

TENDER

SCMU5-26/27-0006SB

MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA BAY METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.

NAME OF COMPANY: _____

CSD Nr: _____

CRS Nr (CIDB): _____

CLOSING DATE: 22 SEPTEMBER 2026

TIME: 11H00

Department of Public Works &
Infrastructure

Old Ford House

55 Albany Road

Gqeberha



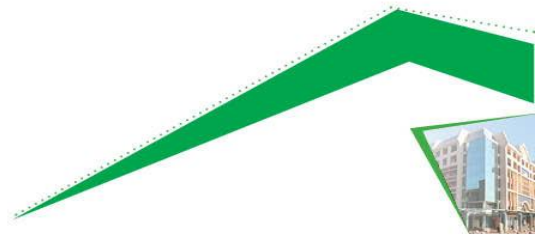
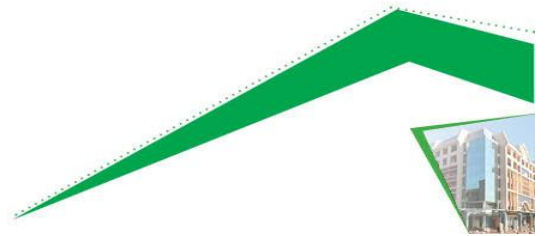
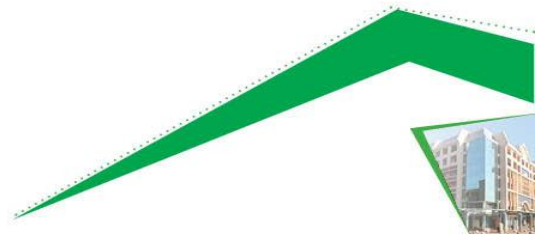


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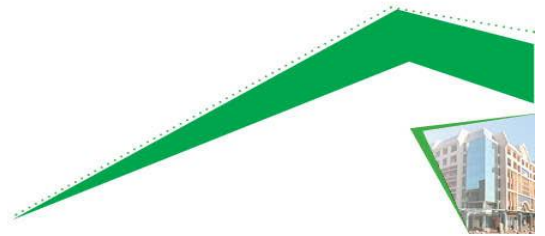
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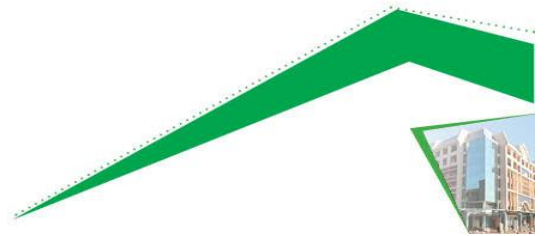
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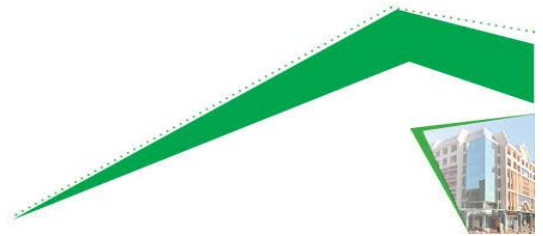
THE TENDER



PART T1: TENDERING PROCEDURES



PART T1.1: TENDER NOTICE AND INVITATION TO TENDER



T1.1 Tender Notice and Invitation to Tender

The Eastern Cape Department of Public Works & Infrastructure invites contractors with a CIDB Grading of **2SF PE/ 3SF or higher** in the following Class of specialist works (**SF**) to tender for the **MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT**.

The contract will be based on the GCC, and the Eastern Cape Public Works and Infrastructure will enter into a contract with the successful tenderer.

Only tenderers who have suitable experience and suitably qualified personnel in providing similar services to those that are required are eligible to submit to tenders.

Tender documents are downloadable free of charge from National Treasury's e-Tender Portal: (<http://www.etenders.gov.za/content/advertised-tenders>) or from the Department of Public Works and Infrastructure website (www.ecdpw.gov.za/tenders) from **21 AUGUST 2026**.

A non-compulsory briefing meeting will be held at Old Ford House Building in Gqeberha on 28 August 2026 @ 11h00

NOTE: BIDDERS INTENDING TO RENDER SERVICES TO THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE WILL BE SUBJECTED TO SCREENING AND OR VETTING PRIOR TO THE AWARD OF THE TENDER.

Queries relating to the issue of these documents may be addressed in writing to: Ms. N. Ntsila Nomawethu.ntsila@ecdpw.gov.za **Technical enquiries:** may be addressed in writing to Mr. M. L. Zitshu at mbali.zitshu@ecdpw.gov.za

B. TENDER SUBMISSIONS

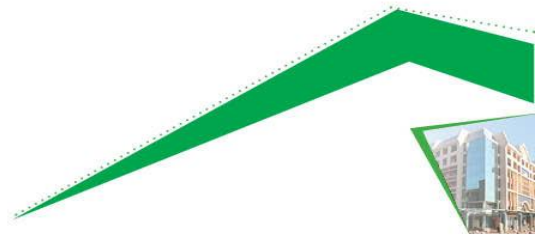
Bids must be submitted in sealed envelopes clearly marked **"SCMU5-26/27-0006SB: MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT** must be deposited in the bid box, **DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, 55 ALBANY ROAD CENTRAL GQEBERHA, 6000**.

The closing time for receipt of tenders by the ECDPWI is **11:00am** on **22 SEPTEMBER 2026** Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

It is the responsibility of the tenderer/s to ensure that bid documents /proposals are submitted on or before closing time and the correct location as the department will not take responsibility for wrong delivery. Tenderers using courier services for delivery of their bid documents must ensure the delivery is at the correct place / location and time as the department will not be held responsible for wrong delivery. Not delivered to Departmental officials. The Department will not accept responsibility if bids received by officials are not deposited in the Bid Box in time.

Tenders may only be submitted on the tender documentation that is issued. Tenderers must be registered on the National Treasury Central Supplier Data Base and proof of registration must be submitted with the proposal (<https://secure.csd.gov.za>). Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

C. BID EVALUATION:



This bid will be evaluated in Two (2) phases as follows:

Phase One: Compliance, responsiveness to the bid rules and conditions,

Phase Two: Preferential Procurement Policy Framework Act (PPPFA), and Preferential Procurement Regulations 2022.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) WILL BE AWARDED AS FOLLOWS:

Maximum points on price	-	80 points
Maximum points for Specific Goals	-	20 points
Maximum points	-	100 points

D. BID SPECIFICATIONS, CONDITIONS AND RULES

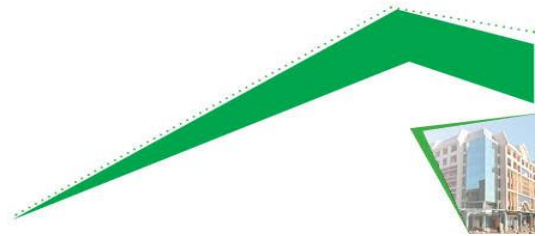
1. The minimum specifications, other bid conditions and rules are detailed in the bid document under Tender Data
2. The Department of Public Works and Infrastructure SCM policy applies.
3. Tender validity period is **90 days**.

E. ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:

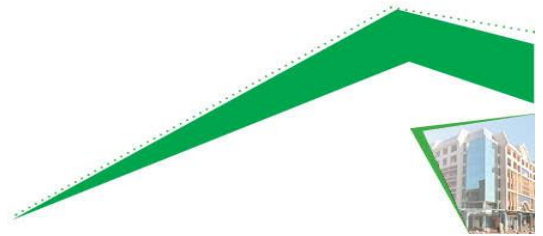
- **SCM RELATED ENQUIRIES**
Ms. N. Ntsila
Cell No.: 082 855 1778 (during office hours)
Email Address: Nomawethu.ntsila@ecdpcw.gov.za
- **TECHNICAL ENQUIRIES**
Mr. M. L. Zitshu
Tel No.: 082 770 6442
Email Address: mbali.zitshu@ecdpcw.gov.za

FOR COMPLAINTS, FRAUD, & TENDER ABUSE:

Call: 0800 701 701



PART T1.2: TENDER DATA

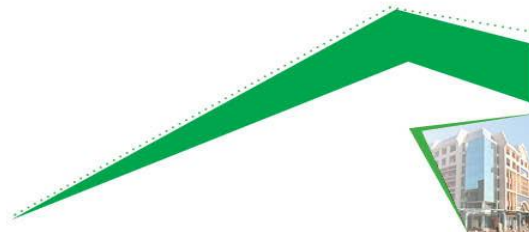


The conditions of tender are the latest edition of SANS 10845-3, *Standard conditions of tender*.

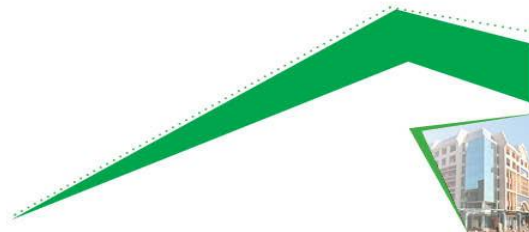
SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3 *and* as contained in **Annexure C of Standard for Uniformity in Construction Procurement (Board Notice 423 of 2009 Government Gazette No 42622 of August 2019)**.

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.

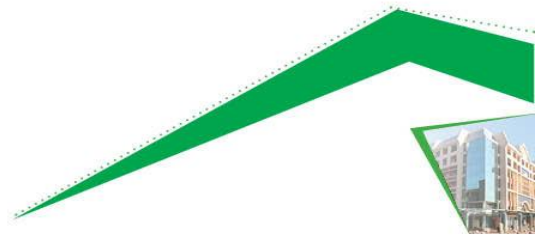
Clause number	Tender Data
3.1	The Employer is Public Works & Infrastructure – Eastern Cape
3.2	The tender documents issued by the employer comprise the following documents: THE TENDER Part T1: Tendering procedures T1.1 - Tender notice and invitation to tender T1.2 - Tender data Part T2: Returnable documents T2.1 - List of returnable documents T2.2 - Returnable schedules THE CONTRACT Part C1: Agreements and Contract data C1.1 - Form of offer and acceptance C1.2 - Contract data C1.3 - Dispute Resolution Mechanism Part C2: Pricing data C2.1 - Pricing Instructions C2.2 - Bills of Quantities Part C3: Scope of work C3 - Scope of work Part C4: Site information C4 - Site information



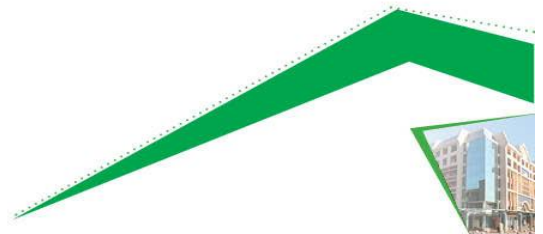
3.3	The tender documents issued by the employer comprise the documents listed on the contents page
3.4	The employer's agent is: Name: Mbali. L. Zitshu Department of Public Works & Infrastructure 55 Albany Rd Gqeberha Central 6000 Tel: 082 770 6442 E-mail: mbali.zitshu@ecdpw.gov.za
3.5	The language for communications is English
3.6	The competitive negotiation procedure shall be applied.
3.7	Method 2: Two (2) stage procurement procedures shall be applied.
4	Tender's obligations
4.1	The following tenderers who are registered with the CIDB, or are capable of being so registered prior to the evaluation of submissions, are eligible to have their tenders evaluated: a) contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) of 25(7A) of the Construction Industry Development Regulations, for a CIDB Grade 2SF PE/ 3SF or higher class of construction work; and Joint ventures are eligible to submit tenders provided that: 1. Every member of the joint venture should be in the SO class of work 2. The lead partner has a contractor grading designation in the CIDB Grade 3SF or higher class of construction work; and 3. the combined contractor grading designation calculated in accordance with the Construction industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a CIDB Grade 3SF or higher class of construction work or a value determined in accordance with Regulation 25 (1B) of 25(7A) of the Construction Industry Development Regulations. 4. Joint Venture Agreement.
4.2	The employer will compensate the tender as follows as per the conditions of the Form of Contract signed or SLA.



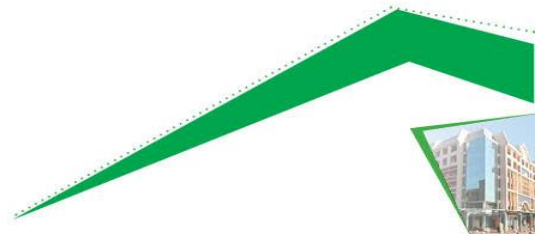
	The employer <u>will not</u> compensate the tenderer for any costs incurred in attending interviews or making any submissions in the office of the employer.
4.3	It is the responsibility of the tenderer to check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.
4.4	Confidentiality and copyright of documents Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.
4.5	Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are incorporated into the tender documents by reference.
4.6	Acknowledge receipt of addenda to the tender documents, which the employer may issue, and, if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.
4.7	The arrangements for a compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender. Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to, and tenders will be received only from those tendering entities appearing on the attendance list. Tender documents will not be made available at the clarification meeting
4.8	Seek clarification Request clarification of the tender documents, if necessary, by notifying the employer at least <u>5 (Five) working days</u> before the closing time stated in the tender data.
4.9	Tenderers are required to state the rates and currencies in Rands. Include in the rates, prices, and the tendered total of the prices (if any), all duties, taxes which the law requires to be paid [except value added tax (VAT)], and other levies payable by the successful tenderer, that are applicable 14 days before the closing time stated in the tender data. Show the VAT payable by the employer separately as an addition to the tendered total of the prices. Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data. State the rates and prices in monetary value of the contract unless otherwise instructed in the tender data.
4.10	Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations.



	Do not make erasures using masking fluid.
4.11	Main tender offers are not required to be submitted together with alternative tenders.
4.12	No alternative tender offers will be considered
4.13.1	Parts of each tender offer communicated on paper shall be submitted as original. Submit a) the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with a translation of any documentation in a language other than the language of communication established in 3.5, and b) the parts communicated electronically by the employer of its agents on paper format with the tender.
4.13.2	Sign the original and all copies of the tender offer where required in terms of the tender data. NOTE The employer holds all authorized signatories liable on behalf of the tenderer.
4.13.3	A tender security in the amount of N/A is required and shall remain valid for a period not exceeding N/A days after the closing date for tender offers. The form of the tender security shall not differ substantially from the sample provided in Annex D of SANS 10845-3.
4.13.4	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: Location of tender box: DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE, 55 ALBANY ROAD, CENTRAL GQEBERHA. Physical address: 55 Albany Road, Central, Gqeberha 6000 Identification details: SCMU5-26/27-0006SB: MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT Closing date and time: 22 SEPTEMBER 2026 11:00
4.13.5	The tenderer is required to submit with his tender the following certificates: 1) a copy of the CSD report showing, amongst other things, that tax matters of the service provider are in order in the South African Revenue Services. 2) CIDB Grading certificate or CRS number.
4.13.6	A two-envelope procedure will not be required.



4.13.7	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted. The tenderer accepts that the employer does 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.
4.14	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of the standard conditions of tender in this part of SANS 10845 apply equally to the extended deadline.
4.15.1	The tender offer validity period is 90 DAYS Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data. If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period, with or without any conditions attached to such extension. Extend the period of the tender security, if any, to cover any agreed extension requested by the employer.
4.15.2	Placing of contractors under restrictions / withdrawal of tenders If any tenderer who has submitted a tender offer or a contractor who has concluded a contract has, as relevant: withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions; after having been notified of the acceptance of his tender, failed or refused to commence the contract; had their contract terminated for reasons within their control without reasonable cause; offered, promised or given a bribe in relation to the obtaining or the execution of such contract; acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards the Provincial Government; or, made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of the Provincial Government that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements, such tenderer/s may be placed under restriction from tendering with the state. Procedures are outlined in the EC SCM Policy for Infrastructure procurement and Delivery Management and also on CIDB Inform Practice Note #30. Excerpts of the policy can be availed on request of any interested tenderer.
4.16	Access shall be provided for the following inspections, tests and analysis: N/A
4.17	the preferred tenderer will be required to submit an approved insurer undertaking to provide the Performance Bond / Guarantee / Surety / Security to the format and/or standard as per DPWI policy
5	Employer's undertakings



5.1	The Employer will respond to requests for clarification received up to Five (5) working days before the tender closing time. If, as a result of the issuing of addenda, it is necessary to extend the closing time stated in the tender data, grant such extension and notify all respondents accordingly.
5.2	The employer shall issue addenda until Five (5) working days before tender closing time.
5.3	Tenders will be opened immediately after the closing time for tenders at 11:00am hours .
5.4	Do not disclose to tenderers, or to any person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.
5.5	Determine, after opening and before detailed evaluation, whether each tender offer that was properly received a) complies with the requirements of the standard conditions of tender in this part of SANS 10845, b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the tender documents. A responsive tender is one that conforms to all the terms, conditions, and scope of work of the tender documents, without material deviation or qualification. A material deviation or qualification is one which, in the employer's opinion, would d) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the scope of work, e) significantly change the employer's or the tenderer's risks and responsibilities under the contract, or f) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified. Reject a non-responsive tender offer, and do not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
5.6	Arithmetical errors, omission and discrepancies Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern. For Vat related discrepancies, National and Provincial Treasury prescripts in relation to VAT procedures apply.
5.7.1	The financial offer will be reduced on a comparative basis using the Tender Assessment Schedule.

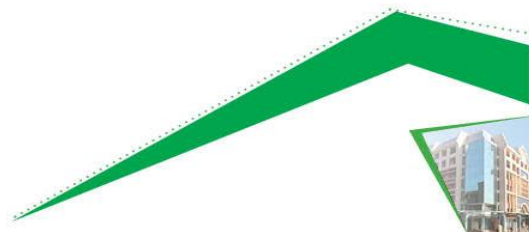


Table F.1: Formulae for calculating the value of A

Formula	Comparison aimed at achieving	Option 1 ^a	Option 2 ^a
1	Highest price or discount	$A = \left(1 + \frac{(P - P_m)}{P_m}\right)$	$A = \frac{P}{P_m}$
2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{(P - P_m)}{P_m}\right)$	$A = \frac{P_m}{P}$
^a P_m is the comparative offer of the most favourable comparative offer. P is the comparative offer of the tender offer under consideration.			

5.7.2

The procedure for the evaluation of responsive tenders is Method 2: Administrative Compliance, Price and Preference

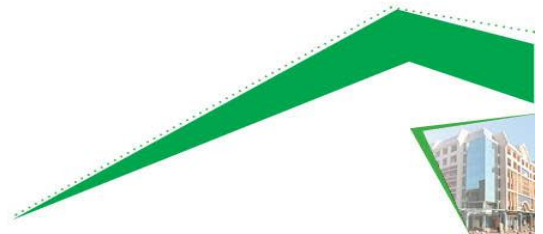
Phase 1: Administrative requirements and Mandatory requirements

Phase 2: Price and preference (80/20 system) :

PHASE ONE: RESPONSIVENESS TO THE BID REQUIREMENTS AND RULES

Bidders' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration:

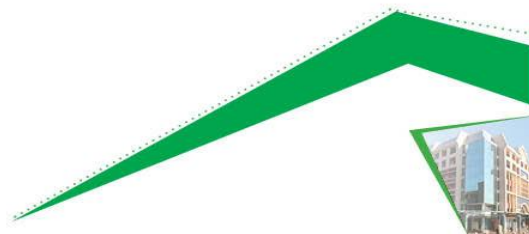
1. Bid Document (This Document must be submitted in its original format)
2. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
3. Bidder must be registered with CIDB in the correct grading and class of works as per the tender notice and requirements. And must the status on CIDB be active during award stage. It is the responsibility of the bidder to keep the status on CIDB active throughout bidding process (advert till award stage).
4. Bidders must be a legal entity.
5. Form of offer and Acceptance (fully completed and signed) ***The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in tenderer's tender submission. If the Form of Offer and Acceptance has no value or figure, the tenderer will be regarded as having made no offer. If the Bid Sum (amount in words) differ from the Bid Sum (amount in figures), the Bid Sum (amount in words) will govern.***
6. SBD 4- Declaration of Interest (fully completed and signed). **SBD4 must be duly completed and signed. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether they are bidding for this contract, such interest must be disclosed on question 2.3.1.**
7. Incomplete or unsigned or poorly completed forms **SBD 4 will lead to a bidder being declared non-responsive**
8. Compulsory Enterprise Questionnaire (Completed and signed) (JV partners must complete separate Questionnaire forms and submit).
9. If the offer is "Vat Inclusive", the VAT registration number of service provider must be indicated and if a service provider is not a VAT Vendor but include VAT in its prices, the successful service provider will be given 21 days to register as a VAT Vendor with SARS, after the issuing of an appointment letter. If a bidder is a VAT vendor/registered, the bidder is required to explicitly state the VAT amount. VAT vendors must include VAT at 15% in the bid offer(s).
10. Resolution to Sign (must be completed, if applicable).



