eating areas Never eat near a river or stream Put packaging & leftover food into rubbish bins
	Protect animals on the site Ask your supervisor or Contract's Manager to remove animals found on site		Do not litter - put all rubbish (especially cement bags) into the bins provided Report full bins to your supervisor The responsible person should empty bins regularly
	Do not damage or cut down any trees or plants without permission Do not pick flowers		Always keep to the speed limit Drivers - check & report leaks Ensure loads are secure & do not spill
	Put cigarette butts in a rubbish bin Do not smoke near gas, paints or petrol Do not light any fires without permission Know the positions of fire fighting equipment Report all fires Do not burn rubbish or vegetation without permission		Know all the emergency phone numbers
	Work with petrol, oil & diesel in areas marked for this Report any petrol, oil & diesel leaks or spills Use a drip tray under vehicles & machinery Empty drip trays after rain & do not throw this water into a river		Fines of between R1000 and R5000 Removal from site Construction may be stopped
	Try to avoid producing dust - wet dry ground & soil		Report any breaks, floods, fires, leaks and injuries to your supervisor Ask questions!
	Do not make loud noises around the site, especially near schools and homes Report or repair noisy vehicles		

ANNEXURE D: ADDITIONAL ENVIRONMENTAL ISSUES DEEMED TO FORM PART OF THE ENVIRONMENTAL MANAGEMENT PROGRAMME

Listed below are issues pertaining to the environment that form part of the Contract Document. The clause references relate to the **General Conditions of Contract for Construction Works, Third Edition, 2015 (GCC 2015)**. They are listed here to emphasise that they form part of the environmental considerations and requirements for this project. They must be read together with any Contract Specific Data referring thereto in Part C1.2 Contract Data. The comments made below on the various issues are to be taken as explanatory, in so far as environmental matters are concerned, and do not modify the clauses in any way.

1. Monitoring

Clause 3.1.1 makes provision for the Employer's Agent to administer the Contract in accordance with the provisions of the Contract, including the monitoring of any environmental variables.

2. Health and safety

Clauses 3.1.4, 4.3.1, 4.3.2 and 4.10.1 remind the Contractor of his obligations in terms of the Occupational Health and Safety Act (No. 85 of 1993) and Construction Regulations 2003.

Clause 5.7 of SANS 1200A reinforces these requirements through the observation of proper and adequate safety arrangements.

3. Employer's Agent's authority to delegate

Clause 3.2.4 gives the Employer's Agent the authority to appoint a representative to act as the Environmental Officer (EO) for the Contract. The EO, who shall be responsible for monitoring compliance with the EMP, may be the Employer's Agent's Representative or any other person accountable to the Employer's Agent.

4. Employer's Agent's instructions

Clause 4.2.1 requires that the Contractor comply with the Employer's Agent's instructions on any matter relating to the Works. Moreover, Clause 4.2.2 ensures that the Contractor only takes instructions from the Employer's Agent, the Employer's Agent's Representative or a person authorised by the Employer's Agent in terms of Clause 3.2.4.

5. Compliance with applicable laws

Clause 4.3.1 requires that the Contractor comply with all applicable laws, regulations, etc. in fulfilling the Contract.

6. Protection of fossils, etc.

Clause 4.7.1 requires the Contractor to take reasonable precautions to prevent any person from damaging, *inter alia* anything of geological or archaeological interest, and requires that he inform the Employer's Agent and follows any instructions issued in this regard.

7. Housing, food and transport

Clause 4.10.1 requires the Contractor to make his own arrangements for payment, housing, feeding and transport for his employees, provided that if he uses any part of the Site for such purposes he shall obtain the Employer's Agent's prior approval.

Clause 4.2 of SANS 1200A further requires that facilities provided comply with local authority regulations and are maintained in a clean and sanitary condition.

8. Competent employees

Clause 4.11.1 requires that all persons employed on Site are careful, competent, and efficient. These attributes embrace knowledge of the environmental matters and issues dealt with in the EMP.

9. Removal from Site

Clause 4.11.2 makes provision for the Employer's Agent to instruct the removal from the Works and Site of any person who is guilty of misconduct, or is incompetent or negligent, or is an undesirable presence on Site.

Clause 7.1.1 requires that all Construction Equipment be in good working order. Accordingly, the Employer's Agent may order that any Construction Equipment not complying with the environmental specifications be removed from Site.

10. Unacceptable documentation

Clauses 5.3.1 and 5.3.2 require the Contractor to provide documentation required before commencement with Works execution, failing which the Employer may terminate the Contract. Such documentation includes the Protection of the Environment Declaration provided for in the Contract Document.

11. Programme and Method Statements

Clause 5.6.1 makes provision for the Employer's Agent to request the programmes for carrying out the Works.

Clause 5.6.2 makes provision for the Employer's Agent to request statements from the Contractor for the entire scope of the work. In the case of the environmental specifications, these would be submitted as Method Statements.

12. Hours of operation

Clause 5.8.1 restricts the Contractors hours of operation to between sunrise and sunset on working days (usually from Monday to Saturday), unless, *inter alia*, permitted by the Employer's Agent in writing.

Clause 5.7.2 further requires that in the event that permission is granted for night work, then such work shall be carried out without excessive noise and disturbance.

13. Suspension of Works

Clause 5.11.1 enables the Employer's Agent to suspend the progress of the Works or any part thereof, which may be as a result of some default or breach of the Contract on the part of the Contractor.

14. Site clean-up

Clause 5.15.1 requires that, on completion of the Works, the Contractor shall clear away and remove from the Site all Construction Equipment, surplus materials, rubbish and Temporary Works of every kind and leave the whole of the Site and Works clean and in a safe condition. All streams and watercourses shall be restored to the condition as at the commencement of the Works. Should the Contractor fail to do the work upon notice from the Employer's Agent, the Employer may in terms of Clause 7.8.3, employ others to carry out the work and recover the cost of doing so from the Contractor.

15. Access to the Works

Clause 7.3.1 makes provision for the Employer's Agent to authorise the Environmental Officer (EO) to have access to the Works and Site.

16. Pollution prevention and interferences

Clause 8.1.2 requires that all operations necessary for the execution of the Works be carried out so as not to cause unnecessary noise or pollution, or to interfere unnecessarily or improperly with public services, or the access to, use and occupation of public or private roads and footpaths or properties.

Clause 5.6 of SANS 1200A further requires the Contractor to minimise dust nuisance and pollution of streams and inconvenience to or interference with the public.

17. Dust

Clause 8.1.2 requires that all operations necessary for the execution of the Works be carried out so as not to cause unnecessary pollution.

Clause 5.6 of SANS 1200A requires that the Contractor take all reasonable measures to minimise any dust nuisance.

18. Noise

Clause 8.1.2 requires that all operations necessary for the execution of the Works be carried out so as not to cause unnecessary noise.

Clause 4.1 of SANS 1200A requires that when working in built-up areas, the Contractor shall provide and use suitable and effective silencing devices for pneumatic tools and other plant that would otherwise cause a noise level exceeding 85dB.

19. Protection of existing environment

Clause 8.1.3 requires that the Contractor uses every reasonable means to prevent any roads or bridges to or in the vicinity of the Site being subjected to damage by excessive loads, or disruption due to excessive traffic, occasioned by his transport arrangements.

20. Reinstatement

Clauses 8.2 and 8.4 make provision for the Contractor to repair and make good any damage to the Works in his care (other than "excepted risks"), and bear any costs associated with such reinstatement.

21. Reporting accidents

Clause 8.5.1 requires the Contractor to report to the Employer's Agent every occurrence on the Site which causes environmental damage.

F) Not used

G) Not used

H) PARTICULAR SPECIFICATION H: HEALTH AND SAFETY SPECIFICATION**CONTENTS**

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H: HEALTH AND SAFETY SPECIFICATION

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 working on and exposed to the associated works.

H1. DEFINITIONS

For the purposes of this Specification, the definitions given in the Occupational Health and Safety Act, 85 of 1993 and the Construction Regulations, 2014, and the following definitions, shall apply:

- a) "Construction Regulations, 2014" means the Construction Regulations (GNR. 84 of 7 February 2014) published in terms of the OHS Act.
- b) "Contractor" means the Principal Contractor as defined in the Construction Regulations, 2014.
- c) "Employer" means the client or his agent as defined in Construction Regulations, 2014.
- d) "Engineer" means the person/firm so named in the Contract Data whose function is to administer the Contract as agent of the Employer, acting through, if appointed, a Health and Safety Agent.

- e) "OHS Act" means the Occupational Health and Safety Act, 85 of 1993.
- f) "subcontractor" means many contract employed by the Contractor to perform construction work.

H2. PROVISION FOR COST OF HEALTH AND SAFETY

The Principal Contractor shall make and show adequate provision for the cost of adequate and required health and safety measures during the construction process as required by Construction Regulation 5(1)(g), specifically provision for the adequate quantities and types of specialised PPE as required for Penstocks and Valves operations, including approved respirators, disposable organic vapour cartridges, life jackets and rescue devices.