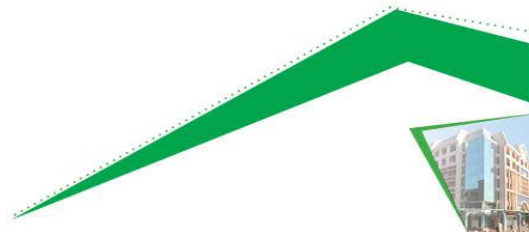
11. Only one offer per bidder is allowed and alternative offers will not be considered. If more than one offer is received, none of the offers will be considered.
12. Attendance of compulsory briefing meeting (if applicable).
13. Certificate of Authority for Joint Ventures (if applicable). In the case of a joint venture, a signed JV agreement stating the share interest or percentage of each partner should also be made available to the department by the JV.

Other Conditions of bid (Non eliminating unless expressly mentioned in the document):

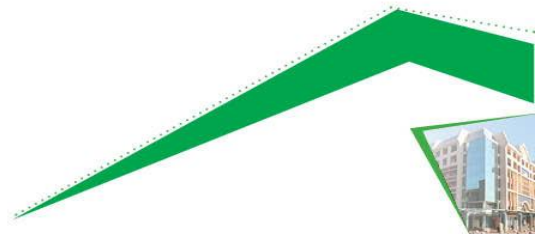
14. DPWI Policy applies.
15. Returnable Schedule: SBD1-Invitation to bid must be completed and signed
16. The bidder must be registered on the Central Supplier Database (CSD) prior the award
17. All bidders' tax matters must be in order prior award. Bidders' tax matters will be verified through CSD. In cases where the bidder's status is found non-compliant, the bidder will be granted 7 working days to correct the status. **A bidder that fails to rectify its tax matters with SARS will be declared non-responsive.**
18. Bidders need to complete and sign **SBD 6.1** to claim points for specific goals. **Failure will lead to the non-awarding of points for specific goals.**
19. Bidders must submit a minimum of three (3) written contactable references for projects successfully completed in the past (clearly indicating client name, contract value, contract term, contact person, contact details). Refer to Annexure I and Annexure M. This is not an elimination factor, but it is important for the department to decide. Unless it is used for Quality/functionality Points.
20. Bidders must submit a list of projects where he or she has submitted tender offers, but tender results have not been confirmed by the client. Refer to Annexure L. This is not an elimination factor, but it is important for the department to decide. Unless it is used for Quality/functionality Points.
21. Bidders must submit their company profiles, list of available resources, plant and machinery and any other additional capacity with the bid. Refer to Annexure K and H. This is not an elimination factor, but important for the department to decide. Unless it is used for Quality/functionality Points.
22. The bidder must also list all projects where there are pending litigations or litigations have been concluded. The form for this is also attached after Annexure J.
23. The Department will contract the successful bidder by signing a formal contract.
24. This tender will be awarded. All trades listed in the Bills of Quantities or Pricing schedule must be priced for (except provisional sums and allowances which also need to be added to the total), failure to do so will increase commercial risk of the bid and may lead to elimination or passing over of the bidder.
25. Wherever a brand name is specified in this document (i.e. specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.
26. Protection of personal information: Consent (POPIA)
27. The successful tenderer (after being informed) will be required to bring along an unsigned copy of the form of contract to be signed by parties (e.g. GCC 2015).
28. Bidders intending to render services to the department of public works and infrastructure will be subjected to screening and or vetting prior to the award of the tender.
29. Occupational Health and Safety specification will be completed on award of the bid by the successful bidder, but all health and safety requirements as per the OHS specification must still be priced for on the pricing schedule summary.
30. The successful bidder should have a valid **SANS 1475 Permit**, and it will be requested on award of the bid.



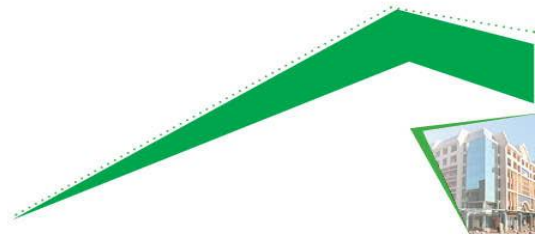
	<u>PHASE TWO: EVALUATION POINTS ON PRICE AND SPECIFIC GOALS</u> The 80/20 preference point system shall be applied for the purposes of this bid as per the requirements of the <i>Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)</i> and Preferential Procurement Regulations 2022 <table border="1"> <thead> <tr> <th>Criteria</th><th>Points</th></tr> </thead> <tbody> <tr> <td>POINTS ON PRICE</td><td>80</td></tr> <tr> <td>SPECIFIC GOALS</td><td>20</td></tr> <tr> <td>TOTAL</td><td>100</td></tr> </tbody> </table> The 90/10 preference point system for acquisition of services, works or goods exceeding Rand value of R50 million: (a) The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a Rand value equal to, or above R 30 000 and up to Rand value of R 50 000 000 (all applicable taxes included): The financial offer will be scored using the following formula: $A = (1 - \frac{P - P_m}{P_m})$ The value of value of W_1 is: 31. 90 where the financial value inclusive of VAT of all responsive tenders received have a value in excess of R50 000 000 or 32. 80 where the financial value inclusive of VAT of one or more responsive tender offers have a value that equals or is less than R 50 000 000.	Criteria	Points	POINTS ON PRICE	80	SPECIFIC GOALS	20	TOTAL	100
Criteria	Points								
POINTS ON PRICE	80								
SPECIFIC GOALS	20								
TOTAL	100								
5.7.3	The procedure for the evaluation of responsive tenders is Method 2 (Administrative Compliance, price and preference)								
5.7.4	The quality criteria and maximum score in respect of each of the criteria are as follows: N/A								
5.7.5	Each evaluation criteria will be assessed in terms of five indicators – N/A								
5.7.6	The prompts for judgment and the associated scores used in the evaluation of quality shall be as follows: N/A								
5.8	Tender offers will only be accepted if: a) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see https://secure.csd.gov.za/) unless it is a foreign supplier with no local registered entity b) The tenderer is in good standing with SARS according to the Central Supplier Database. Bidders must submit a CSD no. or tax status compliance pin. c) The preferred tenderer will be required to submit an approved insurer undertaking to provide the Performance Bond / Guarantee / Surety / Security to the format and/or standard as per DPWI policy.								



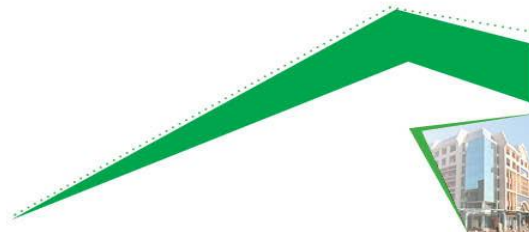
	d) the tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation. e) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector. f) the tender has not: i) abused the Employer's Supply Chain Management System; or ii) failed to perform on any previous contract and has been given written notice to this effect. g) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process. h) the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract. i) Bids which are late, incomplete, unsigned or submitted by facsimile or electronically will not be accepted. j) The tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer. k) The tenderer undertakes to maximize the sourcing of building material or infrastructure input material from Eastern Cape based suppliers or manufacturers. l) The employer is reasonably satisfied that the tenderer has in terms of the Construction Regulations, 2014, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely. m) the tender has offered a market-related offer. If the offer is believed not to be market related, the department, through its Supply Chain Management bid committees, will attempt to negotiate the offer with identified bidder/s to a reasonable amount. Bidders are not allowed to increase their tender offers during this process. n) A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorized official can sign the bid. o) Prospective bidders must register on CSD prior submitting bids (open tenders). Any prospective bidder found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process. Preferred bidder/s will be afforded an opportunity to rectify their tax affairs within 7 days. A bidder that fails to rectify its tax matters with SARS will be eliminated. p) NOTE: The amount reflected on the Form of Offer and Acceptance takes precedence over any other total amount indicated elsewhere in bidder's tender submission. If the Form of Offer and Acceptance has no value or figure, the bidder will be regarded as having made no offer. q) The department reserves the right not to award the bid to the most favorable tenderer, if any of the situations occur: if it is not assisting in the advancement of designated groups; risk profile of the favorable firm is too high; the bidder has been awarded a considerable
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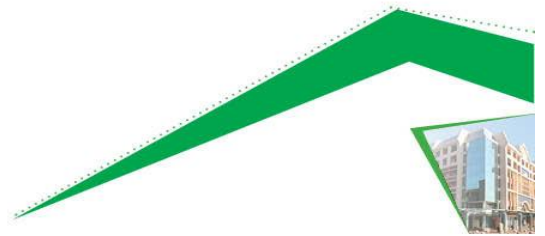
	number of projects by the department or provincial government; has performed unsatisfactorily in the past, etc.
5.9	The number of paper copies of the signed contract to be provided by the employer is 1.
	The additional conditions of tender are: Wherever a brand name is specified in this document (i.e. specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.
T.2.1	List of returnable documents
1	Documentation to demonstrate eligibility to have tenders evaluated i.e. List all documentation to demonstrate eligibility to have a submission evaluated. Appropriate CIDB grading suitable for the works (as stated in 4.1).
2	Returnable Schedules required for tender evaluation purposes The tenderer must fully and appropriately complete and sign the following returnable schedules as relevant: - Record of Addenda to Tender Documents - Proposed amendments and qualifications - Compulsory Enterprise Questionnaire (JV partners must complete separate Questionnaire forms and submit). - SBD 1, 4 & 6.1 - Form of Offer and Acceptance - Protection of personal content: Consent - Final Summary of Bills of Quantities or a complete Pricing Schedule - Certificate of Authority for Joint Ventures
3	Other documents required for tender evaluation purposes The tenderer must provide the following returnable documents: - A CSD Report for a contractor with valid and correct information. - A letter of good standing from the Compensation Fund or a licensed insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act 1993 (Act No. 130 of 1993)
4	Returnable Schedules that will be used for tender evaluation purposes and be incorporated into the contract The tenderer must complete the following returnable documents: A duly completed form of Offer and Acceptance (and any revision of prices if there are any).
5	Only authorized signatories may sign the original and all copies of the tender offer where required. In the case of a ONE-PERSON CONCERN submitting a tender, this shall be clearly stated.



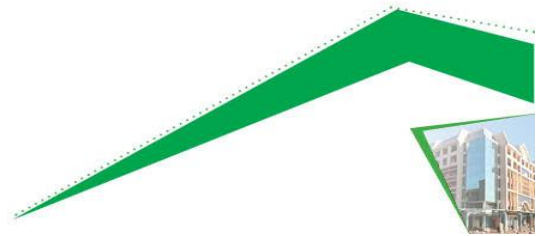
	• In the case of a COMPANY submitting a tender, include a copy of a <u>resolution by its board of directors</u> authorizing a director or other official of the company to sign the documents on behalf of the company. • In the case of a CLOSE CORPORATION submitting a tender, include a copy of a <u>resolution by its members</u> authorizing a member or other official of the corporation to sign the documents on each member's behalf. • In the case of a PARTNERSHIP submitting a tender, <u>all the partners</u> shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case <u>proof of such authorization</u> shall be included in the Tender. • In the case of a JOINT VENTURE/CONSORTIUM submitting a tender, include a <u>resolution of each company</u> of the joint venture together with a <u>resolution by its members</u> authorizing a member of the joint venture to sign the documents on behalf of the joint venture. • <u>Accept that failure to submit proof of authorization to sign the tender shall result in the tender offer being regarded as non-responsive.</u>
6	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 employer as non-responsive.
7	Canvassing and obtaining additional information by tenderers The Tenderer shall not make any attempt either directly or indirectly to canvass any of the Employer's officials or the Employer's agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon. The Tenderer shall not make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.
8	Prohibitions on awards to people in service of the state The Employer is prohibited to award a tender to a person - - who is in the service of the state; or - if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or - a person who is an advisor or consultant contracted with the Department or municipal entity. d) In the service of the state means to be - - a member of: - any municipal council; - any provincial legislature; or - the National Assembly or the National Council of Provinces; - a member of the board of directors of any municipal entity; - an official of any Department or municipal entity;



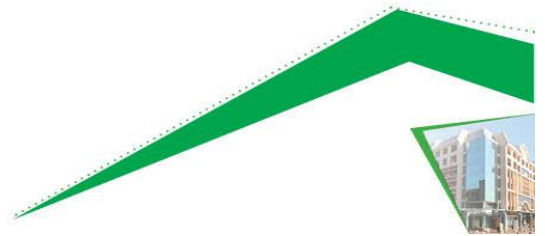
	g) an employee of any national or provincial department; h) provincial public entity or constitution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); i) a member of the accounting authority of any national or provincial public entity; or j) an employee of Parliament or provincial legislature. To give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.
9	Awards to close family members of persons in the service of the state Accept that the notes to the Employer's annual financial statements must disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state (defined in clause 8 above), or has been in the service of the state in the previous twelve months, including - a) the name of that person; b) the capacity in which that person is in the service of the state; and c) the amount of the award. To give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 of this procurement document must be completed.
10	Respond to requests from the tenderer The employer will respond to requests for clarification up to 5 (five) working days before the tender closing time.
11	Opening of tender submissions Tenders will be opened immediately after the closing time for tenders
12	Scoring quality / functionality: N/A
13	Cancellation and re-invitation of tenders An organ of state may, prior to the award of the tender, cancel the tender if- (a) due to changed circumstances, there is no longer a need for the services, work or goods requested; or (b) funds are no longer available to cover the total envisaged expenditure; or (c) No acceptable tenders are received. (d) Tender validity period has expired. (e) Gross irregularities in the tender processes and/or tender documents. (f) No market-related offer received (after attempts at negotiation processes) Where applicable, the decision to cancel the tender will be published on the CIDB website and in the Tender Bulletin or the media in which the original tender invitation as advertised.
14	Dispute resolution mechanism will be done through the Adjudication route.



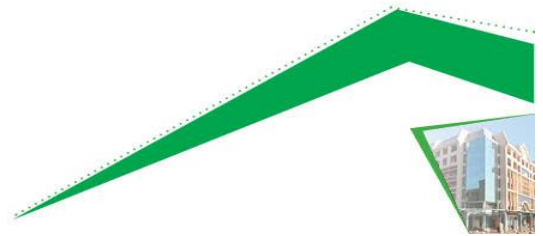
15	The department must when acting against the tenderer or person awarded the contract on a fraudulent basis, considers the provisions of Regulation 14: The remedies provided for in Preferential Procurement Regulations 2022 do not prevent an institution from instituting remedies arising from any other prescripts or contract.
16	Where the employer terminates the contract due to default of the contractor in whole or in part, the employer may decide to: a) Refer the breach in contract to the cidb for investigation as a breach of the cidb Code of Conduct in terms of the cidb Regulations; or b) may impose a restriction penalty on the contractor in terms of Section 14 of the Preferential Procurement Regulations. The outcomes of such investigations in terms of both the cidb Regulations and the Preferential Procurement Regulations may prohibit the contractor from doing business with the public sector for a period not exceeding 10 years.



PART T2: RETURNABLE DOCUMENTS



PART 2.1: LIST OF RETURNABLE DOCUMENTS



T2.1 List of Returnable Documents

The tenderer must complete the following returnable documents:

1. Returnable Schedules required for bid evaluation purposes

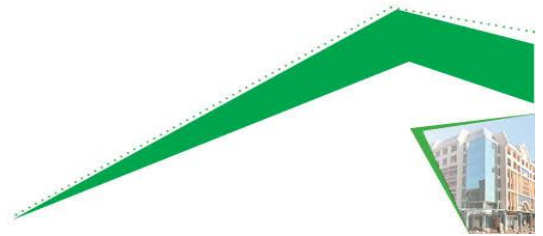
- Compulsory enterprise questionnaire (In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted).
- Record of addenda issued (Only if addenda is issued)
- Certificate of authority for joint ventures (Only where the tender/ quotation is submitted by a joint venture)

2. Other documents required for bid evaluation purposes

- Form of Offer and Acceptance
- Complete Priced Bills of Quantities & Final Summary

3. Returnable Schedules that will be incorporated into the contract

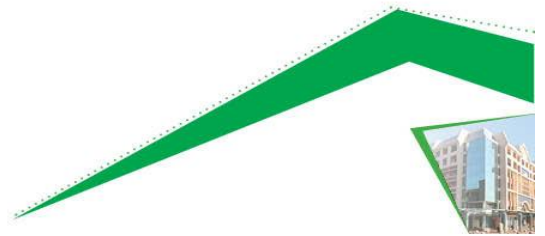
- Details of the Project Team and CV with Qualifications & Proof of Registration completed for everyone of proposed
- Schedule of Plant and Equipment
- Record of projects: current, past and on tender.
- Project References – at least 3
- SBD 1, 4 & 6.1
- Protection of personal content: Consent



SBD 1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EASTERN CAPE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE					
BID NUMBER:	SCMU5-26/27-0006SB		CLOSING DATE:	22 SEPTEMBER 2026	CLOSING TIME: 11:00
DESCRIPTION:	MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICES IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
DEPARTMENT OF PUBLIC WORK & INFRASTRUCTURE, 55 ALBANY ROAD, CENTRAL, 6000					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Nomawethu Ntsila		CONTACT PERSON	Mbali.L. Zitshu	
TELEPHONE NUMBER	082 855 1778		TELEPHONE NUMBER	082 770 6442	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Nomawethu.ntsila@ecdpw.gov.za		E-MAIL ADDRESS	Mbali.zitshu@ecdpw.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					



IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ NO

☐ YES

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

YES ☐ NO

☐

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES ☐ NO

☐

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES ☐ NO

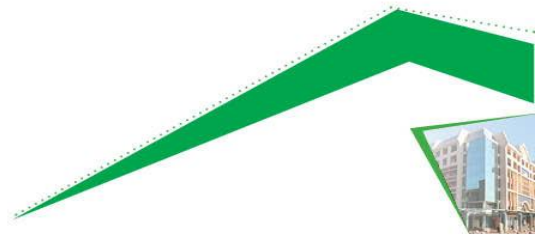
☐

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES ☐ NO

☐

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.



PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

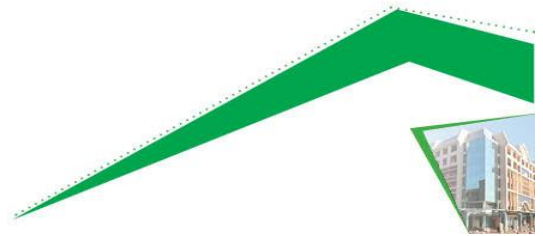
- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. **NOT APPLICABLE.**
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:



Compulsory Enterprise Questionnaire

A

Compulsory Enterprise questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: Cidb registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal number*	income	tax

** Complete only if sole proprietor or partnership and attach separate page if more than 3 partners*

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number Tax
reference number

Section 6: The attached SBD 4 must be completed for each tender and be attached as a tender requirement.

Section 7: The attached SBD 6.1 must be completed for each tender and be attached as a requirement.

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:
authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order.

confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities

Act of 2004; iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption.

iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and

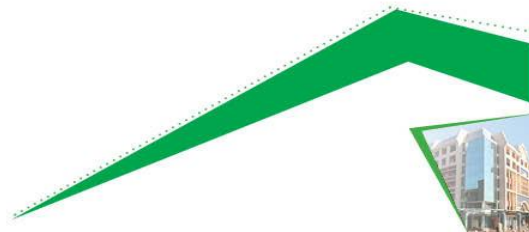
iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position



SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

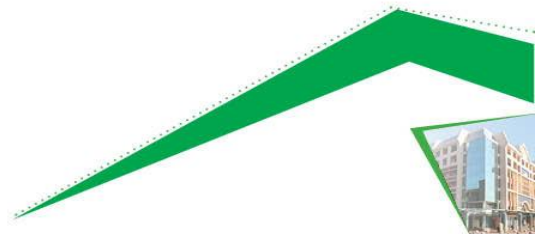
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

.....



- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

.....

.....

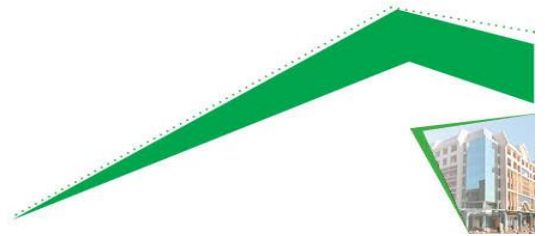
3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

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

- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted



where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

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

.....

Signature

.....

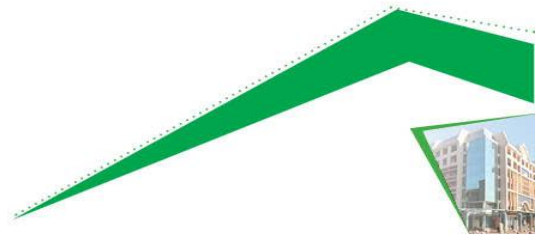
Date

.....

Position

.....

Name of bidder



SBD 6.1

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

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

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.

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The lowest acceptable tender will be used to determine the accurate system once tenders are received.

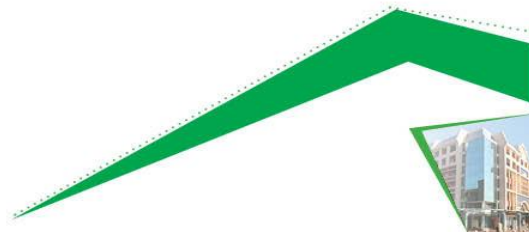
1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- a) Price; and
- b) Specific goals

1.4 To be completed by the organ of state:

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

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



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

2. DEFINITIONS

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

3. FORMULA FOR PROCUREMENT OF GOODS AND SERVICES

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

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

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

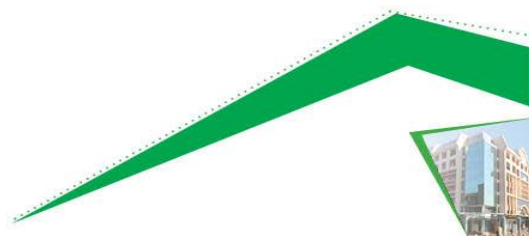
P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

3.2 FORMULA FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME

3.2.1 POINTS AWARDED FOR PRICE

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



80/20

or

90/10

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

$$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:

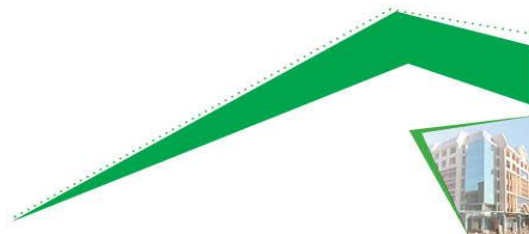
4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- 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.)

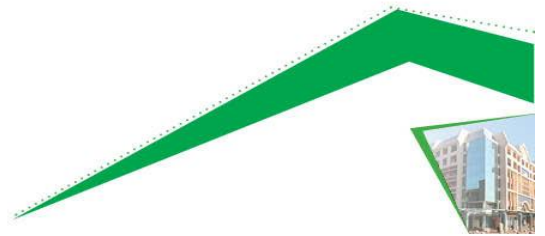
The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individual: -			
(a) 100% black ownership		4	
(b) 51% to 99% black ownership		2	
(c) Less than 51% black ownership		0	
Black women ownership: -			
(a) 100% black women ownership		4	
(b) 30% to 99% black women ownership		2	
(c) Less than 30% black women ownership		0	



Black youth ownership: -			
	(a) 100% black youth ownership	4	
	(b) 30% to 99% black youth ownership	2	
	(c) Less than 30% black youth ownership	0	
People with disability			
	(a) 20% or more disabled people ownership	4	
	(b) Less than 20% disabled people ownership	0	
Locality: -			
	(a) Within the Eastern Cape	4	
	(b) Outside Eastern Cape	0	

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 Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]
- 4.6 I, the undersigned, who is duly authorized 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;
- i. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - ii. 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;
 - iii. 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 –



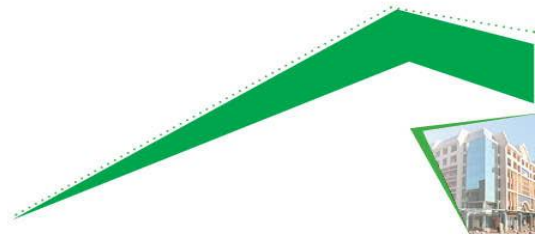
- a) disqualify the person from the tendering process;
- b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- c) cancel the contract and claim any damage which it has suffered as a result of having to make less favorable arrangements due to such cancellation;
- 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)

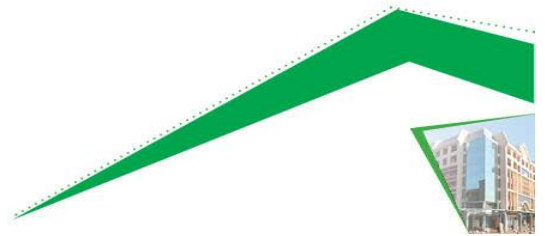
SURNAME AND NAME:

DATE:

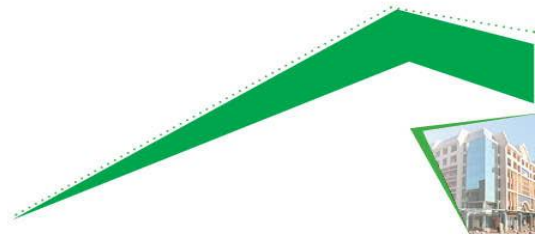
ADDRESS:



**PROOF OF REGISTRATION ON THE NATIONAL TREASURY
CENTRAL SUPPLIER DATABASE (CSD REPORT)
(ATTACH HERE)**



**VALID CIDB CERTIFICATE OF A TENDERER
(ATTACH HERE)**



PROTECTION OF PERSONAL INFORMATION: CONSENT (POPIA)

The introduction of The Protection of Personal Information Act (POPIA) ensures the regulation of personal information through its entire life cycle of collection, transfer, storing and deletion. As part of its business activities, the Department of Public Works and Infrastructure obtains and requires access to personal data from a wide range of internal and external parties, including without limitation bidders who respond to requests for proposals that are published by the Department of Public Works and Infrastructure from time to time. The Department of Public Works and Infrastructure confirms that it shall process the information disclosed by Bidders for the purpose of evaluating and subsequently awarding/appointing a successful Bidder.

The Department of Public Works and Infrastructure hereby states that it does not and will never modify, amend, or alter any personal information submitted to it by a Bidder. Not unless directed to do so by an order of court, the Department of Public Works and Infrastructure does not disclose or permit the disclosure of any personal information to any Third Party without the prior written consent of the owner of the information.

Similarly, Bidders will access from time-to-time and be seized with information of a personal nature pertaining to the Department of Public Works and Infrastructure. Some of the information may because of legislative compliances be available in the public domain, whilst some is uniquely provided to bidders in pursuit of procurement or other business-related activities. In this regard, the Department of Public Works and Infrastructure requires that Bidders which receive or have access to its personal information, process any such information in a manner compliant with the requirements of the POPIA.

AGREEMENT

The Department of Public Works and Infrastructure and the Bidder (the Parties) agree and undertake that upon obtaining and having access to personal information relating to either of them, they shall always ensure that:

They process the information only for the express purpose for which it was obtained.

Information is provided only to designated and authorized personnel who require the personal information to carry out the Parties' respective obligations in terms of the Procurement processes.

They will introduce and implement all reasonable measures to ensure the protection of all personal information from unauthorized access and/or use.

They have taken appropriate measures to safeguard the security, integrity, and authenticity of all personal information in its possession or under its control.

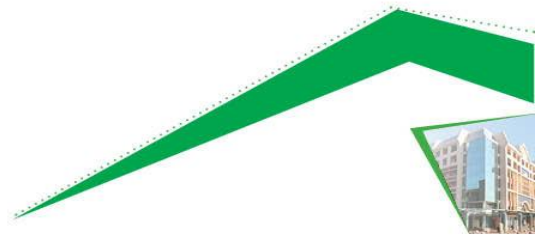
The Parties agree that if personal information is processed for any other purpose other than the one for which the accessing of the information was intended, explicit written consent will be obtained prior to the execution of such reason.

The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the interception of personal information in their possession or under its control and shall implement and maintain appropriate controls in mitigation of such risks.

The Parties agree that they will promptly return or destroy any personal data in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected, subject to any legal retention requirements. The information will be destroyed in such a manner that it cannot be reconstructed to its original form, linking it to any individual or organization.

Bidder's Obligations

The Bidder is required to notify the Information Officer of Department of Public Works and Infrastructure, in writing as soon as possible after it becomes aware of or suspects any loss,



unauthorized access or unlawful use of any of the Department of Public Works and Infrastructure's personal information.

The Bidder shall, at its own cost, promptly and without delay take all necessary steps to mitigate the extent of the loss or compromise of personal data.

The Bidder shall be required to provide the Department of Public Works and Infrastructure with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity (if known) of the unauthorized person who may have accessed or acquired the personal data.

The Bidder undertakes to co-operate with any investigation relating to security breach which is carried out by or on behalf of Department of Public Works and Infrastructure.

On behalf of the Bidder:

.....
Signature

.....
Date

.....
Position

.....
Name of the Bidder

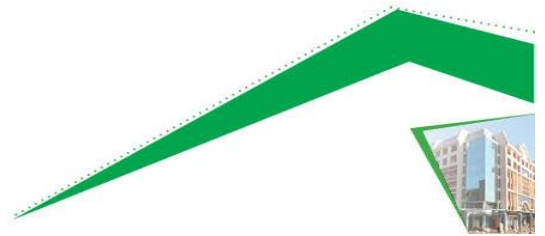
On behalf of the Client:

.....
Signature

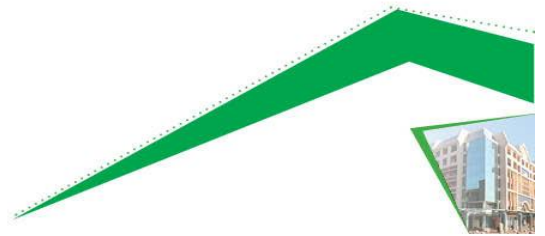
.....
Date

.....
Position

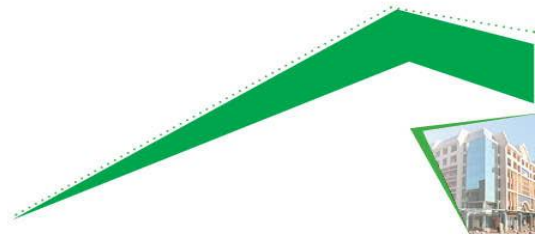
.....
Name of Client Representative



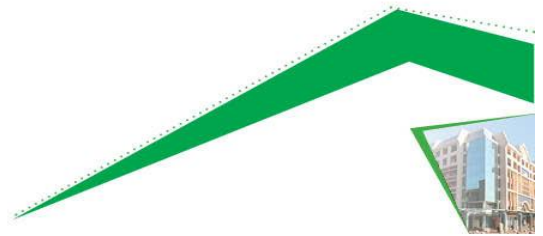
THE CONTRACT



PART C1: AGREEMENTS AND CONTRACT DATA



PART C1.1: FORM OF OFFER AND ACCEPTANCE



Annex C
(normative)
FORM OF OFFER AND ACCEPTANCE

Project title	MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.
SCMU number	SCMU5-26/27-0006SB

OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of: **MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.**

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

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

THE TOTAL OF OFFERED THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....Rand (in words) ;
R(in figures) (or other
suitable wording)

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

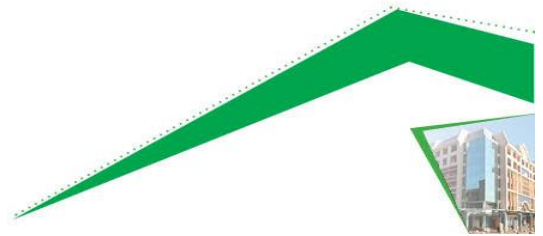
Signature
Name
Capacity

**for the
tenderer**

(Name and address of organization)

Name and signature

of witness Date



ACCEPTANCE

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

The terms of the contract are included in:

Part C1 Agreements and contract data, (which includes this agreement)

Part C2 Pricing data

Part C3 Scope of work.

Part C4 Site information 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 3 weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.¹

Signature

Name

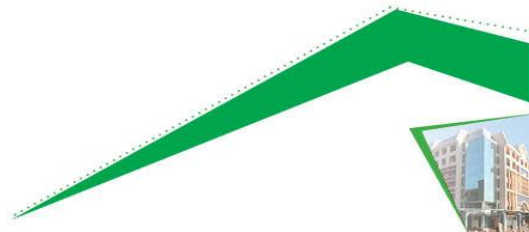
Capacity

**for the
tenderer**

(Name and address of organization)

Name and signature

of witness Date



Schedule of Deviations

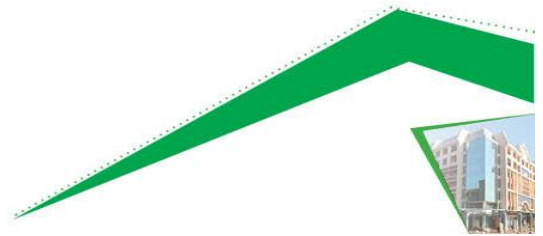
1	Subject
Details	
2	Subject
Details	
1	Subject
Details	
1	Subject
Details	

By the duly authorized representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender/ quotation 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.

¹ As an alternative, the following wording may be used:

Notwithstanding anything contained herein, this agreement comes into effect two working days after the submission by the employer of one fully completed original copy of this document including the schedule of deviations (if any), to a courier-to-counter delivery / counter-to-counter delivery / door-to-counter delivery /door-to-door delivery /courier service (delete that which is not applicable), provided that the employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now contractor) within seven working days of the date of such submission notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract



A

RECORD OF ADDENDA TO BID DOCUMENTS

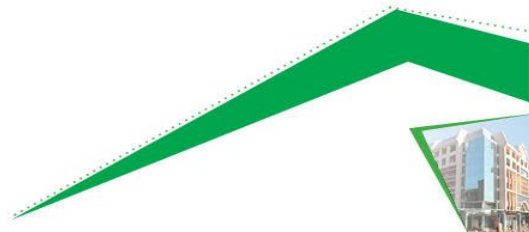
PROJECT TITLE	MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.		
SCMU NUMBER	SCMU5-26/27-0006SB		
I / We confirm that the following communications received from the Department of Public Works & Infrastructure before the submission of this tender offer, amending the tender documents, have been considered in this bid offer: (Attach additional pages if more space is required)			
Item	Date	Title or Details	No. of Pages
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Attach additional pages if more space is required.

Signed _____ Date _____

Name _____ Position _____

Tenderer _____



B

PROPOSED AMENDMENTS AND QUALIFICATIONS

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

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

PROJECT TITLE	MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.
SCMU NUMBER	SCMU5-26/27-0006SB

Page	Clause /Item	Proposal

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct

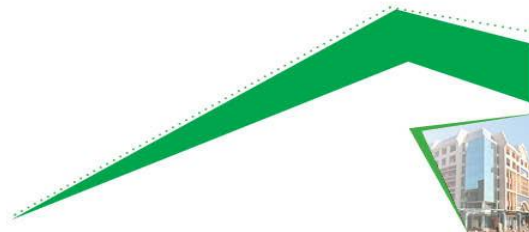
Signed

Date

Name

Position

Enterprise name



C

RESOLUTION FOR SIGNATORY

A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

"By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorized to

sign all documents in connection with the tender for Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

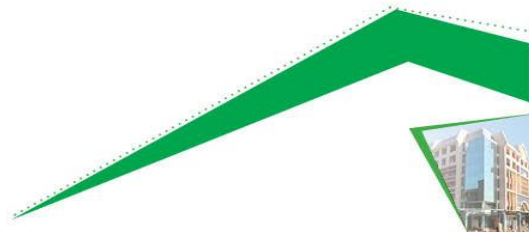
IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	



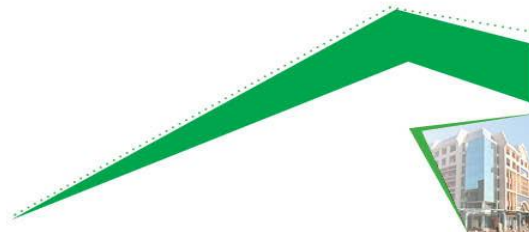
D

CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby Authorize Mr/Ms
....., Authorized signatory of the company
....., acting in the capacity of lead partner, to
sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

PROJECT TITLE	MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.		
SCMU NUMBER	SCMU5-26/27-0006SB		
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY	
Lead partner:		Signature. Name Designation.....	
.....		Signature. Name Designation.....	
.....		Signature. Name Designation.....	
.....		Signature. Name Designation.....	



E

SCHEDULE OF PROPOSED SUBCONTRACTORS

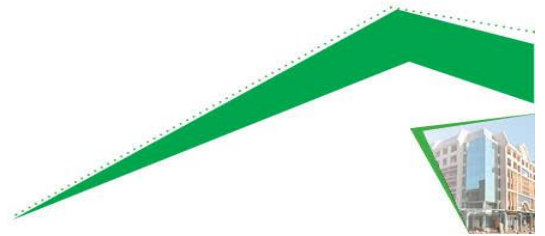
PROJECT TITLE	MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.
SCMU NUMBER	SCMU5-26/27-0006SB

We notify you that it is our intention to employ the following Subcontractors for work in this contract. The Subcontractors will all be CIDB registered and their CIDB Registration number shall be submitted below. This should also be declared on **SBD 6.1 form**.

If we are awarded a contract, we agree that this notification does not change the requirement for us to submit the names of proposed subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

We confirm that all subcontractors who are or to be contracted are registered on Central Supplier Database (CSD).

No.	Name and address of proposed Subcontractor	Nature and extent of work	Year completed	Value	Contact details
1					
2					
3					



4					
5					
The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct					

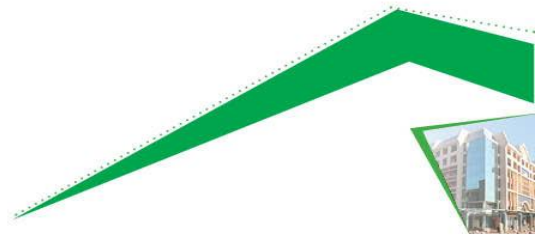
Signed

Date

Name

Position

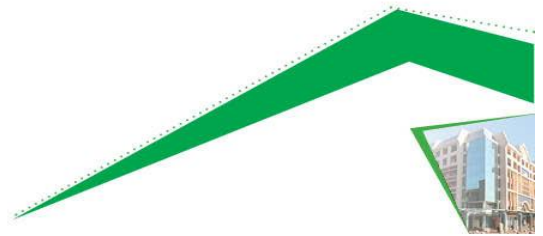
Enterprise name



F

CAPACITY OF THE BIDDER

PROJECT TITLE	MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.		
SCMU NUMBER	SCMU5-26/27-0006SB		
WORK CAPACITY: (The Bidder is requested to furnish the following capacity particulars and to attach additional pages if more space is required. Failure to furnish the particulars may result in the Bid being disregarded.) <i>Artisans and Employees: (Artisans and Employees to be, or are, employed for this project)</i>			
Quantity / No. of Resources	Categories of Employee – Key Personnel (part of Business Enterprise)	Professional Registration No.	Date of Employment
	Site Agent		
	Project Manager		
	Foreman		
	Quality Control & Safety Officer-Construction Supervisor		
	Artisans		
	Unskilled employees		
	Others		
The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct.			
Signed:		Date	
Name:		Position	
Enterprise Name:			



G

RELEVANT PROJECT EXPERIENCE – COMPLETED PROJECTS

Tenderers must submit a max one-page description of at least three projects successfully completed. **Attach a Completion Certificate for each of the project provided.**

The description of each project must include the following information:

1. Essential introductory information:
 - 1.1. Name of project.
 - 1.2. Name of client.
 - 1.3. Contact details of client.
 - 1.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
 - 1.5. The period during which the project was performed, and also, if this is different, the period during which the tenderer's team members were contracted.
 - 1.6. Cost of works and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

NO.	NAME OF PROJECT.	NAME OF CLIENT.	CONTACT DETAILS OF CLIENT.	PROJECT VALUE	DATE COMPLETED
1					
2					
3					

If there are more projects, attach a separate page to address this issue (the above table is just for reference purposes).