Further to the adequate provision for the cost of health and safety as outlined above, the Principal Contractor shall ensure that on appointing any other contractor for any portion of the construction project, that each potential subcontractor submitting tenders for such work, have made sufficient provision for adequate and required health and safety measures during the construction process as required by Construction Regulation 7(1)(c)(ii).

H3. SCOPE

In terms of the OHS Act and the Construction Regulations, 2014 the Employer must provide the Contractor with a Health and Safety Specification, to which the Contractor must respond with a Health and Safety Plan for approval by the Employer.

The purpose of this Specification is to ensure that a contractor entering into a contract with the Employer maintains an acceptable level of compliance with regard to health and safety issues during the performance of the Contract. In this regard the Health and Safety Specification forms an integral part of the Contract and the Contractor shall ensure that his subcontractors and/or suppliers comply with the requirements of this Specification.

H4. INTERPRETATION

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

Responsibility for health and safety relating to the Works lies with the Contractor as described in this Specification. Nothing stated in or omitted from this Specification shall in any way limit the Contractor's obligations and liabilities in terms of the OHS Act.

H5. GENERAL REQUIREMENTS

The Contractor shall:

- a) create and maintain a safe and healthy work environment;
- b) execute the Works in a manner that complies with all the requirements of the OHS Act and all its associated regulations, and in so doing, minimize the risk of incidents occurring; and
- c) respond to the instructions issued by the Engineer through the Engineer's Representative, except in the case of health and safety issue which requires the Contractor's immediate attention, in which case the Employer's Health and Safety Agent can issue an instruction directly to the Contractor.

H6. ADMINISTRATION**6.1 Notification of intention to commence construction work**

The Contractor shall notify the Provincial Director of the Department of Labour in writing using the pro forma contained in Annexure A of the Construction Regulations, 2014 before construction work commences, and retain a copy of such notification in the health and safety file, where such work:

- a) involves the demolition of a structure exceeding a height of 3m;
- b) involves the use of explosives to perform construction work;
- c) involves the dismantling of fixed plant at a height greater than 3m;
- d) exceeds 30 days or will involve more than 300 person days of construction work; and includes:
 - i) excavation work deeper than 1m; or
 - ii) working at a height greater than 3m above ground or a landing.

The Contractor shall ensure that no work commences on an electrical installation which requires a new supply or an increase in electricity supply before the person who supplies or contracts or agrees to supply electricity to that electrical installation has been notified of such work.

The Contractor shall ensure that no asbestos work is carried out before the Provincial Director of the Department of Labour has been notified in writing.

6.2 Occupational Health and Safety Agreement

The Contractor shall enter into an Agreement with the Employer before the commencement of the Works on Site.

6.3 Good standing with the Compensation Fund or a licensed compensation insurer

The Contractor shall provide the Engineer with a letter of good standing from the Compensation Commissioner or a licensed compensation insurer before the commencement of the Works on Site.

6.4 Emergency procedures

The Contractor shall submit for acceptance to the Engineer a health and safety emergency procedure, which includes but is not limited to fire, spills, accidents and exposure to hazardous substances, which:

- a) identifies the key personnel who are to be notified of any emergency;
- b) sets out details of available emergency services, including contact particulars; and
- c) the actions or steps which are to be taken during an emergency.

The Contractor shall within 24 hours of an emergency taking place notify the Engineer in writing of the emergency and briefly outline what happened and how it was dealt with.

6.5 Health and safety file

The Contractor shall ensure that a Health and Safety file, which shall include all documentation required in terms of the provisions of the OHS Act, the Construction Regulations, 2014 and this Health and Safety Specification, is open and kept on Site at all times.

The Health and Safety file shall be made available for inspection by any inspector, subcontractor, the Employer, the Engineer, the Employer's Health and Safety Agent, or employee of the Contractor, upon the request of such persons.

The Contractor shall hand over the Health and Safety file to the Engineer upon Works completion of the Contract and, if applicable, a certificate of compliance accompanied by a test report for the electrical installation in accordance with the provisions of the Electrical Installation Regulations, 1992.

6.6 Inspections, formal enquires and incidents

The Contractor shall inform the Engineer:

- i) beforehand of inspections, investigations or formal inquiries of which he has been notified by an inspector; and
- ii) as soon as reasonably practicable of the occurrence of an incident (as defined in the OHS Act) on the Site.

The Contractor shall record all incidents and notify the Engineer of any incident, except in the case of a traffic accident on a public road, as soon as possible after it has occurred and report such incident to an inspector as designated in terms of the OHS Act.

The Contractor shall investigate all incidents and issue the Engineer with copies of such investigations.

6.7 Personal protective equipment and clothing

The Contractor is required to identify the hazards in the workplace and deal with them appropriately. He must either eliminate hazards or, where impracticable take steps to protect workers and make it possible for them to work safely and without risk to health and safety under the hazardous conditions.

Personal Protective equipment (PPE) should, however, be **the last resort** and there should always first be an attempt to apply engineering and other solutions to mitigate hazardous situations before the issuing of PPE is considered.

Where it is not possible to create an absolutely safe and healthy workplace the Contractor is required to inform employees regarding this matter and to issue, free of charge, suitable PPE to protect them from any hazards. The contractor is to provide each employee working in excavations or manholes with gas detection equipment that has been calibrated, maintained and regularly serviced. Proof of issue and service records of gas detectors to be placed in the HSE file.

It is a further requirement that the Contractor maintain this PPE and that he instructs and trains the employees in the correct use and maintenance of the PPE as required in GSR 2(5). PPE shall be fit for purpose at all times and provide the required and intended protection.

No person shall be permitted to work on the site if the correct PPE is not used. The Contractor shall ensure that the prescribed, required and correct PPE is used by the employees as per GSR 2(6) at all times.

Employees shall comply to OHS Act Section 14(b) and (c) and do not have the right to refuse to utilise or wear the equipment prescribed by the employer and, if it is impossible for an employee to use or wear prescribed protective equipment through health or any other reason, the employee may not be allowed to continue working under the hazardous condition/s for which the equipment was prescribed.

The Contractor may not charge any fee for protective equipment prescribed by him/her but may charge for equipment under the following conditions:

- Where the employee requests additional issue in excess of what is prescribed
- Where the employee has blatantly abused or neglected the equipment leading to early failure
- Where the employee has lost the equipment

All employees, visitors and non-employees shall, as a minimum, be required to wear the following PPE on any of **the Client's** construction sites:

- Protective overalls (employees only)
- Protective footwear
- Protective headwear
- Eye protection
- Hearing protection
- High visibility vests/jackets with the Contractor company name and employees name

Specialised PPE requirements:

- Respirators and breathing equipment when working with or when exposed to raw sewage
- Daily supply of organic filters for respirators
- Life jackets
- Face shields compatible with respirator system used
- Impermeable/water resistant overalls when exposed to raw sewage
- Fall protection equipment when working in elevated positions or in a fall risk position, such fall prevention equipment being a full body harness and work positioning lanyard
- Rescue equipment consisting of a full body harness and rescue lanyard/rope secured at the surface when working in fall risk position.

H7. EMPLOYER'S HEALTH AND SAFETY AGENT

The Employer's health and Safety Agent shall

- a) Audit the contractor compliance with the requirements of this Specification prior to the commencement of any physical construction activities on the Site;
- b) accept or reject all safety plans, giving reasons for rejecting such plans;
- c) monitor the effective implementation of all safety plans;
- d) conduct periodic and random audits on the health and safety file to establish compliance with the requirements of the specification and the Contractor's health and safety plan; and
- e) visit the site at regular intervals to conduct site inspections, and based upon such visits issue, wherever necessary, any notices and/or instructions to the Contractor or any of the contract subcontractors with a copy of the Engineer and, where relevant, to the contractor

The contractor shall invite the Employer's Health and Safety Agent to audit compliance with the requirements of this Specification before commencing with any new construction activity on the Site.

The Contractor shall permit the Employer's Health and Safety Agent to audit the Contractor's compliance with the approved Health and Safety Plan, and shall provide any assistance and/or documentation as may be required in this Metal and Engineering Industries Bargaining Council (MEIBC) in this regard.

H8. CREATING AND MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT

8.1 General

The Contractor shall carry out regular inspections and audits to ensure that the Works are being performed in accordance with the requirements of the Specification and Contractor's health and safety plan

8.2 Hazard Identification and Risk Assessments

Every contractor performing construction work shall, before the commencement of any construction work or work associated with the aforesaid construction work and during such work, cause a risk assessment to be performed by a competent person, appointed in writing, and the risk assessment shall form part of the OH&S Plan and be

implemented and maintained as contemplated in CR7(1)(b).

Due to the nature of the Penstocks and valves process and the associated risks, each activity must define individual tasks associated with that identified activity in a detailed method statement. These and all associated hazards must be identified and listed in the risk assessment. This ensures that critical tasks and associated hazards are not overlooked.