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct.

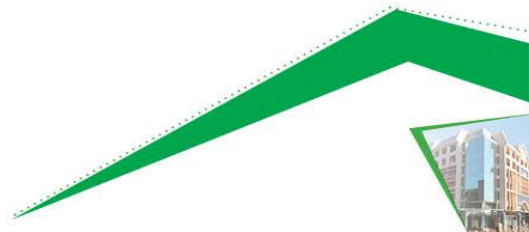
Signed.....

Date.....

Name.....

Position.....

Enterprise name.....



H

RELEVANT PROJECT EXPERIENCE – CURRENT PROJECTS

Tenderers must submit a max one-page description of at least three projects under construction/ on hold/ just handed over/ towards completion (if they exist). **Attach an Appointment letter for each of the project provided.**

The description of each project must include the following information:

2. Essential introductory information:

- 2.1. Name of project.
- 2.2. Name of client.
- 2.3. Contact details of client.
- 2.4. Contact details (including telephone numbers and email addresses) of currently contactable references.
- 2.5. The period during which the project was performed, and also, if this is different, the period during which the tender's team members were contracted.
- 2.6. Cost of work and/or contract value (making it clear in broad terms what this cost/value purchased, and to what extent (if any) this cost/value was part of a larger project budget or programme budget).

NO.		NAME OF PROJECT.	NAME OF CLIENT.	CONTACT DETAILS OF CLIENT	PROJECT VALUE	STAGE OF PROJECT
1						
2						
3						

Attach a separate page to address this issue (the above table is just for reference purposes).

The undersigned, who warrants that she/ he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct.

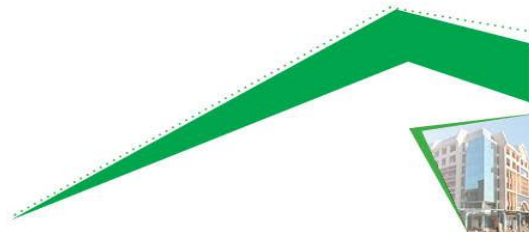
Signed.....

Date.....

Name.....

Position.....

Enterprise name.....



I

**OTHER OFFERS SUBMITTED AT TIME OF THIS TENDER FOR WHICH RESULTS ARE PENDING
(if they exist)**

(Any other client's tender must also be included)

BID NO. / PROJECT NUMBER	PROJECT NAME	CLIENT NAME & CONTACT NO.	VALUE TENDERED IN RANDS	DATE SUBMITTED	CONTACT DETAILS (CLIENT)
1					
2					
3					
4					

If there are more projects, attach a separate page to address this issue (the above table is just for reference purposes).

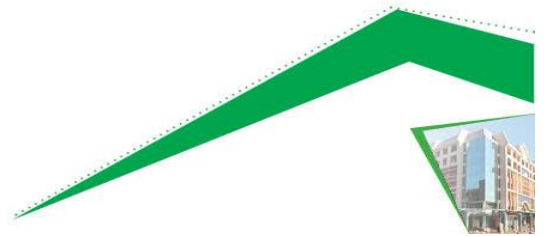
Signed.....

Date.....

Name.....

Position.....

Enterprise name.....



J

SCHEDULE OF TENDERER'S LITIGATION HISTORY

The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

NO.	NAME OF CLIENT.	OTHER LITIGATING PARTY	BRIEF DETAILS OF DISPUTE	PROJECT VALUE	DATE RESOLVED OR STATUS OF LITIGATION
1					
2					
3					
4					

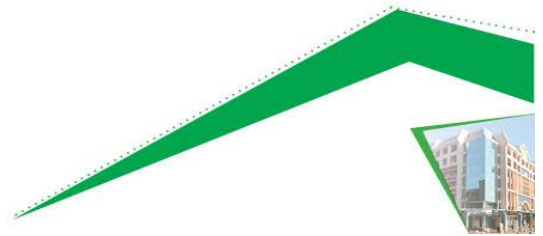
Signed

Date

Name

Position

Tenderer name



K

Project Reference Forms – 1

Project title:	MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.
Project Number:	SCMU5-26/27-0006SB

NOTE: This returnable document must be completed by the person who was the Principal Agent/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of _____ (company name) declared that I was the Project Manager on the following building construction project successfully executed by _____ (name of tenderer):

Project name: _____

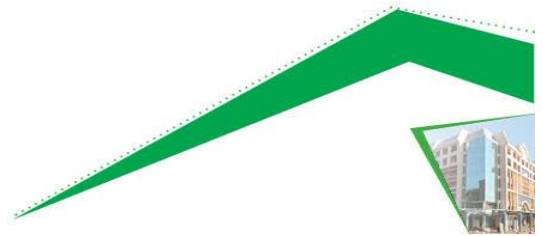
Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

- Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
1. Quality of workmanship						
1. Resources: Personnel						
1. Resources: Plant						
1. Financial management / payment of subcontractors / cash flow, etc						
TOTAL						



B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments:

D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2025.

COMPANY STAMP

Signature of principal agent

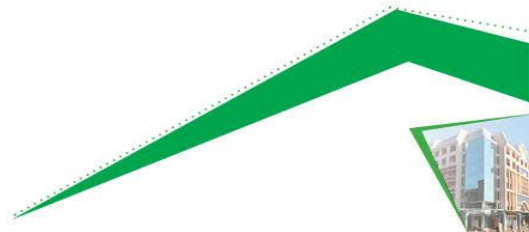
NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tender to put referees who are reachable.

Name of Tenderer

Signature of Tenderer

Date



Project Reference Forms – 2

Project title:	MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.
Project Number:	SCMU5-26/27-0006SB

NOTE: This returnable document must be completed by the person who was the Principal Agent/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of
_____ (company name) declared
that I was the Project Manager on the following building construction project successfully
executed by _____ (name of tender):

Project name: _____

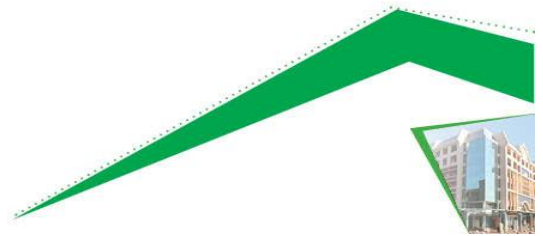
Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

- Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
1. Quality of workmanship						
1. Resources: Personnel						
1. Resources: Plant						
1. Financial management / payment of subcontractors / cash flow, etc.						
TOTAL						



B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments:

D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2025.

COMPANY STAMP

Signature of principal agent

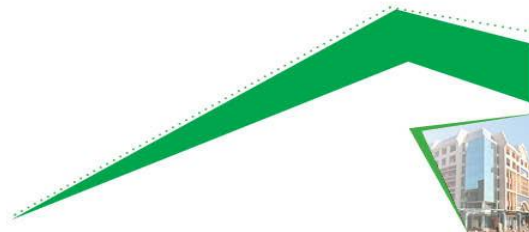
NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tender to put referees who are reachable.

Name of Tenderer

Signature of Tenderer

Date



Project Reference Forms – 3

Project title:	MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.
Project Number:	SCMU5-26/27-0006SB

NOTE: This returnable document must be completed by the person who was the Principal Agent/Project Manager on a project of similar value and complexity that was completed successfully by the tenderer.

I, _____ (name and surname) of
_____ (company name) declared
that I was the Project Manager on the following building construction project successfully
executed by _____ (name of tender):

Project name: _____

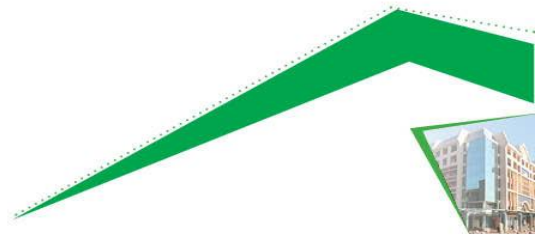
Project location: _____

Construction period: _____ Completion date: _____

Contract value: _____

- Please evaluate the performance of the Tenderer on the abovementioned project, on which you were the principal agent, by inserting "Yes" in the relevant box below:

Key Performance Indicators	Very Poor 1	Poor 2	Fair 3	Good 4	Excellent 5	Total
1. Project performance / time management / programming						
1. Quality of workmanship						
1. Resources: Personnel						
1. Resources: Plant						
1. Financial management / payment of subcontractors / cash flow, etc.						
TOTAL						



B. Would you consider / recommend this tenderer again:

YES	NO

C. Any other comments:

D. My contact details are:

Telephone: _____ Cellphone: _____ Fax: _____

E-mail: _____

Thus signed at _____ on this _____ day of _____ 2025.

COMPANY STAMP

Signature of principal agent

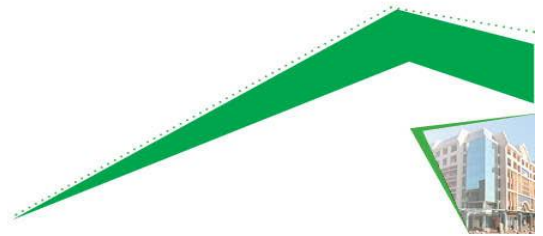
NOTE:

If reference cannot be verified due to the inability to get hold of the referee or failure on his/her part to respond to a written request to do so, that reference will not score any points. It is the responsibility of the tender to put referees who are reachable.

Name of Tenderer

Signature of Tenderer

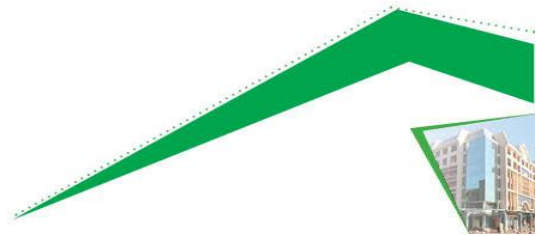
Date



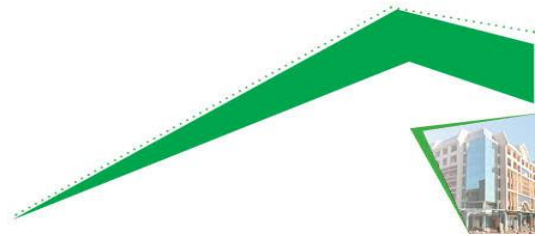
BASELINE RISK ASSESSMENT

PROJECT TITLE	MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.
SCMU NUMBER	SCMU5-26/27-0006SB
<i>PLEASE NOTE THAT THIS IS A BASELINE RISK ASSESSMENT AND NOT A DETAILED RISK ASSESSMENT OF ALL ANTICIPATED ACTIVITIES ON SITE</i>	

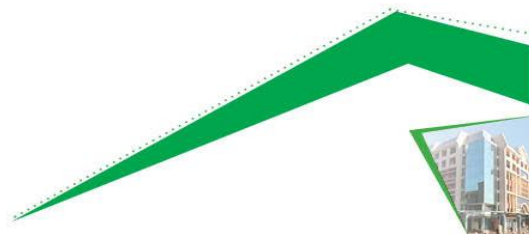
Activity	Risk to Safety	Risk to Health	Risk to Environmental	Risk to Public Safety	Control
Maintenance and delivery of fire equipment	Removing fire equipment from the wall during maintenance, there is a risk of slipping, tripping, or falling due to uneven surfaces, obstacles, poor footing, or loss of balance while handling the equipment.	None	None	During the removal, maintenance, or installation of fire equipment, there is a risk of components or equipment falling from height and striking members of the public or other personnel below, potentially resulting in injury or property damage.	Use of PPE (Gloves, safety shoe)
Installation and commissioning of fire detection systems	Slip/Trip/ fall, injuries due to drilling,	Dust inhalation from cutting materials	Offcuts and construction waste	Falling of Debris or tools causing injury to nearby person(s)	Ensure all employees wear the required Personal Protective Equipment (PPE) appropriate for the task being performed.



					Use tools correctly and handle them safely in accordance with manufacturer instructions and company procedures. Maintain good housekeeping by keeping the work area clean, organized, and free of hazards such as debris, spills, and obstructions. Ensure the fall protection plan is communicated to all affected employees and that everyone understands the requirements before work at height begins.
--	--	--	--	--	--



PART C1.2: CONTRACT DATA



PART C1.2 CONTRACT DATA

PROJECT TITLE:	MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.
SCMU NUMBER:	SCMU5-26/27-0006SB

PART 1: DATA PROVIDED BY THE EMPLOYER GENERAL CONDITIONS OF CONTRACT

The *General Conditions of Contract for Construction Works*, Third Edition, 2015, published by the South African Institution of Civil Engineering, is applicable to this Contract. (Short title: "General Conditions of Contract 2015").

The document is available from the South African Institution of Civil Engineering, Tel: 011 805 5947, web page: www.saice.org.za.

It is agreed that the only variations from the General Conditions of Contract 2015 are those set out hereafter under "Special Conditions of Contract"

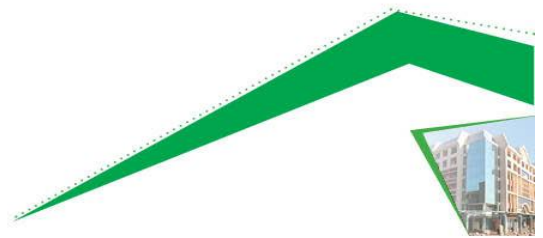
SPECIAL CONDITIONS OF CONTRACT

The Special Conditions of Contract (SCC) in the table below shall amplify, modify, or supersede, as the case may be, the General Conditions of Contract.

The clauses of the Special Conditions hereafter are numbered "SCC" followed in each case by the number of the applicable clause or sub clause in the GCC 2015.

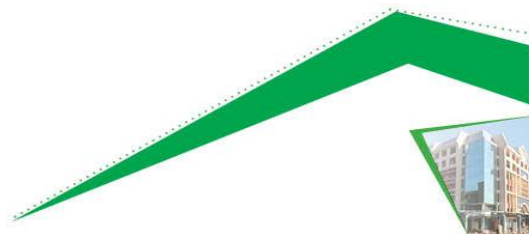
Special Conditions of Contract

Clause	Amendments
SCC2.4.1	<i>Add at the beginning of the sub-clause:</i> "The documents forming the Contract are to be taken as mutually explanatory of one another. For the purposes of interpretation, the priority of the documents shall be in accordance with the following sequence: - The Form of Offer and Acceptance - The Contract Data - The Special Conditions of Contract - The General Conditions of Contract - The Particular Specifications - OHS Specifications - The Schedules and any other documents forming part of the Contract" <i>At the end of the sub-clause replace the full stop by a comma and add:</i> "using the above order of priority as reference."
SCC4.4.2	Liability for subcontractors <i>Add the following to Clause 4.4.2 after the last sentence:</i> "The Contractor shall not subcontract any part of the Contract without the prior written consent of the Employer's Agent, which consent shall not be unreasonably withheld."

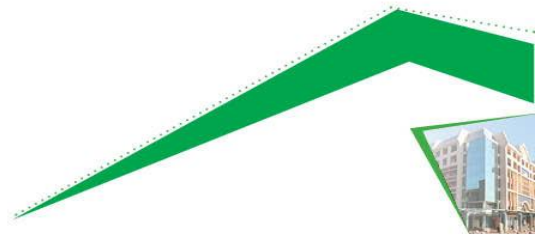


PART 1: DATA PROVIDED BY THE EMPLOYER

Clause	Contract Data
1.1.1.5	The Commencement Date shall be the date on which the Contractor receives a copy of the signed Form of Offer and acceptance and schedule of deviations if applicable or on any other date thereafter to which the Employer may agree to.
1.1.1.13	The Defects Liability Period is 12 months, measured from the date of the Certificate of Completion.
1.1.1.14	The Operation and Maintenance Period is 24 months.
1.1.1.15 & 1.2.1.2	The Employer's address for receipt of communications and notices is: EASTERN CAPE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Old Ford House Building 55 Albany Road Central Gqeberha 6000 The Implementing Agent's address for receipt of communications and notices is: EASTERN CAPE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE Physical address: Old Ford House Building 55 Albany Road Central Gqeberha 6000 Postal address: Private Bag X0004 Central Gqeberha 6000
1.1.1.16	The Employer's Agent for receipt of communications and notices is Name: Mr Mbali. L. Zitshu Old Ford House Building Department of Public Works and Infrastructure 55 Albany Road Tel No.: 082 770 6442 Email Address: mbali.zitshu@ecdpw.gov.za
1.1.1.26	The Pricing Strategy is a Re-measurement Contract.
5.2.1	The Commencement Date shall be the date the Contractor receives a copy of the contract that has been fully completed and signed by the Employer.
5.3.1	The documentation required before commencement with the Works execution is: Health and Safety Plan (Refer to the Health and Safety Specification). Security (Refer to Clause 6.2.1). Insurances (Refer to Clause 8.6.1).
5.3.2	The Contractor is required, within 14 days of the Commencement Date, to submit the documents listed below to the Employer's Agent for his approval. Health and Safety Plan A health and safety plan in terms of Clause 7(1) of the Construction Regulations (February 2014). Security A guarantee from an Insurance Company to be jointly and severally bound with the Contractor for an amount equal to ten per cent (2.5%) of the Contract Price. The wording of the Guarantee shall be identical to the pro forma currently in use by the Employer on civil engineering contracts. Insurance Submit copies of receipts of registration, or payment for the premiums for the following insurances, as required by the new Clause 8.6 in this Contract Data. (a) Proof of registration with the Department of Labour as an employer, in terms of the Compensation for Occupational Injuries and Diseases Act 1993, as amended.



	(b) The insurance of no less than R 5 million against loss and damage caused by the Contractor to the Employer's property; I The insurance of no less than R 5 million against loss and damage to the works, plant and materials. This includes Plant and Materials provided by the Employer; (d) The insurance of no less than R 5 million in respect of liability for bodily injury to or death of a person (not an employee of the Contractor) arising from or in connection with the Contractor providing service for any one event. I The minimum limit of R 5 million in respect of death of or bodily injury to employees of the contractor arising out of and in course of their employment in connection with this contract for any one event. These insurances shall be maintained in force for the duration of the Contract, including any Defects Liability Period and O & M period and in respect of Sub-Contractors, the Contractor shall be deemed to have complied with the provisions of the requirements relating to insurance by ensuring that the Sub-Contractors have affected such insurance.
5.4.2	The access to the site shall not be exclusive to the contractor.
5.8.1	The non-working days are Saturdays and Sundays. The special non-working days are: Public holidays. Any additional statutory public holiday proclaimed during the contract period.
5.13.1	The following penalties will apply: 1) A R1000.00 penalty for every incident of not completing a scheduled service within 14 days of the pre-agreed schedule date. ii) A R2000.00 penalty for every incident of not completing a general repair within 72 hours after being instructed by a designated representative from DPWI. iii) A R3000.00 penalty for every incident of not attending to an emergency repair within 48 hours after being instructed by a designated representative from DPWI. The above penalties will be deducted from the relevant payment certificates.
5.16.3	The latent defect period is 12 months.
6.2.1	The type of security shall be a Performance Guarantee, issued by an insurance company or bank, of 2.5% of the Contract Sum. If the Guarantor is an Insurance Company, it shall be one listed in the Financial Services Board "List of Registered Insurers" (see www.fsb.co.za). If the Guarantor is a bank it shall be one listed in the South African Reserve Bank list of "Registered Banks and Representative Offices" and appear either in the list of "locally Controlled Banks" or in the list of "Branches of Foreign Banks" (see www.resbank.co.za). The Performance Guarantee shall be provided in accordance with the approved format and wording as indicated in the Pro-Forma Performance Guarantee contained in the returnable documents.
6.2.2	Delete the entire contents of Clause 6.2.2 and replace with: "Failure to deliver an acceptable security as selected in the Contract Data within the stipulated period is a fundamental breach of Contract".
6.8.2	Contract Price Adjustment shall not apply on this contract.
6.10	Add to the end of Clause 6.10.1 the following paragraph: "The Contractor shall complete the 'Contractor's Monthly Report Schedule', which pro forma documentation will be obtainable from the Engineer. Pursuant to Sub-Clause 6.10.1.8, these, duly signed by all concerned, together with the Contractor's statement and a VAT invoice in original format, are to be submitted to the Engineer. Issue by the Engineer to the Employer and Contractor of any signed payment certificate is conditional to this information being fully endorsed, accurately and timeously submitted to the Engineer".
6.10.3	The percentage retention shall be 10% of the monthly amounts certified for payment. The Limit of retention money shall be 10% of the Contract Sum.