The risk assessment shall include, at least:

- The identification of the risks and hazards to which persons may be exposed
 - The analysis and evaluation of the risks and hazards identified
 - A documented plan of safe work procedures (SWP) to mitigate, reduce or control the risks and hazards that have been identified
 - A monitoring plan and
 - A review plan to outline the frequency of normal risk assessment reviews and additionally under what circumstances and/or occurrences risk assessments will be reviewed.
 - Based on the risk assessments, the contractor must develop a set of site specific OH&S rules that will be applied to regulate the OH&S aspects of the construction.

Review of Risk Assessments: The Principal contractor and sub-contractors are to review the hazards identified, risk assessments and safe work procedures (SWP) each time an incident occurs and/or changes are made to designs, drawings and construction methods and processes.

8.3 Health and safety plans

The Contractor shall prior to commencing the Works to which this Specification applies, submit to the Employer's Health and Safety Agent for approval a suitable and sufficiently documented health and safety plan, based on this Specification and the risk assessment that is conducted.

The health and safety plan shall include, but not be limited to, the following:

- a) The safety management structure, including the names of all designated persons such as the construction supervisor and any other competent persons;
- b) Safety method statements and procedures to be adopted to ensure compliance with the OHS Act; Construction Regulations, 2014 and this Health and Safety Specification;
- c) The provision and use of temporary services;
- d) Personal protective equipment, devices and clothing required;
- e) Emergency procedures;
- f) Provision of workers' welfare facilities;
- g) Induction and training;
- h) Arrangements for monitoring and control to ensure compliance with the safety plan; and
- i) Provision and maintenance of the health and safety file and all other relevant documentation.

The Contractor shall provide each subcontractor with the sections of this Health and Safety Specification pertaining to the construction work to be performed by that subcontractor. The subcontractor shall provide the Contractor with a health and safety plan pertaining to his work, for incorporation into the Contractor's health and safety plan.

The contractor shall discuss the submitted health and safety plan with the Employer's Health and Safety Agent, modify such plan in the light of the discussions and resubmit the modified plan for approval.

The Contractor shall apply the approved health and safety plan from the date of its approval and for the duration of the Works to which this Specification applies.

The Contractor shall conduct periodic audits for compliance with the approved health and safety plan at intervals agreed upon with the Employer's health and Safety Agent, but at least once every month.

The Contractor shall update the health and safety plan whenever changes to the Works are brought about.

8.4 Subcontractors

The Contractor may only subcontract work in terms of a written subcontract and shall only appoint a subcontractor should he be reasonably satisfied that such a subcontractor has the necessary competencies and resources to safely perform the work falling within the scope of the subcontract.

The Contractor shall ensure that all of his obligations in respect of subcontractors in terms of the Construction Regulations, 2014 are adhered to.

8.5 Work permits and wayleaves

The Contractor shall be responsible for obtaining all the wayleaves, permissions or permits applicable to working near any existing services or other infrastructure on Site, and shall abide by the safety conditions imposed by such wayleaves, permissions or permits.

8.6 Access to the Site

The Contractor shall ensure that access to the Site is strictly controlled and that, where possible, only authorised persons are permitted onto the Site.

The Contractor shall control the access to Site of his own personnel and equipment, and that of his subcontractors and suppliers, in such a way so as to ensure that the safety of all public pedestrian and vehicular traffic is not compromised.

8.7 Existing Site Conditions

Hazards particular to this project by virtue of location: The specific hazards to be addressed by the Principal Contractor/s are the interface between construction vehicles and public road users, including pedestrians.

The Contractor is to be aware of the potential for high risk periods which exists at the beginning and end of each work day. The Principal Contractor/s is to make adequate provision for access control, traffic management including the interface between construction vehicles and public vehicles and the protection of pedestrians. All aspects for potential public liability are to be adequately addressed.

Overhead, above ground and underground services crossing the site:

Overhead: As identified by Contractor

Electrical cables: As identified by Contractor

Water mains: As identified by Contractor

Telecommunications: As identified by Contractor

Underground: Existing infrastructure as identified by Contractor

Ground level: As identified by the Contractor

Service drawings available: Provided by the Project Manager if available.

Way leaves required: Responsibility of the Contractor

Permits required: Responsibility of the Contractor (Contractor to sign before commencing with work).

Isolations required: As identified by the Contractor.

Existing ground conditions: The ground conditions within the package work area is known to be tarred road with close proximity to residential areas.

8.8 First aid and emergency procedures

The Contractor shall, where more than five employees are employed at a workplace, provide a first aid box or boxes at or near the workplace, which shall be available and accessible for the treatment of injured persons at that workplace. Such first aid boxes shall contain suitable first aid equipment.

The Contractor shall ensure, where there are more than 10 employees employed on the Site, that at least one person is readily available during normal working hours who is in possession of a valid certificate of competency in first aid.

8.9 Accident and Incident Recording, Reporting and Investigation:

Accident and Incident Recording: The Principal Contractor shall open and maintain an Accident and Incident Register for the duration of the project, which register shall record all accidents and incidents resulting in lost time injuries, injuries requiring medical treatment and injuries requiring first aid treatment.

This register shall be structured to identify accident and incident trends by recording the type and location of injury and the cause of injury.

Accident and Incident Reporting: Referencing Section 24 of the OHS Act and General Administrative Regulation 8, the 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 is 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 object
- Machinery ran out of control

Where any of the abovementioned reportable incidents has occurred, the Contractor shall report to **the Client, The Clients H&S Agent** and the Provincial Director of the Department of Labour immediately by telephone, fax or email. The Contractor is required to provide **the Client** and **The Clients H&S Agent** with copies of all statutory reports required in terms of the OHS Act within 7 days of the incident occurring.

The Contractor is required to provide **the Client** and **The Clients H&S Agent** with copies of ALL internal and external accident/incident investigation reports including the reports contemplated above and below, within 7 days of the incident occurring.

Accident and Incident Investigation: Referencing General Administrative Regulation 9, the Contractor is responsible for the investigation of all accidents/incidents where employees and non-employees are injured to the extent that they have to be referred for medical treatment by a doctor, hospital or clinic. Results of such investigations are to be entered into the Accident/Incident register mentioned above.

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

The Contractor in conjunction with the Site Manager is responsible for the investigation of all construction related road traffic accidents and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

The Client and **The Clients H&S Agent**, reserve the right to hold its own investigation into any incident or to call for an independent external investigation as deemed necessary. All minor incidents and accidents are to be reported on a weekly basis to **The Clients H&S Agent**.

8.10 Fire precautions

The Contractor shall ensure that all appropriate measures are taken to minimise the risk of fire and that appropriate procedures and equipment are in place to deal with the event of a fire, all in accordance with Construction Regulation 29.

Sufficient and suitable storage is provided for flammable liquids, solids and gases. Smoking is prohibited.

All "Hot Work" is to be done under permit conditions.

8.11 Alcohol and Other Drugs (GSR 2A):

Referencing General Safety Regulation 2A, Contractors shall develop a Drug and Alcohol Policy and communicate such policy to their employees and sub-contractors, proof of such policy and communication to be retained in the health and safety file.

No alcohol and drugs will be allowed on site. No person may be under the influence of alcohol or any drug or have in his/her possession any alcohol or drug while on the construction site. Any person appearing to be under the influence of alcohol, or any drug shall not be permitted to remain on site or be granted entry onto the site.

Any person on prescription medication must inform his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suffering from any illness/condition requiring medication that may have a negative effect on his/her/anyone else's health or safety performance must report this to his/her superior.

Any person suspected of being under the influence of alcohol or other drugs shall be removed from site and sent home immediately.

8.12 Portable Electrical Tools and Equipment

Portable electrical tools and equipment includes every unit that draws electrical power and is moved around for use

in the workplace i.e. drills, saws, grinders, portable lights, etc. and the Contractor shall comply with the requirements and provisions of Electrical Machinery Regulation 10 for the standards, maintenance and inspection of portable electrical tools and equipment.

Extension cords are deemed to be portable electrical equipment and must be inspected and maintained to the same standards as portable electrical tools. The use of non-sparking hand tools and portable electrical tools is to be enforced and precautionary measures taken to prevent a static electricity build up.

Portable electric lights when used as an additional source of light in work areas with inadequate natural light, shall be constructed, insulated, safeguarded and used in compliance to Electrical Machinery Regulation 11. The contractor is to ensure that wherever work is performed where the lighting conditions are less than the minimum requirement as defined in Environmental Regulation 3 and relative schedules, that this is supplemented with additional lighting capacity to ensure that all works contemplated can be conducted safely.

The Principal Contractor and any sub-contractor shall not undertake any night work without written permission from **the Client** or its Principal Agent is to be notified in all instances when night work occurs. The principal contractor shall ensure that adequate lighting is provided for all night work and failure to do so shall result in the work being stopped.