6.10.4	Delivery, dissatisfaction with and payment of payment certificate <i>Replace “28 days” in the seventh line with “30 days”.</i>
8.6.1.1.2	The value of Plant and Materials supplied by the Employer to be included in the insurance sum is “Nil”.
8.6.1.3	The limit of the liability insurance required is R5 000 000 for any single claim with the number of claims unlimited during contract and defects liability period.
10.5.2	Dispute resolution shall be by ad-hoc adjudication if necessary.

PART 2: DATA PROVIDED BY THE CONTRACTOR

Clause

1.1.1.9 The name of the Contractor is

1.2.1.2 The Contractor’s address for receipt of communications is:

Physical address: Postal address:

.....

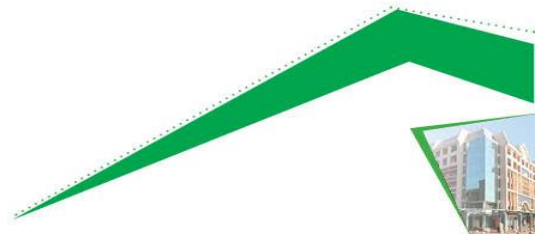
.....

.....

Telephone:

Fax:

E-mail:



PART C1.3: PERFORMANCE GUARANTEE (PROFORMA)

GUARANTOR DETAILS AND DEFINITIONS

"Guarantor" means:

Physical address:

"Employer" means:

"Contractor" means:

"Engineer" means:

"Works" means:

"Site" means:

"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.

"Contract Sum" means:..... The accepted amount inclusive of tax of R \

Amount in words:

"Guaranteed Sum" means: The maximum aggregate amount of R

Amount in words:

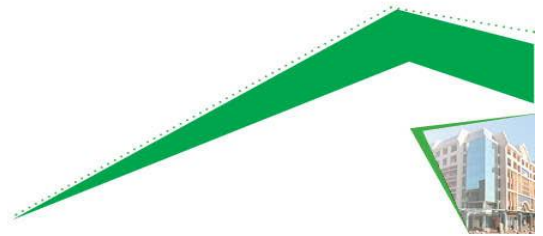
"Expiry Date" means:

CONTRACT DETAILS

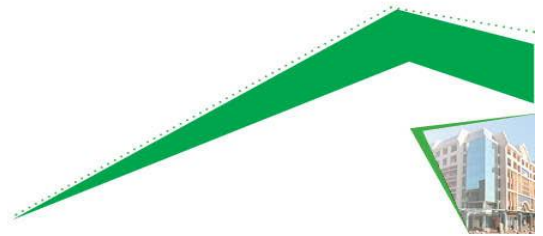
Engineering issues: Interim Payment Certificates, Final Payment Certificate and the Certificate Completion of the Works as defined in the Contract.

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 include the date of issue of this Performance Guarantee and up to and including the date of issue by the Engineer of the Certificate of Completion of the Works or the date of payment in full of the Guaranteed Sum, whichever occurs first. The Engineer and/or the Employer shall advise the Guarantor in writing on the date on which the Certificate of Completion of the Works has been issued.



- 3 The Guarantor hereby acknowledges that:
 - 3.1 Any reference in this Performance 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 Performance 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 Employer the sum certified upon receipt of the documents identified in 4.1 to 4.3:
 - 4.1 A copy of a first written demand issued by the Employer to the Contractor stating that payment of a sum certified by the Engineer in an Interim or Final Payment Certificate has not been made in terms of the Contract and failing such payment within seven (7) calendar days, the Employer intends to call upon the Guarantor to make payment in terms of 4.2;
 - 4.2 A first written demand issued by the Employer to the Guarantor at the Guarantor's physical address with a copy to the Contractor stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum certified has still not been paid;
 - 4.3 A copy of the aforesaid payment certificate which entitles the Employer to receive payment in terms of the Contract of the sum certified in 4.
- 5 Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the Employer the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the Employer to the Guarantor at the Guarantor's physical address calling up this Performance Guarantee, such demand stating that:
 - 5.1 The Contract has been terminated due to the Contractor's default and that this Performance 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 Contractor and that the 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 Employer shall upon the date of issue of the Final Payment Certificate submit an expense account to the Guarantor showing how all monies received in terms of this Performance Guarantee have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Performance Guarantee shall bear interest at the prime overdraft rate of the Employer's bank compounded monthly and calculated from the date payment was made by the Guarantor to the Employer 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 Payment by the Guarantor in terms of 5 will only be made against the return of the original Performance Guarantee by the Employer.
- 10 The Employer shall have the absolute right to arrange his affairs with the Contractor in any manner which the Employer may deem fit, and the Guarantor shall not have the right to claim his release from this Performance Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.
- 11 The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection with this.
- 12 This Performance Guarantee is neither negotiable nor transferable and shall expire in terms of 2, where no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.
- 13 This Performance Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purpose of obtaining a court order.
- 14 Where this Performance Guarantee 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.

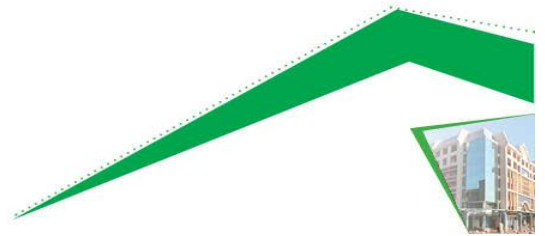
Date

Guarantor's signatory: (1)

Capacity.....
.....

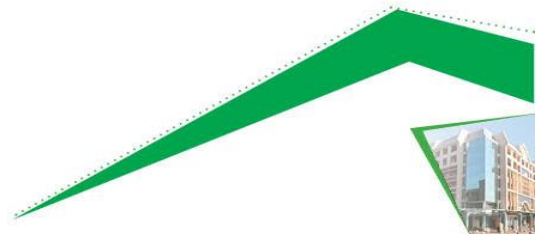
Guarantor's signatory (2)

Capacity.....
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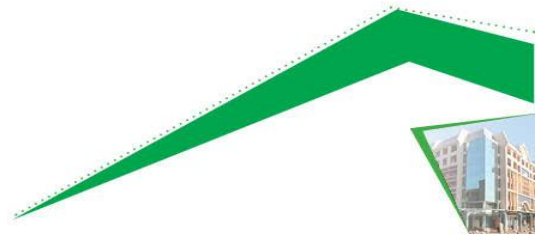


Witness signatory (1)

Witness signatory (2)



PART C1.4: DISPUTE RESOLUTION MECHANISM



C1.3 CIDB ADJUDICATOR'S AGREEMENT

This agreement is made on the day of between:
 (name of company / organization) of
 (address) and
 (name of company / organization) of
 (address) (the Parties) and (name) of
 (address) (the Adjudicator).

Disputes or differences may arise/have arisen* between the Parties under a Contract dated and known as. . .
 and these disputes or differences
 shall be/have been* referred to adjudication in accordance with the CIDB Adjudication Procedure, (hereinafter called
 "the Procedure") and the Adjudicator may be or has been requested to act.

* Delete as necessary

IT IS NOW AGREED as follows:

- 1 The rights and obligations of the Adjudicator and the Parties shall be as set out in the Procedure.
- 2 The Adjudicator hereby accepts the appointment and agrees to conduct the adjudication in accordance with the Procedure.
- 3 The Parties bind themselves jointly and severally to pay the Adjudicator's fees and expenses in accordance with the Procedure as set out in the Contract Data.
- 4 The Parties and the Adjudicator shall at all times maintain the confidentiality of the adjudication and shall endeavour to ensure that anyone acting on their behalf or through them will do likewise, save with the consent of the other Parties which consent shall not be unreasonably refused.
- 5 The Adjudicator shall inform the Parties if he intends to destroy the documents which have been sent to him in relation to the adjudication and he shall retain documents for a further period at the request of either Party.

SIGNED by:

Name: _____

who warrants that he / she is duly
authorized to sign for and on
behalf of the first Party in the
presence of

SIGNED by:

Name: _____

who warrants that he / she is duly
authorized to sign for and behalf
of the second Party in the
presence of

SIGNED by:

Name: _____

the Adjudicator in the presence of

Witness

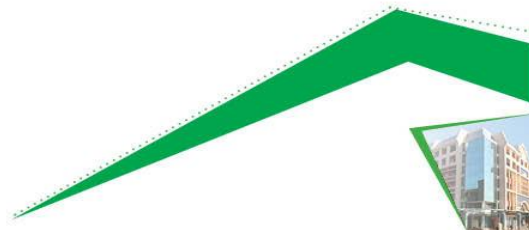
Name: _____

Witness:

Name _____

Witness:

Name: _____



Address:

Address:

Address:

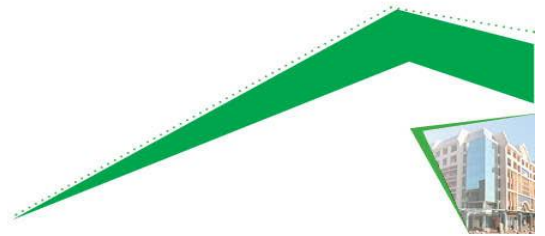
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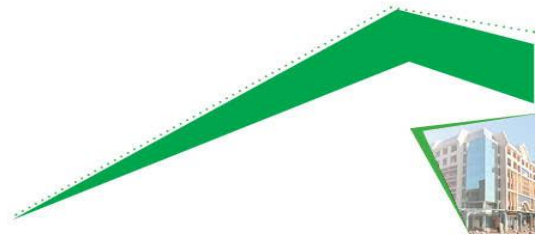
1	The Adjudicator shall be paid at the hourly rate of R. in respect of all time spent upon, or in connection with, the adjudication including time spent travelling.
2	The Adjudicator shall be reimbursed in respect of all disbursements properly made including, but not restricted to: (a) Printing, reproduction and purchase of documents, drawings, maps, records and photographs. (b) Telegrams, telex, faxes, and telephone calls. € Postage and similar delivery charges. (d) Travelling, hotel expenses and other similar disbursements. € Room charges. (f) Charges for legal or technical advice obtained in accordance with the Procedure.
3	The Adjudicator shall be paid an appointment fee of R This fee shall become payable in equal amounts by each Party within days of the appointment of the Adjudicator, subject to an Invoice being provided. This fee will be deducted from the final statement of any sums which shall become payable under item 1 and/or item 2 of the Contract Data. If the final statement is less than the appointment fee the balance shall be refunded to the Parties.
4	The Adjudicator is/is not* currently registered for VAT.
5	Where the Adjudicator is registered for VAT, it shall be charged additionally in accordance with the rates current at the date of invoice.
6	All payments, other than the appointment fee (item 3) shall become due in 30 days after receipt of invoice, thereafter interest shall be payable at 5% per annum above the Reserve Bank base rate for every day the amount remains outstanding.

* Delete as necessary

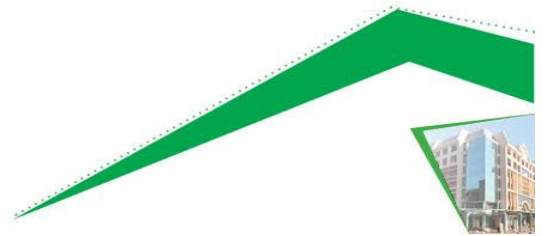


PART C2

PRICING DATA



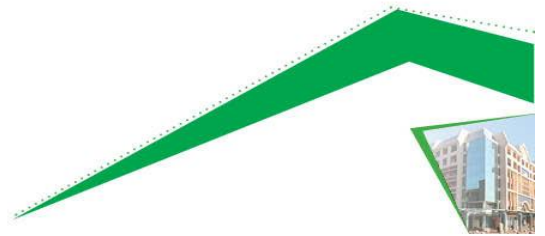
PART C2.1: PRICING INSTRUCTIONS



C2.1 Pricing Instructions

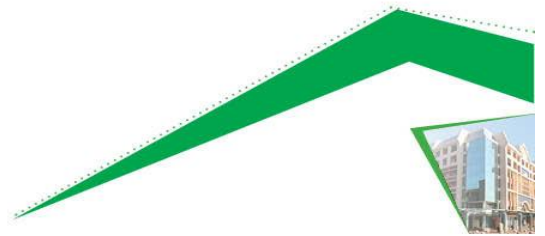
Pricing Instructions mean the criteria as set out below, read together with all Parts of the contract document, which it will be deemed in the contract that the Tenderer has taken into account when developing his prices.

1. For the purpose of the Pricing Schedule, the following words shall have the meanings hereby assigned to them:
 - Unit: The unit of measurement for each item of work.
 - Quantity: The number of units of work for each item.
 - Rate: The agreed payment per unit of measurement.
 - Amount: The product of the quantity and the agreed rate for an item.
 - Sum: An agreed lump sum payment amount for an item, the extent of which is described in the Scope of Work, but the quantity of work which is not measured in any units.
2. A rate, sum, and/or price as applicable, is to be entered against each item in the Pricing Schedule. An item against which no price is entered will be considered to be covered by the other prices or rates in the Pricing Schedule.
3. The rates, sums, and prices in the Pricing Schedule are to be fully inclusive prices for the work described under the several items. Such prices and rates are to cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit.
4. Where quantities are given in the Pricing Schedule, these are provisional and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the Activity Schedule.
5. All other rates, sums, or prices (as applicable) tendered in the Pricing Schedule shall be final and binding and shall **not** be subject to any variation throughout the period of the contract.
6. While the Employer has every intention to complete the full scope of works, the Employer reserves the right to reduce or increase the scope of works according to the dictates of the budget, or to terminate this contract, without adjustment to the agreed rates, sums and without payment of any penalty or surcharge in this regard. The Service Provider shall however be entitled to pro-rata payment for all services carried out in terms of any adjustment to the Scope of Work.
7. All Prices in the Price List exclude VAT, while the total of Prices reflected in the Contractor's Offer includes VAT.
8. Where the Scope requires detailed shop drawings and designs or other information to be provided, all costs associated therewith are deemed to have been provided for and included in the unit rates and Prices tendered for such items.

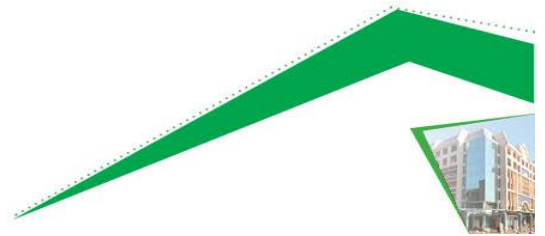


PART C3

SCOPE OF WORKS

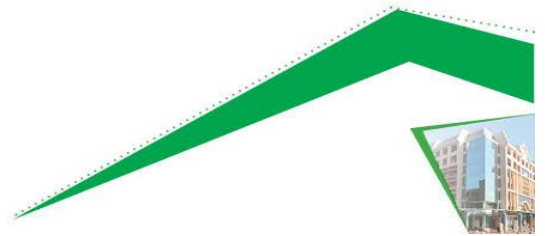


SPECIFICATION ANNEXURE



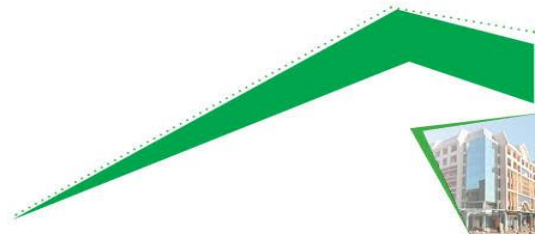
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE
PROVINCE OF THE EASTERN CAPE

PROJECT DESCRIPTION	:	MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT SERVICE IN NELSON MANDELA BAY METRO & SARAH BAARTMAN DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL DEVELOPMENT.
PROJECT NUMBER	:	SCMU5-26/27-0006SB



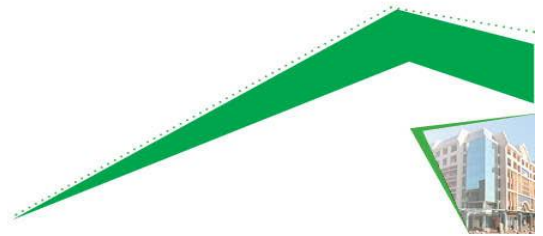
PART A: DETAILED TECHNICAL SPECIFICATION FOR REPAIRS, SERVICING AND MAINTENANCE OF FIRE PROTECTION EQUIPMENT

1. INTRODUCTION
2. KNOWLEDGE
3. TENDER DOCUMENTS REQUIREMENTS
4. APPLICABLE STANDARDS
5. LEGAL REQUIREMENTS
6. WARRANTY
7. SITE CONDITIONS
8. CONTRACT PERIOD
9. MAKING GOOD TO TRADES
10. PENALTIES FOR DELAY
11. SCOPE OF WORK
12. SUPERVISION
13. SERVICE PERSONNEL
14. REGISTERED PREMISES
15. SAMPLES AND ALTERNATIVES
16. NOTIFICATION TO MOVE ON SITE
17. INSPECTIONS AND REPORTS
18. TRAVELLING
19. HEALTH AND SAFETY
20. SERVICING PROCEDURES
21. LIST OF FACILITIES



**PART B: DETAILED TECHNICAL SPECIFICATION FOR THE SUPPLY, DELIVERY,
INSTALLATION AND COMMISSIONING OF ANALOGUE ADDRESSABLE FIRE
DETECTION SYSTEMS**

1. INTRODUCTION
2. KNOWLEDGE, STANDARDS AND REFERENCES
3. LEGAL REQUIREMENTS
4. WARRANTY AND GUARANTEE
5. CONTRACT PERIOD
6. OCCUPATIONAL HEALTH AND SAFETY (OHS)
7. SITES
8. WORK INFORMATION
9. SCOPE OF WORK
10. TENDER DRAWINGS, CONSTRUCTION AND RECORD DRAWINGS
11. FIRE DETECTION SYSTEM DOCUMENTATION
12. SYSTEM DESCRIPTION
13. FIRE ALARM PANEL
14. CONTINGENCY
15. MAKING GOOD OF TRADES
16. OCCUPATION OF BUILDINGS
17. SECURITY AND CLOTHING
18. PROGRAMME
19. SITE MEETINGS
20. SCHEDULE OF PRICES



PART A: DETAILED TECHNICAL SPECIFICATION FOR REPAIRS, SERVICING AND MAINTENANCE OF FIRE PROTECTION EQUIPMENT

1. Introduction

This specification outlines the requirements for systematic servicing, maintenance, and installation of portable and fixed fire protection equipment. The contractor shall ensure all installations function correctly and comply with applicable legislation, standards, and regulations.

2. Knowledge

- 2.1 This specification covers the systematic servicing, maintenance, and installation of portable and fixed fire protection equipment in buildings occupied by the Department of Social Development within the Nelson Mandela Bay Metropolitan and Sarah Baartman Districts.
- 2.2 The contractor shall be fully responsible for the proper functioning of all installations. Claims based on lack of knowledge or understanding of the work will not be entertained.
- 2.3 Tenderers are required to conduct site visits to assess the nature and extent of the work. They must:
- Verify all sizes and measurements.
 - Make allowance for any items not explicitly listed in the specification but clearly necessary for completion of the work.
 - Ensure their pricing and proposals reflect the full scope of requirements.
-

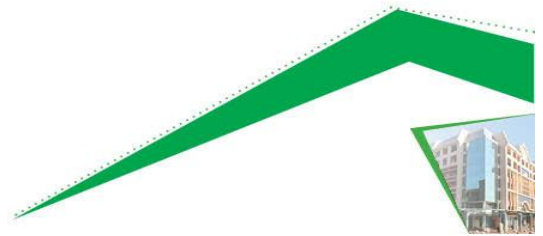
3. Tender Document Requirements

- All documents submitted must be **clearly marked** with the project title and tender number.
 - **Every page** of the submission must be **signed by an authorised representative** of the bidder.
-

4. Applicable Standards

All work shall conform to the latest revisions of the following **South African National Standards (SANS)**:

- SANS 1475-1:2013 – Portable fire extinguishers
- SANS 543:2010 – Fire hose reels
- SANS 10287:2010 – Automatic sprinkler installations
- SANS 10139:2012 – Fire detection and alarm systems
- SANS 1186 (Parts 1–5) – Safety signs and escape route signage



- SANS 10400-T – Fire protection in buildings
 - SANS 322 – Fire detection and alarm systems for buildings
 - SANS 10252-1 – Water supply installations for buildings
 - SANS 10019 – Gas cylinders
-

5. Legal Requirements

- Compliance with the **Occupational Health and Safety Act, 1993 (Act 85 of 1993)** and **Construction Regulations, 2014**.
 - Submission of registration certificates, approvals, test certificates, and certificates of compliance before acceptance of installations.
-

6. Warranty

- 12-month guarantee on all serviced, repaired, or installed equipment.
 - Defects must be rectified within **24 hours** of notification.
 - Immediate action required for safety-critical defects.
 - DPW&I reserves the right to effect rectification and recover costs if the contractor fails to act.
-

7. Site Conditions

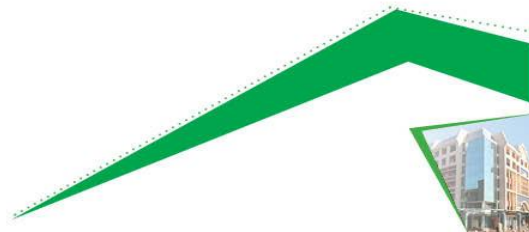
- Facilities listed.
 - Work must minimize disruption to daily operations.
 - Access to buildings shall only be by appointment and under supervision of DPW&I/DSD officials.
 - Staff must wear PPE and identification tags.
-

8. Contract Period

- 24 months from award date.
 - Includes annual servicing, repairs, maintenance, and compliance assurance.
-

9. Making Good to Trades

- All trades restored to clean condition after work.
 - Packaging, rubble, and obsolete equipment removed and disposed of safely.
-



10. Penalties for Delay

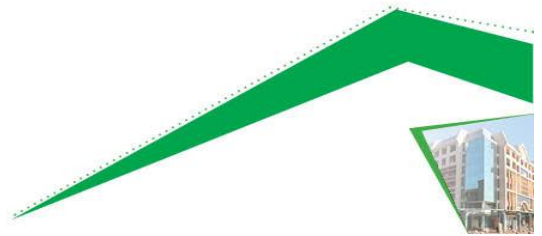
- R1,000 per incident – scheduled service not completed within 14 days.
- R2,000 per incident – general repair not completed within 72 hours.
- R3,000 per incident – emergency repair not attended within 48 hours.

The above penalties will be deducted from the relevant payment certificate.

11. Scope of Work

Part A: Annual Servicing (for two years)

- **Fire Safety Equipment**
Fire extinguishers, hose reels, hydrants, detection systems, blankets, signage.
- **Service Fire Safety Equipment**
All fire safety equipment shall be serviced according to the agreed schedule and in compliance with **SANS 10400-T** and other referenced standards.
- **Ensure Compliance**
All facilities and buildings must comply with fire safety and health requirements as per **SANS 10400-T**, the **Occupational Health and Safety Act**, and this specification.
- **Report Additional Repairs**
Any additional repairs or shortcomings not listed but required for compliance must be reported to DPW&I.
- **Execute Repairs**
Fire safety equipment must be repaired promptly when instructed by the designated DPW&I representative.
- **Pressure Testing of Extinguishers**
 - Portable fire extinguishers must be pressure tested as required.
 - Certificates must be issued and test plates affixed.
 - All testing must be conducted through a **Certified Test Station**. High-pressure vessels (e.g., CO₂ cylinders) must be tested by a **SANAS-accredited AIA**, in accordance with the **Vessels Under Pressure Regulations** of the OHS Act.
 - Pressure testing must be completed during the first service where required.
- **Water Systems (Hose Reels and Hydrants)**
Service, repair, or installation of water systems associated with hose reels and hydrants must be performed by a **certified plumber**.
- **Asset Register**
A comprehensive fire equipment asset register must be prepared and maintained, including:
 - Serial numbers
 - Equipment sizes
 - Service and test dates
 The register must be suitable for inclusion in a central database.
- **Escape and Appliance Signage**
All damaged, loose, or missing escape route and appliance signage must be repaired or replaced in accordance with the agreed schedule and **SANS 1186** requirements.
- **Specialist Contractors**



Provision must be made for the use of specialist contractors to repair, service, or replace fire detection and alarm systems. All such work must comply with **SANS 10139** and be performed by **SAQCC-registered technicians**.

- **Inspection and Service Reports**

Inspection and service reports for fire detection systems must be prepared and submitted, including recommendations for corrective action.

Note: Bidders must take cognizance of the fact that continuity and sequence of work is likely to occur but cannot be guaranteed. Claims arising from such instances will not be entertained.

12. Supervision

- All work supervised by a competent contractor representative.
- Only SAQCC-registered technicians may perform servicing.

13. Service Personnel

- Technicians must hold valid **SAQCC Fire Identification Cards**.
- Assistants may support but not perform servicing independently.

14. Registered Premises and Vehicles

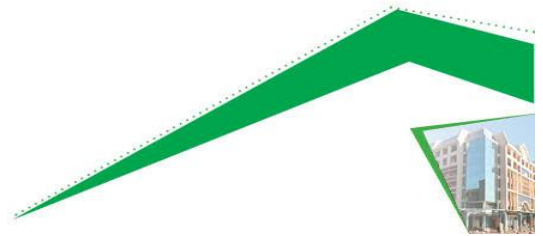
- Contractor must hold a valid **SANS 1475 Permit**.
- Only accredited SANS 1475 contractor vehicles will be allowed on site.
- Repairs completed within 72 hours unless otherwise approved.
- Failure to comply may result in penalties and appointment of alternative contractors.

15. Samples and Alternatives

- All materials must comply with SANS standards.
- Alternatives require written approval from DPW&I.

16. Notification to Move on Site

- **DPW&I will issue work instructions before going on site.**
 - Advance notice to client department required for servicing/repairs.
 - Non-compliance with service/repair instructions allows DPW&I to appoint alternative contractors at contractor's expense.
-



17. Inspection & Reports

- Job cards and completion reports required for each facility.
 - Should an inspection reveal fault, neglect or shortcomings by the contractor, these must be remedied immediately at contractor's expense.
 - Service Certificate to be issued after service.
 - Fire compliance certificate for each building.
-

18. Travelling

- Travel and travel time costs are included in pricing schedule.
 - Servicing fewer than 10 units does not justify travel beyond 10 km return.
-

19. Health & Safety

- Health and Safety Plan must be submitted before commencement.
- Compliance with OHS Act and Construction Regulations is mandatory.

20. Servicing Procedures

a) Faulty Equipment

- Any condemned equipment must be removed from site, made safe, and disposed of in a way that prevents injury, death, or environmental harm.
- Removal and disposal must be documented and recorded.

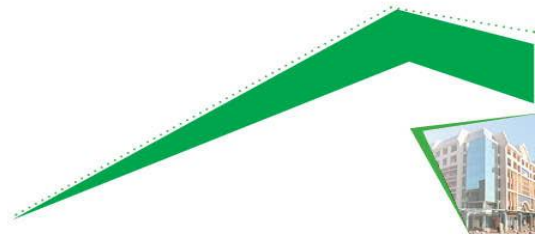
b) Hand-Held Fire Extinguishers

i) Maintenance Procedures

- Annual service by a registered person or assistant under supervision.
- Must comply with SANS 10105 Part 1, SANS 1910, SANS 1567.
- Checklist:
 - Correct extinguisher type in correct position.
 - Inspect interior for corrosion/physical damage.
 - Labels legible, correct, outward facing.
 - No obstructions to access/visibility.
 - Pressure gauges in good condition.
 - Clean extinguisher and box (internal/external).

ii) Pressure Testing / Overhaul

- DCP extinguishers: every 5 years.



- CO₂ extinguishers: every 10 years.
- Must be recorded.
- Removal form required when taking extinguishers off-site.
- Original cylinders must be returned (no exchanges).
- Certificates from SANAS-accredited authority must include:
 - Company name/address.
 - SANAS certificate number.
 - Cylinder count.
 - Test pressure.
 - Powder change confirmation.
 - Verification of compliance with SANS.
 - Date tested.
 - Tester's name/signature.
 - FFETA ring fitted.
 - Cylinder stamping.
 - Dept. of Labour hydrostatic test certificate.

iii) Removal Limits

- Max 50% removed per floor/area at once.
- Max 25% removed from site at once.

iv) Fire Extinguisher Boxes

- Annual inspection.
- Lubricate hinges/catches.
- Clean boxes.

c) Fire Hose Reels

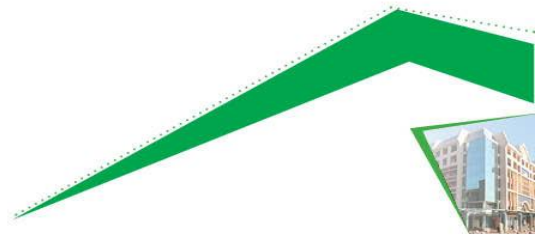
i) Maintenance Procedures

- Annual service by registered person or assistant under supervision.
- Must comply with SANS 10105 Part 11.
- Checklist:
 - Mounting frame/bolts secure, no corrosion/damage.
 - Reel operates freely.
 - Inspect parts after unwinding hose.
 - Pressure test by closing nozzle/opening valve.
 - Check fittings, seals, leaks.
 - Report low/no pressure to fire department & DRPW.
 - Inspect waterways/components, replace damaged parts.
 - Re-assemble ensuring ease of operation.
 - Inspect cupboard door, hinges, handle, bolt.
 - Provide inspection report.

d) Signage

i) Maintenance Procedures

- Annual service per SANS 1186 Parts 1–5 (1997) and SABS 10400.



- Checklist:
 - Correct signs at hydrants, hose reels, extinguishers.
 - Exit signs at each door.
 - Route signs at direction changes.
 - Safety signage at flammable material areas.
 - Correct size, colour, symbols.
 - Illuminated signs charging, lamps burning.
 - Signs remain lit for 60 minutes during power failure.
 - Signs properly secured.

e) Fire Hydrants

i) Above Ground

- Fit 65mm blank cap with pressure gauge & ballcock.
- Drain stagnant water, check static pressure.
- Inspect clack washer, valve stem gland, lip seal washer.
- Lubricate spindle with water-resistant grease.
- Check pawl assembly, brass spindle, coupling size (65mm).
- Seal hand wheel with safety seal.
- Mark direction of opening.
- Record/report flow & pressure test.

ii) Underground

- Inspect cover, pit condition, depth, cleanliness.
- Check valve for leaks, hydrant connection secure.
- Connect standpipe with blank cap & gauge.
- Drain stagnant water, check static pressure.
- Re-check valve for leaks.
- Paint covers yellow.
- Record/report flow & pressure test.

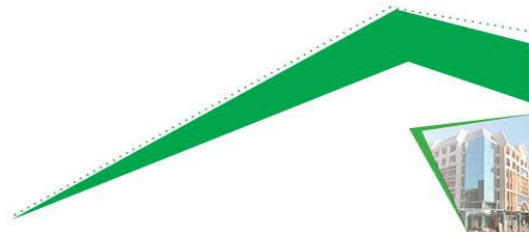
f) Fire Booster Connections

- Check signage.
- Inspect non-return valves for leaks.
- Check pressure gauge condition & static reading.
- Operate petcocks to confirm water presence.
- Paint booster connection signal red.
- Provide inspection report.

g) Sprinkler Systems

i) Testing

- Record pressures before/after testing (installation, supply, town main).
- Actuate alarm valve via test valve.
- Check external alarm, motor, gong.
- Ensure stop valves secured open/closed as appropriate.



- Verify spare sprinklers, spanner, pump spares available.

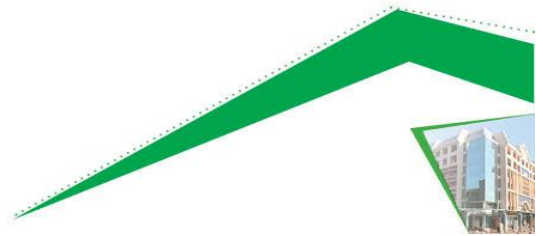
h) Fire Detection & Alarm Systems

i) Maintenance Procedures

- Service per SANS 10139 (latest edition) by SAQCC registered technician.
- Checklist:
 - Test switch mechanism of manual call points.
 - Ensure call points conspicuous/unobstructed.
 - Inspect detectors ($\geq 500\text{mm}$ free space).
 - Functional smoke/heat testing.
 - Verify fire panel operation.
 - Test power supplies (disconnect battery, mains).
 - Inspect batteries for corrosion/terminations.
 - Check panel functions, fault indications.
 - Test alarm devices, remote signalling, ancillary functions (lift homing, AC shutdown, fire doors).
 - Inspect printer (if installed).
 - Check panel for moisture ingress.
 - Verify warning devices (visual/audible).
 - Inspect conduits/cable fixings.
 - Check analogue detector values.
 - Ensure operating procedures visible/legible.
 - Provide servicing report to client.
 - Fix notices next to panels (alarm acceptance, silence, evacuation procedures).

21. List of Facilities

- Motherwell Service Centre – Addo Road, Gqeberha
- Enkuselweni Secure Care Centre – Mbilini Street, Kwazakele, Gqeberha
- Protea CYCC – Blackthorne Avenue, Forest Hill, Gqeberha
- Erica CYCC – Bob Price Street, Hillside, Gqeberha
- Gqeberha Drug Treatment Centre – 2 BKY Road, New Brighton, Gqeberha
- J Majola Building (Old Ibhayi Building) – Struanway, Gqeberha



- Humansdorp Multipurpose Centre – Saffery Street, Humansdorp
- Makenaskop Multipurpose Centre – Nompondo Street, Makhanda
- SABC Building – Corner Africa & Milner Street, Makhanda

PART B: DETAILED TECHNICAL SPECIFICATION FOR SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ANALOGUE ADDRESSABLE FIRE DETECTION STSYSTEMS

1. INTRODUCTION

The installation shall comply with the Department of Public Works specification for automatic fire detection systems and with all referenced national and international standards listed in this document. The Department's specification may be downloaded from the Department of Public Works website; bidders must obtain and comply with the latest editions of all referenced documents.

Key requirements

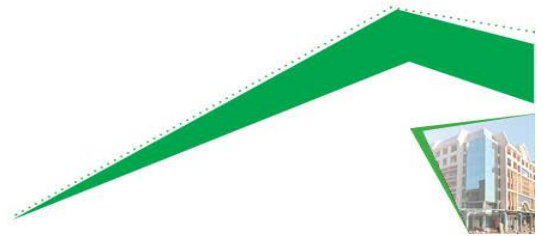
- The contractor is responsible for a complete, functional system and for ensuring correct operation.
- Bidders must visit the site and verify all conditions; omissions discovered after tendering will not be accepted as grounds for additional payment unless specifically listed in the priced schedule.
- No additional costs will be entertained for failure to visit the site.

2. KNOWLEDGE, STANDARDS AND REFERENCES

The contractor shall ensure the installation is completed to a high standard and shall accept responsibility for correct functioning. Claims based on lack of knowledge will not be accepted.

The installation and supplied equipment shall, as a minimum, comply with the latest revisions of the following (where applicable):

- **Department of Public Works Fire Security Standard STS 10** (Automatic Fire Alarm Installation).
- **SANS 10400** — Application of the National Building Regulations.
- **Occupational Health and Safety Act and Regulations** (OHS Act).
- **Regulations Governing Hazardous Chemical Substances R1179** as amended by R930.



- **Department of Public Works specification PW371** (Materials and Methods).
- **SANS 10142** — Wiring of Premises, Part 1: Low Voltage Installations.
- **SANS 10139** — Fire Detection and Alarm Systems.
- **BS 5839** (where referenced for design practice) and **EN 54** series for component compliance where specified.
- **All other relevant local by-laws, Eskom corporate specifications, and national regulations.**

3. LEGAL REQUIREMENTS

All supply; installation and commissioning work shall comply with the Occupational Health and Safety Act and associated regulations.

Documentation to be submitted before acceptance

- Registration certificates for the contractor and installers.
- Written local authority approvals where required.
- Test certificates and certificates of compliance (electrical and fire system).
- Health and Safety File (see clause 6).

4. WARRANTY AND GUARANTEE

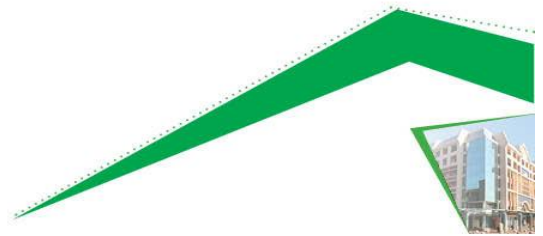
All equipment and workmanship shall be guaranteed for **12 months from date of commissioning/first delivery**.

- Contractor shall rectify defects within **24 hours** of notification.
- If a defect constitutes a health or safety risk, the contractor shall take immediate remedial action.
- Faulty items discovered during the guarantee period shall be **replaced with new items**, not repaired, unless otherwise agreed in writing.
- Contractor shall submit a written failure report for each replaced item describing cause and corrective measures.

If the contractor fails to attend to defects, the Department may effect rectification and recover costs from the contractor.

5. INSTALLATION PERIOD

The installation period is **two (2) months** from the date of signing of the contract or unless otherwise agreed in writing.



6. OCCUPATIONAL HEALTH AND SAFETY (OHS)

Applicable legislation The Occupational Health and Safety Act (Act No. 85 of 1993) applies. Regular health and safety inspections will be conducted.

- The contractor shall ensure employees are acquainted with the Act and regulations.
- The contractor accepts sole liability for compliance with the Act for works under this contract.
- The contractor shall report immediately to the employer any investigation, complaint or criminal charge arising from contract works.
- The successful contractor shall submit a **Health and Safety File** before commencement.

7. SITES

- **Protea Child and Youth Care Centre**, Blackthorn Avenue, Forest Hill, Gqeberha.
- **Erica Child and Youth Care Centre**, Bob Price Street, Hillside, Gqeberha.

Tenderers must confirm site access, working hours, and any site-specific restrictions in their programme.

8. WORKS INFORMATION

Works are governed by the Standard Specification for the Works and the Detailed Specification included in this tender.

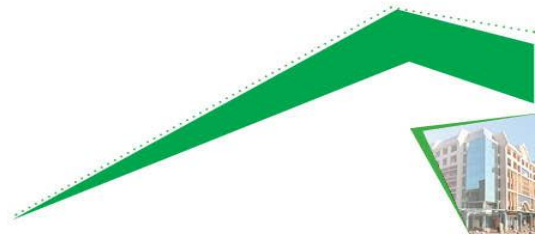
System must comply with **SANS 10139**, local by-laws, Eskom specifications, and national regulations (including OHS Act).

Installation must be carried out by a **registered fire detection contractor** with demonstrable experience on analogue addressable systems.

9. SCOPE OF WORK

Supply, delivery, installation and commissioning of an Analogue Addressable Fire Detection and Alarm System, including but not limited to:

- New fire control panel and repeater/mimic panels as required.
- Loop wiring, power supplies, battery backup, and regulated wiring.
- Surface conduit (Bosal or equivalent) between buildings; PVC conduit with galvanised clamps in ceiling voids where concealed.
- Cutting of holes in suspended ceilings for detectors and devices.
- Interfacing with mechanical systems (air-conditioning, fire doors, sprinkler interfaces, etc.).
- Testing, commissioning, and training of Department staff.
- Supply of operator and maintenance manuals, as-installed record drawings, and programme printouts.



- Twelve-month guarantee and full service prior to expiry.
- Capability to link to the main fire panel and to third-party systems as required.
- All materials and labour necessary to complete the works in accordance with this specification.