H9. WORKING AT HEIGHTS SPECIFIC REQUIREMENTS

Medical certificate of fitness

In terms of the Construction Regulations personnel working at height shall be physically and psychologically fit to work safely in such an environment and shall be in possession of a valid medical certificate of fitness (valid for 1 year since date of issue) issued by an occupational health practitioner who shall be registered with the Health Professions council of south Africa.

Scaffolding

Scaffolding shall comply with the requirements of SANS 10085-1:2004

Competent persons to be appointed in writing to:

- Erect scaffolding (scaffolds erector/s)
- Act as scaffold team leader/s
- Inspect scaffolding immediately after erection and thereafter weekly and after inclement weather, as applicable by scaffold inspector/s). Every scaffold erected must be registered and the results of each inspection must be recorded in writing and kept in the job specific Health and Safety file.

Scaffolders must adopt a safe system of work when erecting scaffolding and must wear fall arrest equipment during erection/dismantling of scaffolding.

Every scaffold shall be erected by a competent scaffolding erector and on completion thereof a competent scaffolding inspector shall provide written certification that such scaffolding is safe for use.

Consideration must be given to trip hazards on the walkways.

Safe means of access must be provided by way of secured vertical ladders or ladders placed at a suitable angle for easy use. All ladders must be tied. The working platforms must provide a handhold for getting on or off access ladders etc.

Strict control measures must be put in place to prevent unauthorised alterations to scaffolding such as removing ties and scaffold boards, toe boards etc. Changes should only be made when properly assessed, planned and undertaken by competent person.

After heavy rains or strong winds an inspection of all external scaffolding must be done and written certification must be obtained from a scaffolding inspector that the scaffolding is safe to use prior to re-commissioning.

All scaffolding shall otherwise be inspected every day before commencement of work by the user and at least once a week by a scaffolding inspector and written certification must be obtained from such inspector that the scaffolding is safe to use.

All scaffolding certificates, of whatever nature, shall be filed in the relevant Health and Safety File to be kept on site.

Scaffolding to be under the control of the scaffold competent person and all safety signage and safety PPE as required in terms of the SANS document shall be provided and used.

The Contractor shall note the following additional requirements:

Please find attached typical installation diagrams for tubular steel mobile tower scaffolding as contained within SANS 10085-1:2004.

These are to be considered as minimum standards expected from the Contractor on a Council site and will be enforced at all times. All similar type of scaffolding used on site must contain all elements as indicated on the diagrams.

Notwithstanding the requirements for industry trained scaffold erector/s, scaffold team leader/s, scaffold inspector/s in all aspects of all types of scaffolding as used generally in the construction industry as intended in the SANS document, it is understood that for minor works, where the scaffolding height does not exceed 6m this requirement is deemed impractical, however, the competent persons (scaffold erector/s, scaffold team leader/s, scaffold inspector/s) must at minimum erect/dismantle scaffolding in accordance to the manufacturer's instructions and must have received some scaffold training by a competent trainer for the specific type of scaffolding being used for a duration of at least one half to 1 full day and declared competent to perform such duty(s).

Where scaffolding is hired out Contractor's must insist on obtaining detail instruction manuals for the safe erection/dismantling of scaffolding of the type concerned and similarly the competent person must have received some type of scaffold training by competent trainers for that specific type of scaffolding being used.

Written proof of Competency of above appointees to be submitted as part of tender submission.

All scaffold training shall be accredited by Department of Labour, SAQA or SETA.

Ladders and ladder Work

Ladders are legal and not banned for work at height. Ladders may be used as a workplace, within stipulated limitations, when it is not reasonably practical to use other potentially safer means and the risk assessment shows that the risks are low.

Ladders are best used as a means of access to or egress from a work place and may be used as a work place for short duration light work as detailed below.

Ladders should only be used as a work place for short duration (maximum 30 minutes per task), light work (up to 10 kg) only and where

- the work only requires one hand to be used the work
- can be reached without stretching the ladder can be fixed or
- footed to prevent slipping a good handhold is available.

Ladders to be checked daily for damage etc. by user before use (i.e. pre-use check prior to setting up the ladder to quickly establish whether the ladder is safe to use there and then); recheck if it has been unattended (a pre-use check is a visual and functional check which might include, for example, stiles that are warped, cracked, bent, rotten or of different lengths or rungs that are missing, worn or loose or feet that are in a bad state of repair or dirty etc or paint or dirt on the ladder hiding defects or rivets or screws that are missing or welds that are cracked or corroded, etc.)

The Contractors shall ensure that all ladders are inspected (more in depth than pre-use checks) monthly by appointed competent ladder inspectors, are in good safe working order, are of the correct height for the task, extended at least 1m above the landing, fastened and secured or at minimum held, and at a safe angle (one in four rule). Records of inspections must be available on request.

Wherever possible tie a ladder (by its stiles) to prevent it from slipping, either at the top, the bottom or both.

Ladders should be fitted with safety feet to prevent slipping feet to be in good repair (not loose, missing, splitting, excessively worn, secure etc.), clean and in good contact with the ground (ground to be level, firm and clean).

Ladders should be set correctly, (angle of inclination), to ensure that it cannot topple over.

Access ladders should extend about 1 metre above the working platform providing a handhold for getting on or off.

Don't rest ladder against weak uppers surfaces (e.g. glazing, gutters etc.); use effective spreader bars or effective stand-offs Avoid side-on work.

Do not overreach and do not work off the top three rungs (leaning ladder) or top two steps (stepladder).

When working from a ladder, try and maintain three points of contact (e.g. both feet and one hand). Wearing of safety belt and fall protection equipment is recommended.

Users should face the ladder at all times whilst climbing or dismounting.

Only one person to work from a ladder.

All tools and equipment should be hauled up or lowered by rope or other means in a safe manner. No tools to be left on top of ladders. Heavy or bulky loads should not be carried up or down ladders a gin wheel or other suitable lifting equipment should be used.

Ladders should be kept clean and free from greasy and oily deposits.

Ladder inspection training shall be accredited by Department of Labour, SAQA or SETA

Fall protection

A contractor must-

- (a) Designate a competent person to be responsible for the preparation of a fall protection plan;
- (b) Ensure that the fall protection plan contemplated in paragraph (a) is implemented, amended where and when necessary and maintained as required; and (c) Take steps to ensure continued adherence to the fall protection plan.

A contractor must ensure that-

- (a) All unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling through such openings;
- (b) No person is required to work in a fall risk position, unless such work is performed safely as contemplated in subregulation (2);

Where roof work is being performed on a construction site, the contractor must ensure that; in addition to the requirements set out in subregulations (2) and (4), it is indicated in the fall protection plan that-

- (a) The roof work has been properly planned;
- (b) The roof erectors are competent to carry out the work;
- (c) No employee is permitted to work on roofs during inclement weather conditions or is any conditions are hazardous to the health and safety of the employee;
- (d) All covers to openings and fragile material are of sufficient strength to withstand any imposed loads;
- (e) Suitable and sufficient platforms, coverings or other similar means of support have been provided to be used in such a way that the weight of any person passing across or working on or from fragile material is supported; and
- (f) Suitable and sufficient guard-rails, barriers and toe-boards or other similar means of protection prevent, as far as is reasonably practicable, the fall of any person, material or equipment.
- (g) When working on the roof all staff shall be attached to a "life line" by means of harness fitted with fall protection, which has been securely anchored at both ends.

Hired plant and machinery (including "cherry Packer" [elevated moving platforms])

All contractors shall ensure that any hired plant and machinery used on site is safe to use and complies in all respects with the OHS Act.

All contractors shall ensure that operators hired with machinery are competent and licenced (where applicable) and that certificates are kept on site.

All contractors shall ensure that their employees working with/operating hired plant and machinery shall receive suitable training.

Confined space

In confined spaces and other places in which flammable gases, vapours or dust can cause danger-

- (i) Only suitably protected electrical installations and equipment, including portable lights, are used; (usually 12/24V equipment);
- (ii) There are no flames or similar means of ignition;
- (iii) There are conspicuous notices prohibiting smoking;
- (iv) Oily rags, waste and other substances liable to ignite are without delay removed to a safe place; and
- (v) Adequate ventilation is provided;
- (vi) Gas monitoring is done on a regular basis as part of permit conditions

H10. HIGH PRESSURE WATER BLAST CLEANING

Safety Precautions

The pump shall be equipped with one or two pressure gauges, to indicate the pressure being developed. The equipment should not be used if the pressure gauges are defective.

The hose, as well as all pipes and fittings must be designed to withstand the maximum operating pressure of the pump with a safety factor of at least four.

When laying hose, handle it with care, avoiding sharp bends. Support the hose by suitable means when above ground level. Hoses must not be left where they can be driven over and damaged.

Defective hoses and fittings shall never be used.

Particular attention shall be given to the fittings due to the possibility of thread wear and damage caused by wrenches. Daily inspections shall be carried out by the contractors foreman to check for damaged hoses etc.