10. TENDER DRAWINGS, CONSTRUCTION AND RECORD DRAWINGS

No drawings are included in the tender; bidders must inspect the site.

Construction workshop drawings

- Contractor shall submit an approved block plan indicating zones and zone reference numbers for all control and repeater panels.
- Submit construction drawings and equipment catalogues for Engineer approval prior to manufacture or supply.

Record drawings

- Contractor must prepare as-built record drawings showing cable runs, equipment mounting, circuiting and distribution details.

11. FIRE DETECTION SYSTEM DOCUMENTATION

Required drawings

- Layout drawings.
- Schematic circuit drawings.
- Internal circuit drawings of panels.
- Wiring drawings with wire colour codes and terminal numbering (markers to be approved).

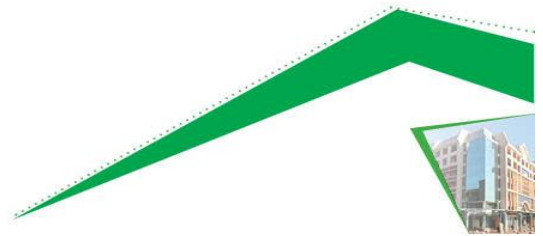
Required documents

- Full system description.
- Operating, installation, commissioning and maintenance instructions.
- Maintenance schedule and troubleshooting guide.
- Programme printout and configuration export.

12. SYSTEM DESCRIPTION

General

- Central control unit connected by two-wire loops to field devices (sensors, sounders, call points, relays).



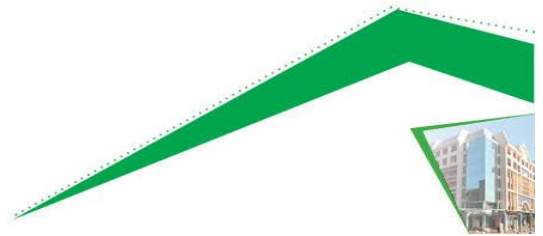
- Control unit continuously monitors analogue status of sensing devices and initiates actions on alarm conditions.
- Preference for environmentally friendly sensors; order of preference for detection methods: **multi-sensor (optical + thermal), optical smoke, thermal, ionisation** (ionisation only where justified and permitted by local regulations).
- System design shall follow **BS 5839** principles for zoning and siting and comply with relevant **EN 54** component standards where specified.
- Control unit front panel: LEDs, keyboard and LCD display as described below.
- **Four access levels** via keypad: Level 1 Operator (no code), Level 2 Maintenance Technician (code), Level 3 Commissioning (code + key), Level 4 Access code changes (code + key). Facilities for locking controls to be provided.

Approvals and standards

- Control unit and sensors shall have appropriate approvals (e.g., LPCB or equivalent) and conform to EN 54 series where applicable (EN54-2 for control panels, EN54-7 for smoke detectors, EN54-5 for heat detectors, ISO 7240-15 for multi-sensors, EN54-11/EN54-10 for manual call points as applicable). **Action required:** tenderer to state the approvals and certificates for proposed equipment.

System Operation (Polling, Communication, Calibration)

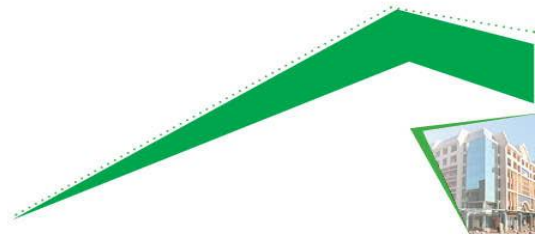
- **Polling and scan times**
 - System shall poll each device and update idle values to compensate for ageing and environmental changes.
 - **System polling time:** less than **3 seconds** for a complete scan of all devices; this time shall remain effectively constant irrespective of device count.
- **Communication circuit**
 - Two-wire circuit used for power and communication between panel and sensors.
- **Device addressing and identification**
 - Each device must have a unique address set prior to commissioning. Removal of a detector head must register as a fault. Device type and status must be transmitted on each poll.
- **Calibration and maintenance signals**
 - Panel must monitor detector calibration and contamination; when maximum calibration adjustment is reached, a **dedicated** “maintenance required” signal must be indicated (separate from pre-alarm).
- **Display and indicators**
 - LCD text display and LEDs; device type, calibration, sensitivity and status must be viewable at the panel.



- **Line protection**
 - Addressable line must be monitored for open and short circuits. Open circuit shall cause a fault but not disable devices; short circuit shall be limited in effect by isolators (see loop isolators).
- **Software algorithms and sensitivity**
 - Intelligent algorithms shall evaluate sensor data; multiple algorithms shall be available and assignable per device.
 - **Sensitivity levels (minimum four per device)** — smoke and heat thresholds must be individually adjustable. (See detailed sensitivity table below.)
- **Alarm verification**
 - Each analogue detector must support an alarm verification facility (20 second verification) which can be enabled/disabled per device from the control panel.
- **Clarified sensitivity table (format corrected)**
 - **Smoke sensors (obscuration %/m):** 1.5%/m; 2.5%/m; 3.5%/m; 5.0%/m.
 - **Heat sensors (fixed temperature °C):** 42°C; 58°C; 70°C; 82°C.

Loop Operation

- **Addresses and scan integrity**
 - Unique addresses for each device; panel must detect duplicate addresses and raise a “double address” alarm.
 - Every device must be checked by the control panel at least every **2 seconds**. Panel must not bypass sensors during scans.
- **Loop devices and capacity**
 - Support for a range of devices (multi-sensors, optical, ionisation, heat, manual call points, loop sounders, addressable relays, interface units, loop isolators, remote indicators, gas discharge control units, etc.).
 - **Line capacity:** at least **127 addressable devices** per loop (inputs and outputs combined).
 - Loop sounders: loop-powered sounders permitted; up to **20 sounders per loop** depending on cable and power limitations. **Action required:** tenderer to provide loop power calculations and cable sizing.
- **Loop isolators**
 - Loop isolators to be fitted at a maximum spacing of **one per 20 devices** to limit the effect of short circuits.



- **Interfacing**
 - Loop shall accept information from third-party systems via standard interface units; interface units shall have unique addresses and indicate alarm type (e.g., “Sprinkler”).
- **Device monitoring and fault reporting**
 - Panel shall report detector removal, address unit removal, incorrect device type, and faulty calibration/sensitivity within **30 seconds**.
- **Floating thresholds**
 - Alarm thresholds shall float relative to idle status; panel must indicate “maintenance required” when thresholds reach maximum limits. Pre-alarm and maintenance must be separate signals.

13. Fire Alarm Panel

General

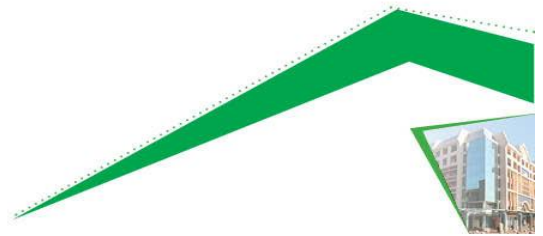
- 24 V analogue addressable microprocessor-based control unit. Comply with **EN54-2** (control panels) and relevant EN54 parts for outputs and interfaces.

Signalling and annunciation

- Visual (LED) and LCD text annunciation for fire, fault, maintenance, pre-alarm, disabled devices.
- LCD top portion shows first alarm; lower portion shows last alarm and allows manual scrolling.
- Display must show total number of alarm events.
- Device address and a **40-character location message** must be displayable for each device.

Zoning

- Panel shall support **50 zones** (field programmable).
- Each zone label: up to **40 characters**.
- Any number of devices (0–127) may be assigned to a zone. Zoning must be configurable and inspectable by authorized operators.



Panel indicators and displays

- All visual indicators shall be LEDs (no incandescent lamps). Required LEDs: zone alarm LEDs, supply healthy/fault, common alarm, common fault, maintenance, processor running/fault.
- LCD text display: minimum **160 characters** (or equivalent multi-line display) capable of showing Zone and Device display modes as specified.

Panel controls

- Numeric keypad, reset, alarm accept/silence, alarm sound, buzzer mute, lamp test, help button, and menu functions for maintenance and commissioning.

Alarm outputs and contacts

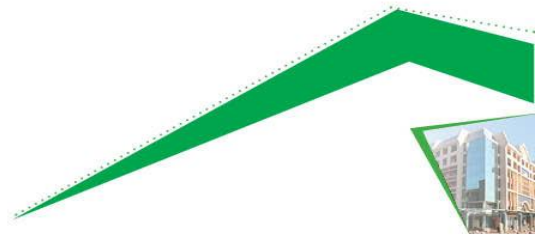
- Two monitored audible alarm outputs rated at **0.75 A at 24 V DC** each. Outputs continuously monitored for open/short. Independently disable able and testable. Delay facility configurable; manual call points override delay.
- **Fire alarm contact:** one voltage-free changeover contact rated **2 A at 24 V DC** (operates on fire and remains on until reset).
- **Fault contact:** one voltage-free changeover contact rated **2 A DC** (releases on fault/maintenance and remains off until reset).

Remote panels and printer

- Optional monitored serial port for remote panels/computers. Remote units to replicate panel display and controls (160-character LCD, keypad, reset, accept, silence, mute, lamp test, help).
- Optional internal 24-column printer or external 80-column printer facility; printer must record alarms, faults, maintenance, operations, time and date. Printer operation must not affect polling performance.

Processor monitoring and diagnostics

- Hardware watchdog to reset processor on failure; if processor fails to restart within **20 seconds**, audible and visual alarm. Watchdog restart counter stored in non-volatile memory and resettable only by Level 3 engineer.
- On start-up perform RAM, EPROM and EEPROM checksum tests; periodic checksum tests at intervals not exceeding **60 minutes**. Failures produce audible/visual/LCD fault indications and diagnostic messages.

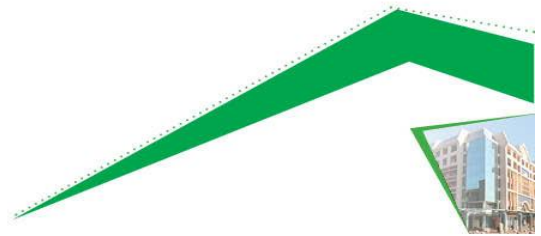


Loop Devices (Types)

- **Supported device types**
 - Analogue/addressable multi-sensors (optical + thermal).
 - Analogue optical smoke sensors (photoelectric).
 - Analogue ionisation smoke sensors (where permitted).
 - Analogue heat sensors (NTC thermistor type).
 - Optical beam detectors (analogue).
 - Manual call points (addressable).
 - Wireless radio-based analogue sensors and call points (only with approved loop interface).
 - Addressable relays, interface units, loop-powered sounders, sounder circuit controllers, remote LED indicators, gas discharge control units, loop isolators.

Intelligent Point Sensors (Requirements)

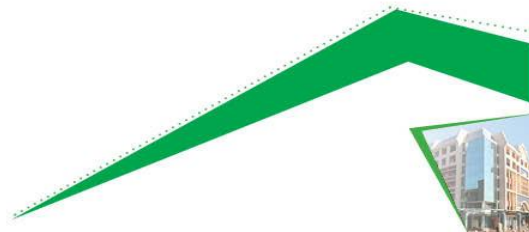
- **EMC and surge protection**
 - Sensors must meet IEC 61000 series (IEC 801 series equivalents) for ESD, radiated immunity, fast transients and surge immunity. Sensors must be resistant to RFI up to specified field strengths across relevant frequency bands.
- **Construction and environmental protection**
 - PCB assemblies conformally coated; coating stable to high temperatures and resistant to moisture, fungus and dirt. Insect ingress protection via corrosion-resistant mesh. Detector dimensions unobtrusive (maximum **Ø115 mm x 70 mm** height including base). Operating ranges specified per device.
- **Mounting and security**
 - Twist-lock bases with corrosion-resistant connectors and captive screws. Concealed security lock facility requiring a special tool where activated. Base and detector shall have visible address label alignment.
- **Remote test and LED outputs**
 - Detectors must support remote testing from the control panel (test instruction causes detector to transmit test values without raising a system alarm). Provision for remote indicator LED output operated independently by the panel.
- **Addressing**
 - Unique address set by sealed dipswitches or equivalent high-integrity method.



- **Multi-sensor (analogue/addressable)**
 - Comply with ISO 7240-15 (or equivalent). Photoelectric scattering smoke element (pulsed LED) and high-sensitivity thermal element (NTC thermistor). Elements report independently and are software-interlinked. Operating temperature range **-20°C to +60°C**; humidity 0–95% RH (no condensation). Coverage: up to **100 m²** at heights up to **12 m** (siting per BS 5839 or equivalent).
- **Ionisation smoke sensors**
 - Comply with EN54-7 where permitted. Radioactive source (Americium-241) must be certified and mechanically secure. Use only where local regulations permit ionisation detectors. Operating ranges as above. Coverage up to **100 m²** at heights up to **12 m**.
- **Photoelectric (optical) smoke sensors**
 - Comply with EN54-7. Light scattering pulsed LED design. Operating ranges as above. Coverage up to **100 m²** at heights up to **12 m**.
- **Heat sensors**
 - Comply with EN54-5. Electronic NTC thermistor sensing. Operating ranges as above. Coverage up to **50 m²** at heights up to **7.5 m**.
- **Manual call points**
 - Comply with BS 5839 (or EN54-11/EN54-10 as applicable). Red injection-moulded enclosure, maximum size **100 × 100 × 60 mm**. Mounted at **1.5 m** above finished floor level unless otherwise specified. Press-to-activate operation with addressable communications module and protective cover. External LED to indicate alarm (LED illuminated by panel command).

Alarm Management

- **Control outputs and relays**
 - System shall support up to **512 optional relays** (software-programmable). Each relay: voltage-free changeover contact rated **2 A at 24 V DC**. Relays assignable to devices, zones, fire/fault/coincidence operations.
- **Double-knock (coincidence)**
 - Relays may be programmed to operate on alarm from any **two** sensors in a programmed group.
- **Silencing modes**
 - Relays/outputs programmable as **silencing** or **non-silencing**. Silencing mode de-activates on “alarm accept” or “reset”; non-silencing only de-activates on reset.
- **Activation delay**
 - Programmable delay **0–16 minutes** in **1-second** increments.



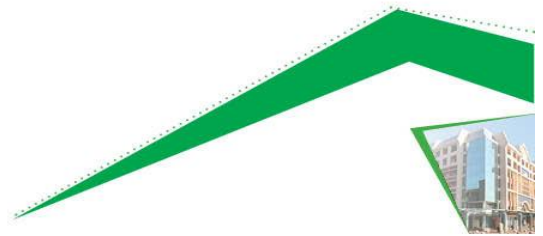
- **Software control and off-line programming**
 - All functions programmable via panel keyboard or computer. Option to program off-line and download; save programme to disk for future reference.
- **System maintenance and self-testing**
 - System to be as self-testing and maintenance-free as practicable. Panel to update idle states and indicate maintenance required when detector sensitivity drifts.
- **Control unit test and detector tests**
 - Detector test facility allowing single-person inspection; test alarms indicated on detector LED and auto-reset by panel; zones not in maintenance remain active. Panel to print test reports showing sensors operated and failures.
- **Operational statistics**
 - Panel shall store and display per-sensor statistics (max/min values with timestamps, average idle value, communication error rate). Soak-test mode: up to **1 zone (20 detectors)** in soak test; soak test logs conditions without raising fire alarms and results can be displayed/printed.

System Wiring

- **Loop wiring configuration**
 - Two-wire screened loops for device addresses; wiring to meet EMC and surge immunity requirements (IEC/EN standards referenced). Tee-offs permitted with full monitoring. Loop length: up to **3500 m** for sensors/call points/interface units (manufacturer cable type/size); up to **1000 m** when loop-powered sounders are included (manufacturer cable type/size). High-voltage testing of loops with bases connected but heads removed must be possible without damage.
- **Electrical supply for control panel**
 - From sub distribution board: circuit terminating in surface metal extension box (100 × 100 × 50 mm) at location to be pointed out on site. Circuit: **2.5 mm²** conductors in metal conduit protected by a **20 A** single-pole circuit breaker. Provide a **16 A 3-pin socket** in the extension box. Conduit support at ~600 mm intervals; cable clips at ~100 mm intervals for final connection. Installation to conform to **SANS 10142** and an original certificate of compliance to be provided on completion.

Commissioning and Maintenance

- **Commissioning**
 - Testing in presence of Department representative. Tests to include simulation of fire conditions in each zone (suitable smoke generator supplied by contractor). Separate readings for large floor areas; average values calculated per space.



- **Maintenance included**

- Contractor to include comprehensive maintenance for **12 months** from commissioning. Contractor to perform the first **three quarterly inspections** (every 3 months) as per BS 5839 clause referenced and submit inspection reports.

14. CONTINGENCY

No contingency amount allowed

15. MAKING GOOD TO TRADES

Contractor responsible for making good all trades damaged or disturbed. Only fully qualified artisans to be employed for remedial works.

16. OCCUPATION OF BUILDING

Buildings will be occupied during works. Contractor must keep noise and disruption to a minimum and coordinate with site authorities to avoid interference with occupants

17. SECURITY AND CLOTHING

Contractor staff must be clearly identified and wear acceptable clothing and identification tags. Standard coloured overalls and ID tags to be worn at all times.

18. PROGRAMME

Contractor shall complete installation within the stipulated contract period. On commencement, submit a detailed works programme to the Engineer showing sequence, milestones, and resource allocation. Liaise with site authorities to avoid delays.

19. SITE MEETINGS

Site meetings will be held during the works; attendance by the contractor is mandatory. Dates will be issued in advance.

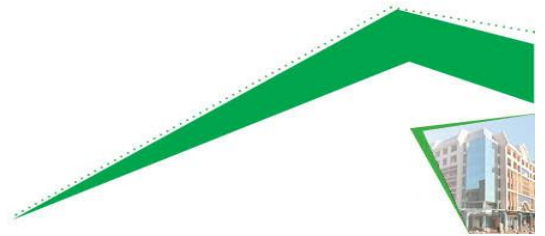
20. SCHEDULE OF PRICES

This schedule of prices is a summary of the costs associated with the maintenance of fire safety equipment and systems as described in this document.

The prices quoted must be complete with all fittings, pipes, valves and any sundry items to complete the listed work.

The prices reflected may also be used for additions and/or omissions as required and must include all costs including costs associated with the health and safety plan and procedures.

It is important to note that this is a term tender and the quantities and equipment listed in the schedules are not necessarily a guarantee of the volume and value of work to be done.



Work instructions will be issued by the Department of Public Works and Infrastructure official managing the contract and the relevant department will issue works order prior to commencement of work.