The high-pressure water hoses shall be marked with the maximum permissible operating and test pressures.

The fail-safe valve, which is also frequently called a "dump valve" or "deadman control" shall be attached to the lance and shall be under the control of the operator. This valve is designed so that the high-pressure stream is actuated by a squeeze action of the hand. When the handle is released, water is diverted from the high velocity nozzle to a large reservoir, which then drops the pressure immediately to a safe level. Generally it is preferable if only the operator handling the lance, controls this fail-safe valve.

A workman shall never be allowed to use high pressure cleaning equipment unless he is aware of the hazards involved. He shall be trained in the safe operation of the equipment, be supplied with all the protective equipment and clothing required and know correct shutdown procedure in the event of any malfunction. He must be a registered operator who has stated in writing that he understands the operating procedures, safety procedures and hazards.

Eye and face protection, preferably a full face shield, safety hat, rain suit, heavy PVC apron, rubber boots with steel toes, waterproof gloves, and ear protection and any other equipment deemed necessary must be worn at all times when operating the equipment.

The pumps, drivers and the water action generate high noise levels. The severity will be determined by such factors as water pressure, area enclosure and location of the cleaning area. The maximum level normally acceptable is 85 dB for persons working Without ear protection. Ear protection shall be worn at all times by the operator and any persons in the vicinity.

One person shall be assigned to operate the pump unit and be trained in all aspects of machine operation. It is essential that he/she is fully aware of the importance of not allowing himself/herself to be distracted since he is in a position to serve as the safety observer for the operation.

Each workman involved in the operation - pump operator, lance operator and helper - shall work as a team and be capable of carrying out all tasks.

The lance develops high velocities at the nozzle tip. Therefore the operator shall be instructed never to direct the lance toward himself or other person. He and the contract supervisor must understand that "horseplay" could have very serious consequences and can result in immediate dismissal.

Only clean water shall be used at all times.

If raw water is used which contain high residuals of nitrogen and ammonia gases, break, "break point" chlorination can occur and free chlorine is sometimes liberated. Under these conditions, (of high residuals) the operator shall be especially alert to any evidence of chlorine liberation.

Respirators for the operators and a ventilation system for the general area shall also be provided if deemed necessary due to enclosed or confined work area.

Barricades and warning signs shall be placed at least 10 meters from the cleaning operation to keep-involved personnel out of the area.

No portion of the human body shall ever be placed in front of the Jet, because no satisfactory protective clothing has yet been developed to protect personnel from high-pressure water jets.

Supervisors and operators shall be alert for conditions which could present special hazards, such as:

- Possible water contact with electrical equipment
- Rubber clothing which has become torn
- Pollution caused by chemical or oily wastes

It is recommended that the following tests be made before resuming each job:

- Run the pump without the lance to completely wash out the hose
- Use a tip cleaner on each orifice and make sure it is open, then measure each opening to make sure it is the correct size. If nozzles are eroded to a larger size the lanceman may not be able to adequately control the lance due to the reaction force.

Due to the extremely dangerous nature of hydro blasting the safest approach to every task shall be adopted at all times.

Flexible lances shall only be allowed if no other safer alternative is available and approval has been obtained prior to each application.

Approval to use flexible lances shall only be granted subject to the submittal by the contractors of

- a) Additional safety precautions.
- b) Proof of all operators been informed of the dangers regarding the specific task.
- c) No other safer alternative available.

Back flow arrestors shall be used every time flexible lances are allowed to be used.

All personnel involved in hydro blasting shall be informed of the possibility of blow back and the corresponding potential danger involved prior to any cleaning exercise.

Process equipment shall be dismantled to the safest state possible for HP cleaning.

The contractor has the right to refuse performing a specific task if their competent person in charge finds:

- a) The safety conditions or precautions taken are insufficient.
- b) Process equipment to be unsafe or insufficiently dismantled.
- c) Task too dangerous to perform.

Maintenance

Repairs or splicing of defective high-pressure hoses shall only be performed by the hose manufacturer or an authorised service specialising in this work.

The contractor shall provide proof that all relief valves have been checked regularly for conformity to the settings established. Pressure gauges should also be calibrated regularly. (For this application a calibration frequency of 100 hours is probably necessary).

Due to static build up during cleaning operations, the component parts of the units shall be earthed. Diesel and petrol-driven pumps shall be earthed during refuelling operations. The earthing system shall be checked regularly.

When internal combustible engine pumps are located inside a building, the exhaust should be discharged outside the building to prevent combustion vapours from entering the work areas.

An internal combustion engine operated pump may not be utilised without granting of a suitable hot work permit in Production areas.

H11. LIFTING OPERATIONS

Referencing Construction Regulation 23, Construction Regulation 27, Driven Machinery Regulation 18 and SANS 12480-1, lifting equipment must be designed and constructed in accordance with generally accepted technical standards and operated, used, inspected and maintained in accordance with the requirements of the Driven Machinery Regulation.

The requirements of Construction Regulation 22 and Driven Machinery Regulation 18 are to be stringently applied and maintained in respect of all lifting tackle and lifting operations.

In addition to the required legal appointment of operators, supervisors and inspectors in respect of lifting machines, appointments shall also be made for Slingsmen and Banksman/Signallers, with the required proof of competency and experience.

Furthermore, all training providers in respect of operators of lifting machines are required to be accredited by the Transport Seta as contained in notice R.910 of 2015 (G.G. 39252 of 02/10/2015). Proof of such accreditation by the Transport Seta is to be attached to any certification issued by such training provider.

Evacuation procedures, risk assessments, safe working procedures and lifting plans are to be developed and communicated to all relevant persons involved in the operation of lifting machinery. Documented proof of such communication is to be kept in the site safety file.

Documented proof of lifting machinery services and maintenance are required. The last major service record is to be present in the safety file. The lifting machinery log book and all other legal documentation is to be available for inspection and audit.

The Principal Contractor shall be responsible for ensuring that the necessary inspections and performance tests by a competent registered LMI as outlined in the Driven Machinery Regulations for lifting equipment and lifting tackle are conducted, and documented proof of such inspections and performance tests retained in the health and safety file.

- DMR 18(5): Annual inspection and performance test of the whole installation and all working parts;
- DMR 18(6): Ropes, chains, hooks or other attaching devices, sheaves, brakes and safety devices at intervals not exceeding six (6) months;
- DMR 18(10) (e): Lifting tackle at intervals not exceeding three (3) months.

All lifting operations are to have a clearly defined and demarcated safe operating area below the lifting area, with warning signage strategically placed and a watcher/spotter shall be deployed to prevent unauthorised access to the lifting operations area.

Where the lifting arc shall cause loads to be moved above public roadways and pedestrian walkways and thoroughfares, such areas shall have barricading erected to prevent persons from passing below suspended loads and to adequately protect pedestrians from any potential falling load.

Worn and damaged steel wire ropes, slings and lifting tackle must be discarded (not used any further for lifting purposes, regardless of the load) when excessive wear and corrosion is evident. Furthermore, under normal operating conditions the ropes must be examined by a competent person every three months for this purpose and the results recorded.

H12. COVID-19 SPECIAL CONDITIONS

The Contractor is to comply with all COVID-19 national regulations including requirements detailed in Government Gazette Volume 658 of 29 April 2020 (No. 43257), Guidelines for Symptom Monitoring and Management of Essential Workers for COVID-19 Related Infection as well as Construction Covid-19 Rapid Response Task Team dated 26 April 2020.

I TRADE NAMES OR PROPRIETARY PRODUCTS

Bid specifications may not make any reference to any particular trade mark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words “or equivalent”.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS ‘OR EQUIVALENT’

J EMPLOYMENT OF SECURITY PERSONNEL

All security staff employed by the supplier on behalf of the CCT or at any CCT property must be registered with Private Security Industry Regulatory Authority (PSiRA). Proof of such registration must be made available to the CCT's agent upon request.

K FORMS FOR CONTRACT ADMINISTRATION

The supplier shall complete, sign and submit with each invoice, the following:

a) Monthly Project Labour Report (**Annexed**).

The Monthly Project Labour Report must include details of all labour (including that of sub-contractors) that are South African citizens earning less than R350.00 per day, as adjusted from time to time (excluding any benefits), who are employed on a temporary or contract basis on this contract in the month in question.

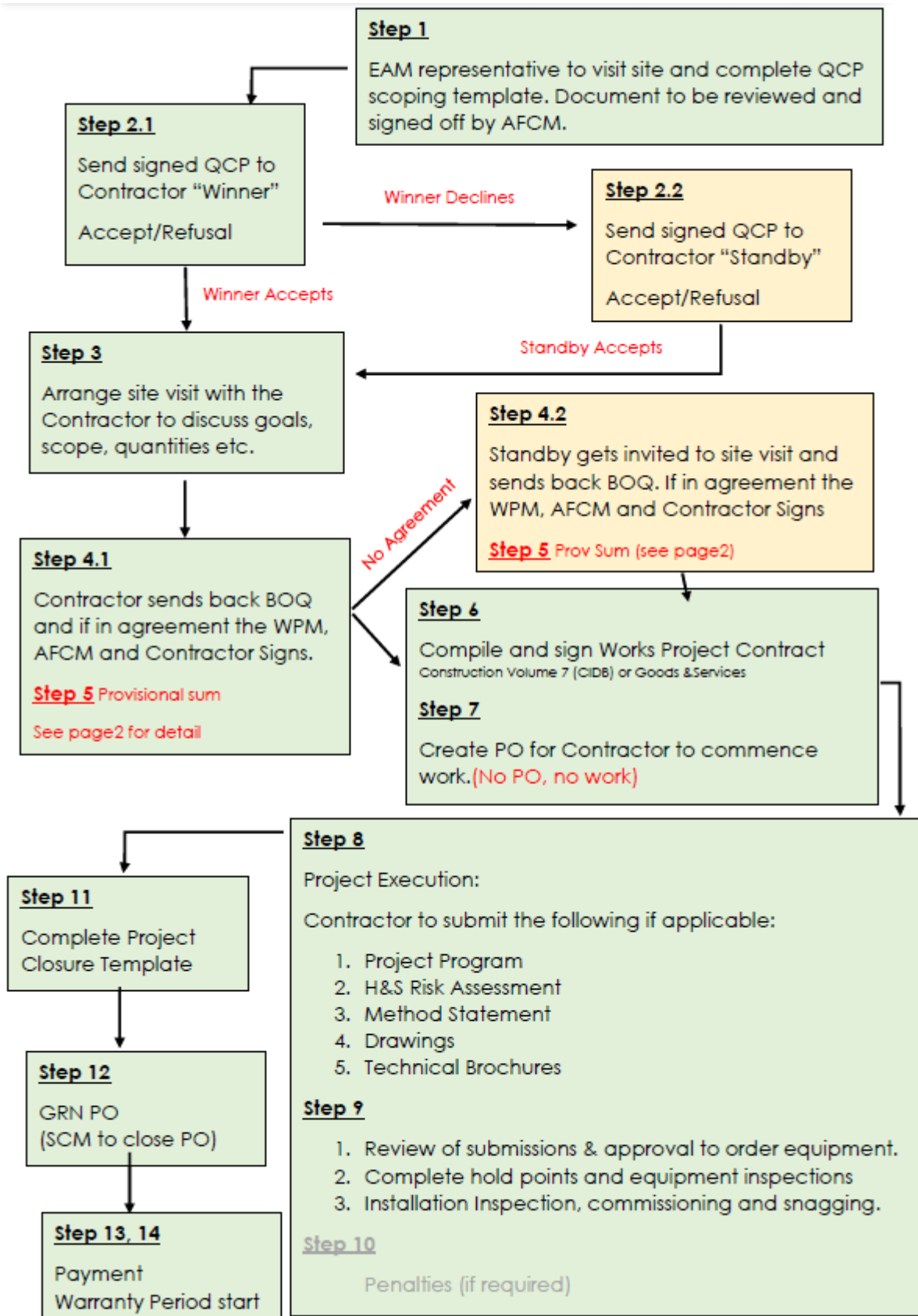
In addition to the Monthly Project Labour Report the Supplier shall simultaneously furnish the CCT's Agent with copies of the employment contracts entered into with such labour, together with certified copies of identification documents, proof of attendance in the form of attendance register or timesheets as well as evidence of payments to such labour in the form of copies of payslips or payroll runs. If the worker is paid in cash or by cheque, this information must be recorded on the envelope and the worker must acknowledge receipt of payment by signing for it and proof of such acknowledgement shall be furnished to the CCT's Agent.

ANNEXURE 1: WORK PROJECT PROCESS AND FRAMEWORK CONTRACT FLOW DIAGRAM

Typical Steps involved to execute a Works Project:

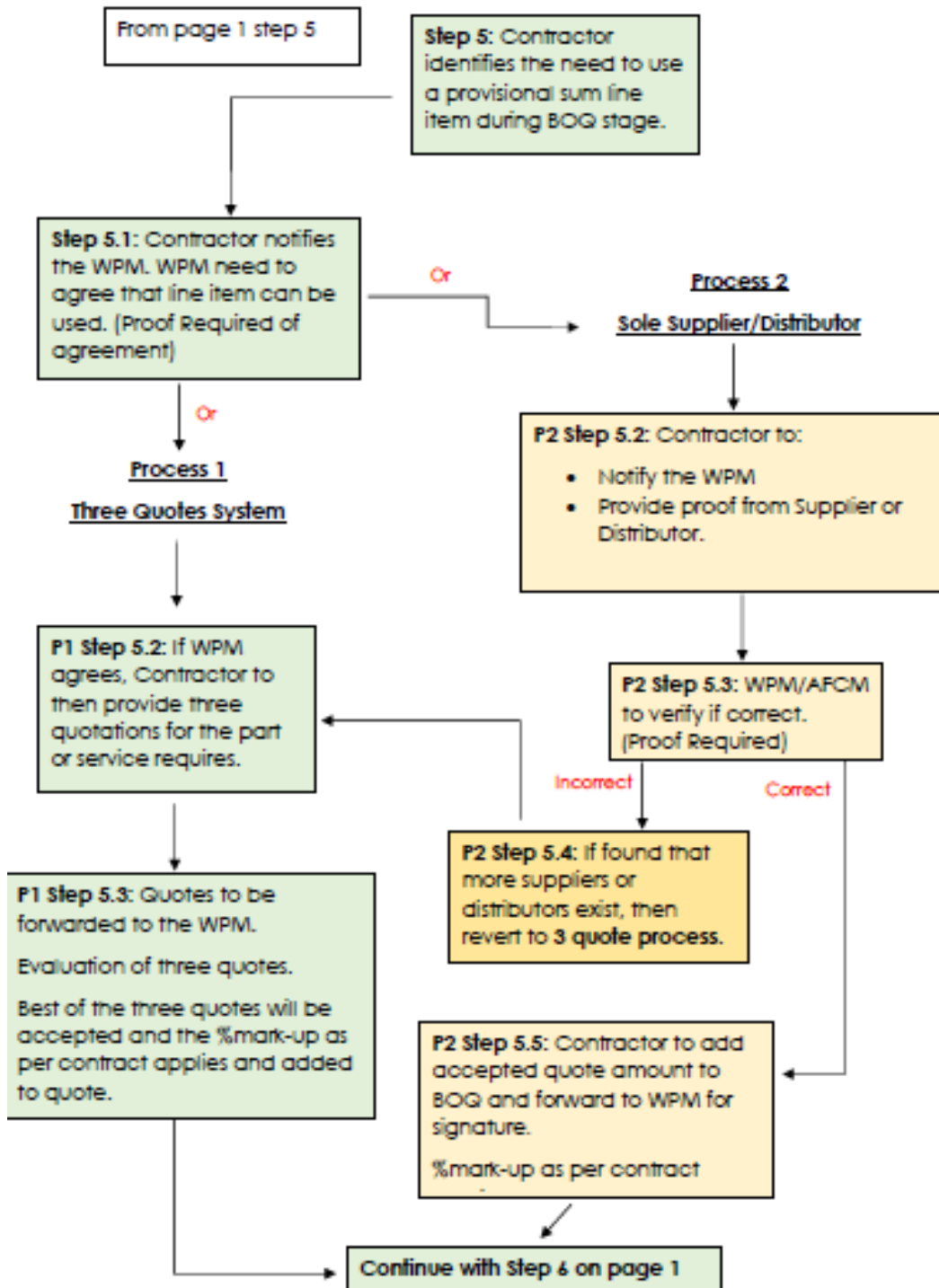
1. Scoping Document to be completed by CCT
2. Contractor Accept/Refusal Works Project within 2 working days of receiving QCP from CCT
3. Site Visit, if required (Contractor and CCT)
4. Contractor returns completed BOQ Items based on Scoping and SOR (Both), along with Technical Failure Assessment Report (if requested), within 10 working days post acceptance of works project and/or site visit.
5. Contractor and CCT Agree on BOQ Items based on Scoping and SOR (Both)
6. Provisional Sum (If Applicable) – Proof of Three (3) Quotes
7. **Compile and Sign Works Package Contract**
8. Purchase Order (CCT)
9. Risk Assessment/Method Statement/Timeline(Supplier)
10. Execution of Works Project
Inspection Hold Point / Quality Control documentation
11. Penalty (If Applicable)
12. Completion Acceptance (CCT)
13. Invoice (Supplier)
14. Payment (CCT)
15. Warranty Period

See illustrative flow diagram:

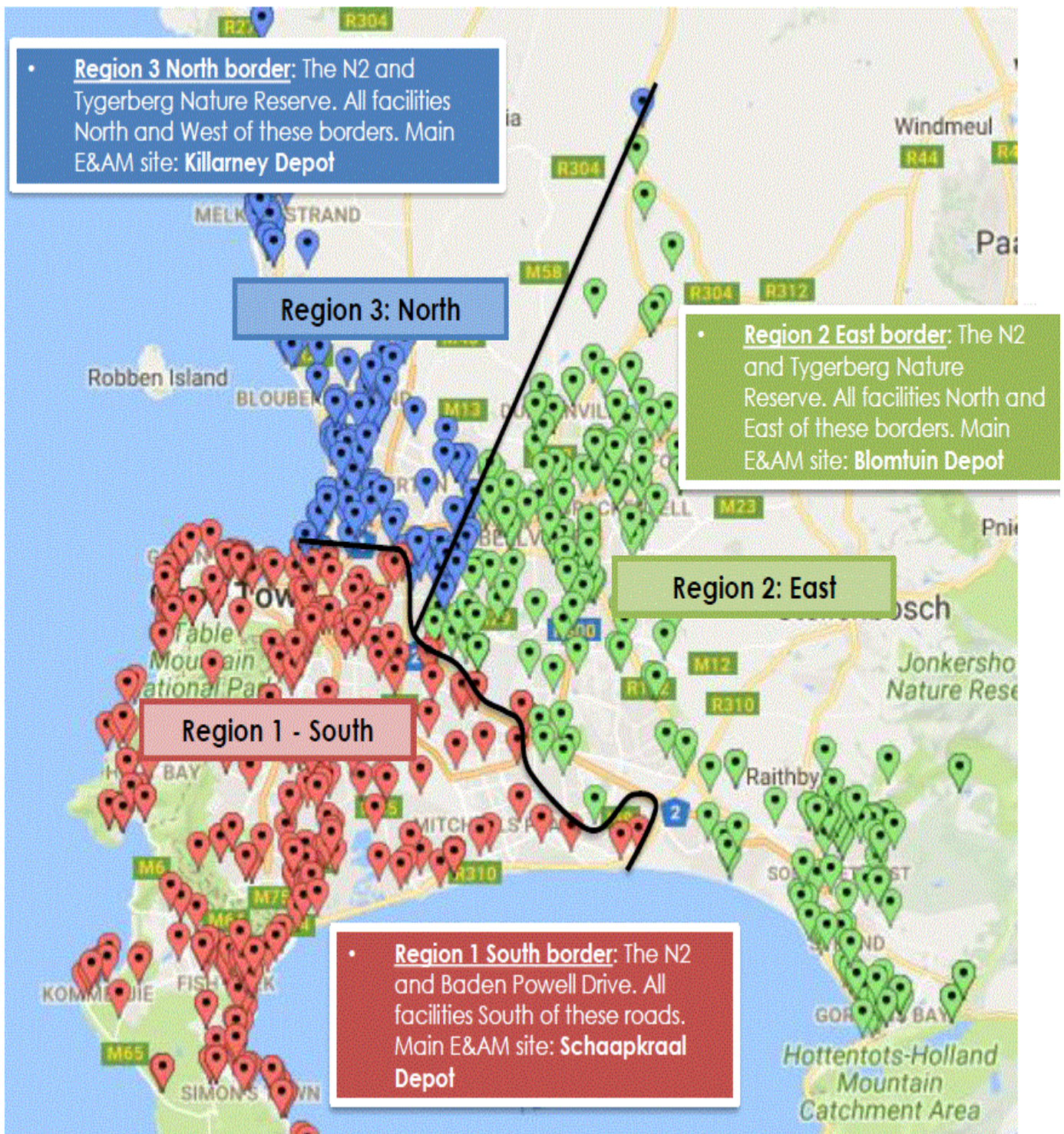


FRAMEWORK CONTRACT - FLOW DIAGRAM

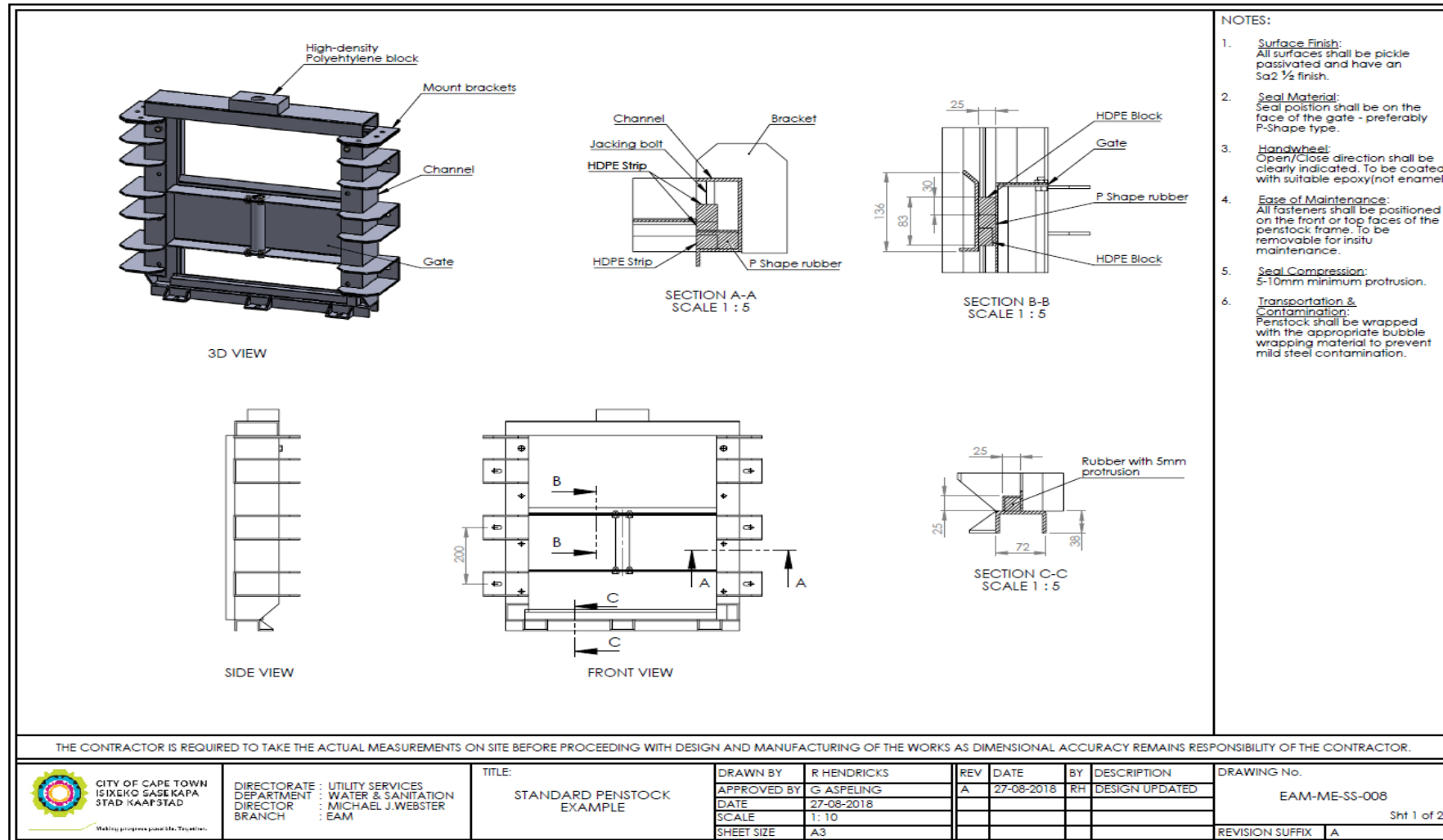
PAGE 2



ANNEXURE 2: WATER AND SANITATION AREA MAP



ANNEXURE 3: STANDARD PENSTOCK EXAMPLE



ANNEXURE 4: QUALITY CONTROL PROCEDURE PENSTOCK INSPECTIONS

FOR TENDERERS INFORMATION PURPOSES ONCE AWARDED THIS TYPE OF QUALITY CONTROL PROCEDURE AS WELL AS HOLD PRINTS WILL BE APPLICABLE TO THIS CONTRACT

QUALITY CONTROL PROCEDURE PENSTOCK INSPECTIONS			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
EAM/D&C/QCP/013	01/09/2015	DESIGN AND CONTRACTS - EAM	Version: 1	Page 1 of 4
COMPILED BY: D&C-PFO			APPROVED BY: D&C HEAD	

PENSTOCK INSPECTIONS

Applicable drawing to use in conjunction with this QCP:

	Drawing Description	Drawing No.
1	Standard Penstock Example	EAM-ME-SS-008

INSPECTION – AT CONTRACTORS WORKSHOP – HOLDING POINT 1		YES	NO
Damage	Spindle / thread damage?		
	Grinding damage to SS frame?		
	All bolts and nuts tightened?		
Materials	Stainless Steel 316 must be manufactured in a stainless steel factory far from any mild steel contamination. No signs of mild steel contamination?		
	Neoprene (natural) or EPDM (synthetic composite) seal?		
Hand wheels	Clearly marked open/close directions? BW: Anti-Clockwise; WW: Clockwise		
	FBE (Fusion Bonded Epoxy) coated or normal epoxy-coated?		
Maintenance	Gate, seals and wedges must be easily removable for maintenance and repair?		

COMMENTS - INSPECTION AT CONTRACTORS WORKSHOP

QUALITY CONTROL PROCEDURE PENSTOCK INSPECTIONS			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
EAM/D&C/QCP/013	01/09/2015	DESIGN AND CONTRACTS - EAM	Version: 1	Page 2 of 4
COMPILED BY: D&C-PFO			APPROVED BY: D&C HEAD	

	DETAILS	
	INSPECTION – AT CONTRACTORS WORKSHOP	
Date		
Project Name		
CCT Rep – Name & Signature		
Consultant Company		
Consultant Rep - Name & Signature		
Contractor Company		
Contractor Rep – Name & Signature		

QUALITY CONTROL PROCEDURE PENSTOCK INSPECTIONS			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
EAM/D&C/QCP/013	01/09/2015	DESIGN AND CONTRACTS - EAM	Version: 1	Page 3 of 4
COMPILED BY: D&C-PPO			APPROVED BY: D&C HEAD	

INSPECTION – DELIVERY TO SITE – HOLDING POINT 2	YES	NO
Was penstock wrapped with appropriate wrapping?		
Any damage to valve or aesthetics?		
No signs of mild steel contamination?		
No spindle / thread damage?		
Has a suitable gap been left for grouting? (Grout shall be of the non-shrink type and shall be applied strictly in accordance with the manufacturer's instructions)		

COMMENTS - DELIVERY TO SITE

DETAILS		
INSPECTION – DELIVERY TO SITE		
Date		
Project Name		
CCT Rep – Name & Signature		
Consultant Company		
Consultant Rep - Name & Signature		
Contractor Company		
Contractor Rep – Name & Signature		

QUALITY CONTROL PROCEDURE PENSTOCK INSPECTIONS			 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD	
EAM/D&C/QCP/013	01/09/2015	DESIGN AND CONTRACTS - EAM	Version: 1	Page 4 of 4
COMPILED BY: D&C-PFO			APPROVED BY: D&C HEAD	

LEAKAGE TESTING – HOLDING POINT 3	YES	NO
Leakage testing done under maximum expected pressure?		
Any Leakages between the penstock frame and the structure?		
Acceptable leakage rate? <ul style="list-style-type: none"> 0,015 l/s/m of seating perimeter/3 m pressure head (for off-seating penstocks) 0,008 l/s/m of seating perimeter/3 m pressure head (for on-seating penstocks) 		
Head pressure up to 5m, acceptable leakage rates? <ul style="list-style-type: none"> Less than 0.1 litres per metre per metre of seal periphery for wedge type gates, Less than 0.3 litres per minute per metre of seal periphery for all other types of control gates and Less than 0.5 litres per minute per metre of seal periphery for stop boards or bulkheads 		
Head pressure 5m and above, acceptable leakage rates shall be calculated using the following formula: $R_{lm} = 0.1 + 0.0H_{os}$ Where: Hos = on/off – seating head, in metres R _{lm} = leakage rate in litres/minutes per metre of seal		

COMMENTS - LEAKAGE TESTING

	DETAILS	
	LEAKAGE TESTING	
Date		
Project Name		
CCT Rep – Name & Signature		
Consultant Company		
Consultant Rep - Name & Signature		
Contractor Company		
Contractor Rep – Name & Signature		

ANNEXURE 5: LOCAL WORKSHOP AND STORAGE FACILITY CHECKLIST

NOTE: This is not an eligibility criteria; it is a contract condition.

A City of Cape Town Engineer will engage the successful tenderer(s) and a workshop inspection will be arranged with the tenderer(s) within one month on contract commencement.

The CCT Engineer is required to inspect, complete and certify the workshop in order to ensure it meets the CCT Water and Sanitation department's minimum requirements for a maintenance workshop suitable for industrial type repairs, and this Term Tender requirements.

Workshop name: _____

Workshop location: _____

CHECKS	Comment	Acceptable Yes/No
Structure: <ul style="list-style-type: none"> - Roof and walls - Hard Floor Area - Office - Floor layout and clear demarcation - Compliant to 5S Principles 		
Minimum working height of 3m available		
The workshop has suitable lifting equipment (forklift/overhead gantry or mobile A frame)		
The workshop is suitably equipped in terms of a sheet metal machinery.		
The workshop is suitably equipped in terms of Tig/Mig Welding Equipment		
Vehicles: <ul style="list-style-type: none"> - LDV - Truck - Crane 		
Storage capability		
COMMENTS		

Date		
Project Name		
CCT Rep – Name & Signature		

(14) MONTHLY PROJECT LABOUR REPORT (EXAMPLE)**ANNEX 1****CITY OF CAPE TOWN
MONTHLY PROJECT LABOUR REPORT**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD**Instructions for completing and submitting forms**General

- 1 The Monthly Project Labour Reports must be completed in full, using typed, proper case characters; alternatively, should a computer not be available, handwritten in black ink.
- 2 Incomplete / incorrect / illegible forms will not be accepted.
- 3 Any conditions relating to targeted labour stipulated in the Contract (in the case of contracted out services or works) shall apply to the completion and submission of these forms.
- 4 This document is available in Microsoft Excel format upon request from the City's EPWP office, tel 021 400 9406, email EPWPLR@capetown.gov.za.

Project Details

- 5 If a field is not applicable insert the letters: NA
- 6 Only the Project Number supplied by the Corporate EPWP Office must be inserted.
The Project Number can be obtained from the Coordinator or Project Manager or from the e-mail address in point 4 above.
- 7 On completion of the contract or works project the anticipated end date must be updated to reflect the actual end date.

Beneficiary Details and Work Information

- 8 Care must be taken to ensure that beneficiary details correspond accurately with the beneficiary's ID document.

- 9 A new beneficiary is one in respect of which a new employment contract is signed in the current month. A certified ID copy must accompany this labour report on submission.
- 10 Was the beneficiary sourced from the City's job seeker database?
- 11 The contract end date as stated in the beneficiary's employment contract.
- 12 Where a beneficiary has not worked in a particular month, the beneficiary's name shall not be reflected on this form at all for the month in question.
- 13 Training will be recorded separately from normal working days and together shall not exceed the maximum of 23 days per month
- 14 Workers earning more than the maximum daily rate (currently R450 excluding any benefits) shall not be reflected on this form at all.

Submission of Forms

- 15 Signed hardcopy forms must be scanned and submitted to the City's project manager in electronic (.pdf) format, together with the completed form in Microsoft Excel format.
- 16 Scanned copies of all applicable supporting documentation must be submitted along with each monthly project labour report. Copies of employment contracts and ID documents are only required in respect of new beneficiaries.
- 17 If a computer is not available hardcopy forms and supporting documentation will be accepted.

PROJECT DETAILS

Numbers in cells below e.g (6) refer to the relevant instruction above for completing and submitting forms

CONTRACT OR WORKS PROJECT NAME: (6)		EPWP SUPPLIED PROJECT NUMBER: (6)	
DIRECTORATE:		DEPARTMENT:	
CONTRACTOR OR VENDOR NAME:		CONTRACTOR OR VENDOR E-MAIL ADDRESS:	
CONTRACTOR OR VENDOR CONTACT PERSON:		CONTRACTOR OR VENDOR TEL. NUMBER:	CELL WORK
PROJECT LABOUR REPORT CURRENT MONTH (mark with "X")			
JAN	FEB	MAR	APR
MAY	JUN	JUL	AUG
SEP	OCT	NOV	DEC
YEAR			

ACTUAL START DATE (yyyy/mm/dd)		ANTICIPATED / ACTUAL END DATE (yyyy/mm/dd) (7)	
TOTAL PROJECT EXPENDITURE / VALUE OF WORK DONE TO-DATE (INCLUDING ALL COSTS, BUT EXCLUDING VAT)			
R			

MONTHLY PROJECT LABOUR REPORT

BENEFICIARY DETAILS AND WORK INFORMATION



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

CONTRACT OR WORKS PROJECT NUMBER:				Year		Month		Sheet				
								1 of				

No.	(8) First name	(8) Surname	(8) ID number	(9) New Beneficiary (Y/N)	Gender (M/F)	Disabled (Y/N)	(10) Job seeker database (Y/N)	Contract start date (DDMMYY)	(11) Contract end date (DDMMYY)	(12) No. days worked this month (excl. training)	(13) Training days	(14) Rate of pay per day (R – c)
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Declared by Contractor or Vendor to be true and correct:	Name		Signature	
	Date			

Received by Employer's Agent / Representative:	Name		Signature	
	Date			