END OF SPECIFICATION



Province of the
EASTERN CAPE
PUBLIC WORKS & INFRASTRUCTURE



ANNEXURE A

TWO YEAR TERM TENDER FOR FIRE EQUIPMENT

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<u>PRICING</u> <u>CONTRACT DOCUMENTS</u> These schedule of rates, together with any documents annexed hereto, will constitute the agreement <u>TRADE PREAMBLES</u> Tenders are advised to study the specification of materials and methods to be used (PW371), General trade preables for building services DW10 and general Specification for repair and renovations services W41 and all other relevant specifications, standards and documents. ALL ASPECTS OF THE HEALTH AND SAFETY ACT NEED TO BE ADHERED TO <u>FIRE EQUIPMENT</u> Items that are in repairs to existing and prices are to include for taking out damaged items, safely disposing thereof, preparing and installing new items. Tenderes to note that this is a term tender and the quantities and equipment listed in the schedules are not necessarily a guarantee of the volume and value of work to be done. All repairs/servicing are to conform to the relevant SANS Building Codes and any amendments thereto:				
1	PRELIMINARY AND GENERAL				
1.1	<u>HEALTH AND SAFETY</u> ALL ASPECTS OF THE HEALTH AND SAFETY ACT NEED TO BE ADHERED TO The Contractor is to comply with the requirements set out in the Construction Regulations, 2003 issued under the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and any ammendments thereto.				
1.1.1	A Health & Safety Plan needs to be submitted to the Department for approval prior to site handover and commencing any work.	Item	1		-
1.1.2	Compliance with the Occupational Health and Safety Act and Regulations	Sum	1		
1.2	INSURANCES				
1.2.1	Public liability insurance	Sum	1		

1.3	GUARANTEE				
1.3.1	Provide 12 months free maintenance after handover of the system	Sum	1		
1.3.2	Performance Guarantee	Sum	1		
1.4	TRAINING				
1.4.1	Conduct training to at least (4) four members of staff at Erica Youth Care Centre and Protea Youth Care Centre on the basic operation of new installed fire detection system	Sum	1		
1.5	ALUMINIUM POSTER FRAMES FOR OPERATING PROCEDURES				
1.5.1	Supply and install size A4 Poster Frame size framed for step by step operation procedures at Erica Youth Care Centre and Protea Youth Care Centre for fire and fault identification	No.	4		
	ALUMINIUM POSTER FRAMES FOR FIRE DETECTION ZONE LAYOUT PLAN.				
1.5.2	Supply and install size A1 Poster Frame size framed for step by step operation procedures at Erica Youth Care Centre and Protea Youth Care Centre for fire and fault identification	No	4		
1.6	AS BUILT INFORMATION				
1.6.1	Provide operating instructions, parts list, maintenance manuals and as buildt drawings at Erica Youth Care Centre and Protea Youth Care Centre.	sum	1		
	TOTAL CARRIED TO SUMMARY PAGE			R	

TWO YEAR TERM CONTRACT FOR FIRE EQUIPEMENT

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
2	<u>LABOUR COST (FOR NON-SCHEDULED ITEMS)</u>				
	Labour cost for installations and breakdowns will include all overhead and statutory rates required by law.				
	Please note that the labour cost quoted must include profit/mark up. Hours are estimated only and are merely to establish a tender price.				
2.1	Artisan labour rate per hour.	Hrs	100		-
2.2	Ditto but after hours labour rate per hour. (After hours includes, after 5pm to 8am, weekends and public holidays)	Hrs	20		-
2.3	General assistant labour rate per hour	Hrs	100		-
2.4	Ditto but after hours labour rate per hour. (After hours includes, after 5pm to 8am, weekends and public holidays)	Hrs	20		-
	TOTAL CARRIED TO SUMMARY PAGE			R	-

TWO YEAR TERM CONTRACT FOR FIRE EQUIPEMENT

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
3	<u>TRANSPORT</u> Note: Transport cost are for a vehicle with a load of of (1) ton, inclusive of traveling time for a Technician and (1) assistant for the servicing and repairs to equipment. The contractor will only be reimbursed for a maximum of two trips per incident. Distance claimed will be from the Central Post Office Gqeberha to the various sites or from Contractor's workshop where they are located in Gqeberha. (Fill in address) to the site in question.				
3.1	Travelling costs.	km	4000		-
TOTAL CARRIED TO SUMMARY PAGE					-

TWO YEAR TERM CONTRACT FOR FIRE EQUIPMENT

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
4	<u>FIRE PROTECTION (ANNUAL SERVICE OF EQUIPMENT)</u>				
	Rates given in the schedule below for service shall be inclusive of labour, materials and tools. (NB: Transport cost elsewhere)				
4.1	<u>Service</u>				
4.2	4,5 kg Dry powder fire extinguishers	no	314		-
4.3	9 kg Dry powder fire extinguishers	no	132		-
4.4	5 kg Carbon Dioxide fire extinguishers	no	34		-
4.5	2 kg Carbon Dioxide fire extinguishers	no	12		-
4.6	Fire Hose reels	no	128		-
4.7	Fire hydrants	no	53		-
4.8	Fire detection panels	no	4		-
4.9	Fire detection devices	no	420		-
5	<u>Pressure test and service fire equipment</u>				
	Rates to include all materials necessary for the pressure test and service (NB: Transport cost elsewhere)				
5.1	4,5 kg Dry powder fire extinguishers	no	8		-
5.2	9 kg Dry powder fire extinguishers	no	2		-
5.3	5 kg Carbon Dioxide fire extinguishers	no	2		-
5.4	2 kg Carbon Dioxide fire extinguishers	no	1		-
6	<u>Refill, recharge and service fire extinguishers</u>				
	Rates to include all materials necessary for the service (NB: Transport elsewhere)				
6.1	4,5 kg Dry powder fire extinguishers	no	6		-
6.2	9 kg Dry powder fire extinguishers	no	3		-
	TOTAL CARRIED TO SUMMARY PAGE				-

TWO YEAR TERM CONTRACT FOR FIRE EQUIPMENT

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
7	<u>Supply deliver and install fire protection equipment</u> Rates given below shall include supply and install, Travelling measured elsewhere				
7.1	Photoluminous signage (190 x190mm)	no	50		-
7.2	Assembly point (440 x 440mm) ABS	no	10		-
7.3	4,5kg Dry powder fire extinguisher Instruction label	no	5		-
7.4	Super sounder in metal container	no	2		-
7.5	Mounting bracket for fire extinguishing	no	5		-
7.6	4,5kg Dry powder fire extinguisher PVC cover	no	10		-
7.7	9kg Dry powder fire extinguisher PVC cover	no	10		-
7.8	4,5kg Dry powder fire extinguisher	no	5		-
7.9	9kg Dry powder fire extinguisher	no	2		-
7.10	5kg Carbon dioxide fire extinguisher	no	2		-
7.11	2kg Carbon dioxide fire extinguisher	no	1		-
7.12	Fibreglass fire extinguisher cupboard	no	2		-
7.13	Fire hose reel cupboard	no	2		-
7.14	Fire hose reel complete	no	2		-
7.15	Fire hose reel drum	no	2		-
7.16	Fire hose reel nozzles	no	3		-
TOTAL CARRIED TO SUMMARY PAGE				R	-

TWO YEAR TERM CONTRACT FOR FIRE EQUIPEMENT

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
8	INSTALLATION OF FIRE DETECTION AT ERICA CYCC				
	NB: Rates given below shall include supply, deliver, install and travelling for complete functioning of the system				
8.1	4 loop Addressable Fire Control Panel with network card and batteries	no	1		-
8.2	Mimic fire panels with batteries	no	4		-
8.3	Optical Smoke Detectors and bases	no	230		-
8.4	Heat Detectors and bases	no	6		-
8.5	Protective detector baskets	no	80		-
8.6	Remote LED indicators	no	80		-
8.7	Manual Call Points	no	30		-
8.8	Fire alarm sounders and base	no	20		-
8.9	Strobe lights	no	10		-
8.10	Bosal conduit x 20mm Including all brackets,hangers, fasteners ,bends etc	m	400		-
8.11	PVC conduit x 20mm including metal brackets, saddles, etc	m	1200		-
8.12	Transparent MCP covers	no	30		-
8.13	Isolators	no	15		-
8.14	PH 30 Fire cabling	m	1600		-
8.15	Test key for MCP	no	3		-
8.16	Testing and commissioning of complete system	Sum	1		-
	TOTAL CARRIED TO SUMMARY PAGE				-

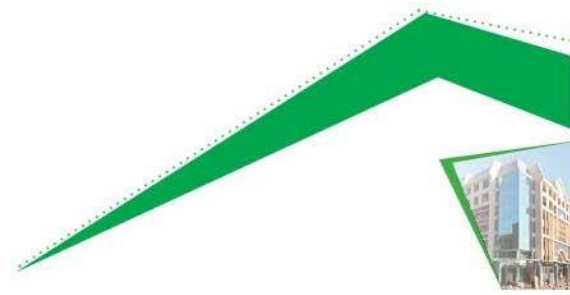
TWO YEAR TERM CONTRACT FOR FIRE EQUIPEMENT

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
9	INSTALLATION OF FIRE DETECTION AT PROTEA CYCC				
	NB: Rates given below shall include supply, deliver and install for complete functioning of the system				
9.1	4 loop Addressable Fire Control Panel with network card and batteries	no	1		-
9.2	Mimic fire panels with batteries	no	2		-
9.3	Optical Smoke Detectors and bases	no	110		-
9.4	Heat Detectors and bases	no	5		-
9.5	Protective detector baskets	no	6		-
9.6	Remote LED indicators	no	15		-
9.7	Manual Call Points	no	15		-
9.8	Fire alarm sounders and base	no	5		-
9.9	Strobe lights	no	6		-
9.10	Bosal conduit x 20mm including all brackets,hangers, fasteners ,bends etc	m	200		-
9.11	PVC conduit x 20mm including metal brackets, saddles, etc	m	800		-
9.12	Transparent MCP covers	no	15		-
9.13	Isolators	no	10		-
9.14	PH 30 Fire cabling	m	1000		-
9.15	Test key for MCP	no	3		-
9.16	Testing and commissioning of complete system	Sum	1		-
	TOTAL CARRIED TO SUMMARY PAGE				-

TWO YEAR TERM CONTRACT FOR THE SERVICE ,SUPPLY,DELIVER AND		
PRICE SUMMARY		
Item No	Description	Amount
1	SUB-TOTAL: ITEMS 1 (Preliminary and General)	
2	SUB- TOTAL: ITEMS 2 (Labour, Non Scheduled Items)	
3	SUB TOTAL: ITEMS 3 (Transport Cost)	
4	SUB TOTAL: ITEMS 4 - 6 (Service and Maintenance)	
5	SUB TOTAL: ITEMS 7 (Supply, Deliver and Install Fire Equipment)	
6	SUB TOTAL A (ADD ITEMS 1 - 5 ABOVE)	
7	ESCALATION AFTER 12 MONTHS (6% fixed of item 6 above)	
8	SUB TOTAL : ITEMS 8 (Installation of Fire Detection System at Erica CYCC	
9	SUB TOTAL : ITEMS 9 (Installation of fire detection system at Protea CYCC	
10	SUB TOTAL ITEMS (add all items 8 - 9)	
11	Add Contingency	R0,00
12	TOTAL (add items 6, 7, 10 and 11 above):	
13	VALUE ADDED TAX (15%) (on items 12 above)	
14	TOTAL CARRIED TO FORM OF OFFER (add items 12 and 13 above)	



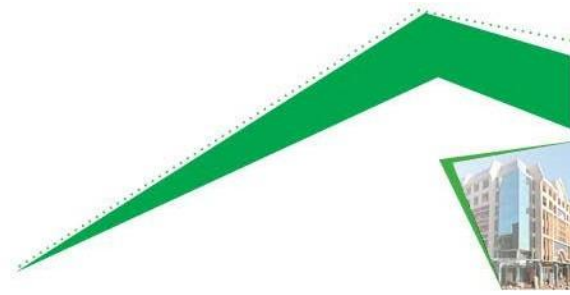
Province of the
EASTERN CAPE
PUBLIC WORKS & INFRASTRUCTURE



ANNEXURE B



Province of the
EASTERN CAPE
PUBLIC WORKS & INFRASTRUCTURE



OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:

**MAINTENANCE AND INSTALLATION OF FIRE PROTECTION EQUIPMENT
SERVICE IN NELSON MANDELA BAY METRO & SARAH BAARTMAN
DISTRICTS FOR A PERIOD OF TWO (2) YEARS: DEPARTMENT OF SOCIAL
DEVELOPMENT.**

PROJECT NUMBER: SCMU5-26/27-0006SB

IMPLEMENTED BY:

THE DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

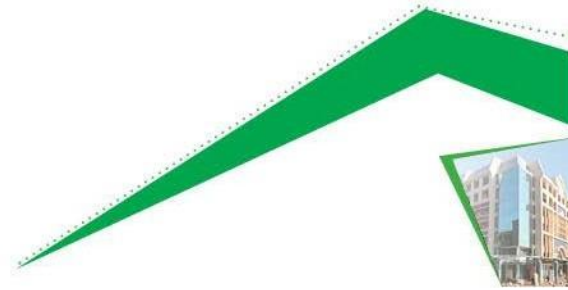
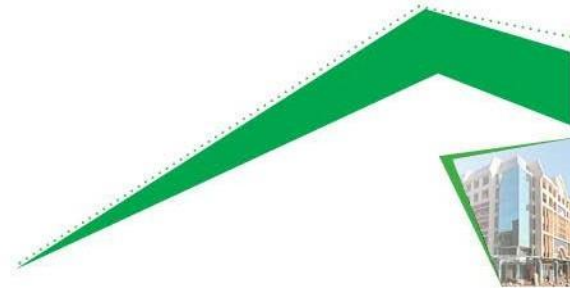


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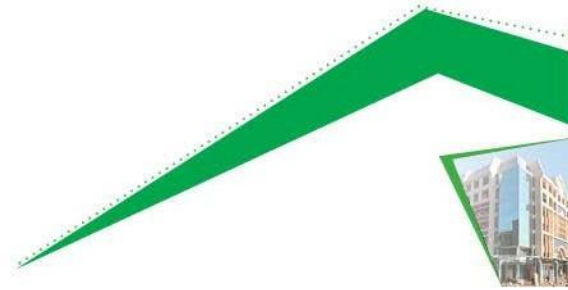
1. PREAMBLE

In terms of Construction Regulation 5(1)(b) of the Occupational Health and Safety Act 1993 (Act No. 85 of 1993) and construction regulation of 2014, the Department of Public Works and Infrastructure, as the Client and/or its Agent on its behalf, shall be responsible to prepare Health & Safety Specifications for any intended construction project and provide any Principal Contractor who is making a bid or appointed to perform construction work for the Client and/or its Agent on its behalf with the same.

The Client's further duties are as described in The Act and the Regulations made thereunder. The Principal Contractor shall be responsible for the Health & Safety Policy for the site in terms of Section 7 of the Act and in line with Construction Regulation 7 as well as the Health and Safety Plan for the project.

This 'Health and Safety Specifications' document is governed by the "Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as 'The Act'. Notwithstanding this, cognizance should be taken of the fact that no single Act or its set of Regulations can be read in isolation. Furthermore, although the definition of Health and Safety Specifications stipulates 'a documented specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons', it is required that the entire scope of the Labour legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this specification document this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.

Due to the wide scope and definition of construction work, every construction activity and site will be different, and circumstances and conditions may change even on a daily basis. Therefore, due caution is to be taken by the Principal Contractor when drafting the Health and Safety Plan based on these Health and Safety Specifications. Prior to drafting the Health and Safety Plan, and in consideration of the information contained here-in, the



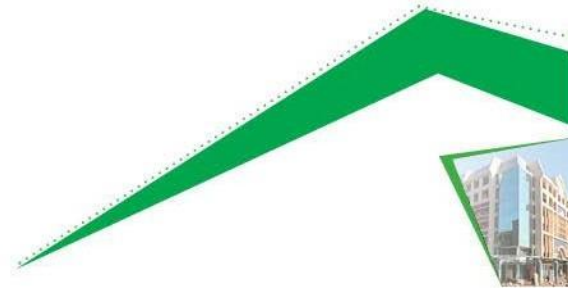
contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard at the construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard. *This Risk Assessment and the steps identified will be the basis or point of departure for the Health and Safety Plan.* The Health and Safety Plan shall include documented 'Methods of Statement' (see definitions section 4) detailing the key activities to be performed in order to reduce as far as practicable, the hazards identified in the Risk Assessment.

In this a high premium is to be placed on the health and safety of the most valuable assets of the Department of Public Works and Infrastructure. These are its personnel, the personnel of its Clients and the physical assets of which it is the custodian and may also include the public as well. The responsibilities the Department and relevant stakeholders have toward its employees and other people present in the facilities or on the sites are captured further in this specification document. These responsibilities stem from both moral, civil and a variety of legal obligations. The Principal Contractor is to take due cognizance of the above statement.

Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the Agent and/or Client.

2. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT

These Specifications should be read in conjunction with the Act, the Construction Regulations and all other Regulations and Safety Standards which were or will be promulgated under the Act or incorporated into the Act and be in force or come into force



during the effective duration of the project. The stipulations in this specification, as well as those contained in all other documentation pertaining to the project, including contract documentation and technical specifications shall not be interpreted, in any way whatsoever, to countermand or nullify any stipulation of the Act, Regulations and Safety Standards which are promulgated under, or incorporated into the Act.

This health and safety specification in respect of a construction work contract:

- a) provides the overarching framework within which the contractor is required to demonstrate compliance with certain requirements for occupation health and safety established by the Occupational Health and Safety Act of 1993 during construction;
- b) establishes the manner in which the contractor is to manage the risk of health and safety incidents in during the construction; and
- c) establishes the manner in which the employer's health and safety agent will interact with the contractor.

Note 1 This specification establishes generic requirements to enable the employer and the contractor to satisfy aspects of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Construction Regulations, 2014. The contractor is required to develop, implement and maintain package specific health and safety plans. The employer is required to provide certain package specific information to the contractor or a health and safety specification for the works to enable such plans to be formulated. Accordingly, this generic specification on its own cannot ensure compliance with the requirements of the aforementioned Act (See Annexure A).

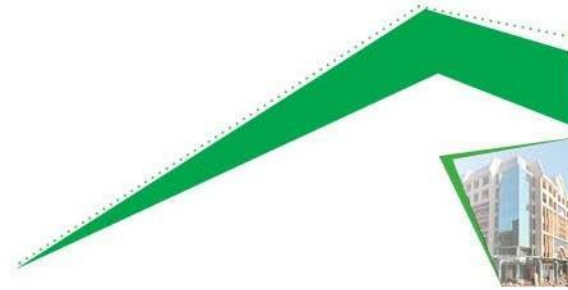
Note 2: The Construction Regulations, 2014, require an employer to stop any contractor from executing construction work which is not in accordance with the contractor's health and safety plan for the site or which poses to be a threat to the health and safety of persons. **Note 3:** This specification establishes generic health and safety requirements. Site specific requirements for health and safety are stated in the scope of work associated with a contract (see Annexure A).

Note 4: The South African Council for the Project and Construction Management Professions has established the following specified categories of registration in terms of the Project and Construction Management Professions Act of 2000 (Act No. 48 of 2000):

- a) a Construction Health and Safety Agent who may be appointed by an employer to act as his agent in terms of the Occupational Health and Safety Act of 1993 and the Construction Regulations issued in terms of that Act;
- b) a Construction Health and Safety Manager who may be appointed by an employer to complement his professional team or by a contractor to manage company or project health and safety performance and compliance in accordance with the Occupational Health and Safety Act and Regulations; and a Construction Health and Safety Officers who may be appointed by an employer to mitigate the risk on a project or by a contractor to monitor and assist on-site health and safety performance and compliance in accordance with the Occupational Health and Safety Act and Regulations and services.

3. PURPOSE

The Department is obligated to implement measures to ensure the health and safety of all people and properties affected under its custodianship or contractual commitments and is further obligated to monitor that these measures are structured and applied according to the requirements of these Health and Safety Specifications.

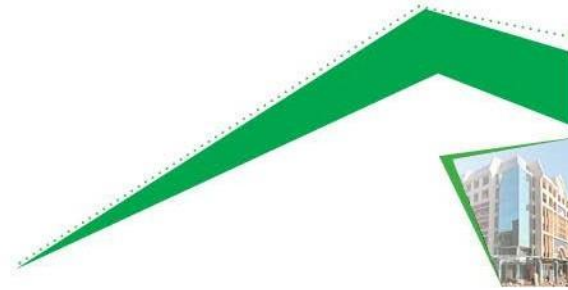


The purpose of this specification document is to provide the relevant Principal Contractor (and his / her contractor) with any information other than the standard conditions pertaining to construction sites which might affect the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; and to protect persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work during the carrying out of construction work for the Department of Public Works and Infrastructure. The Principal Contractor (and his /her contractor) is to be briefed on the significant health and safety aspects of the project and to be provided with information and requirements on inter alia:

- a) Safety considerations affecting the site of the project and its environment;
- b) Health and safety aspects of the associated structures and equipment;
- c) submissions on health and safety matters required from the Principal Contractor (and his /her contractor); and
- d) the Principal Contractor's (and his /her contractor) health & safety plan.

To serve to ensure that the Principal Contractor (and his /her contractor) is fully aware of what is expected from him/her with regard to the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Regulations made there-under including the applicable safety standards, and in particular in terms of Section 7, 8 and 9 of the construction regulation (2014).

To inform the Principal Contractor that the Occupational Health and Safety Act, 1993 (Act 85 of 1993) in its entirety shall apply to the contract to which this specification document applies. The Construction Regulations promulgated on 07 February 2014.



CREATING AND MAINTAINING A SAFE AND HEALTHY WORK ENVIRONMENT

General

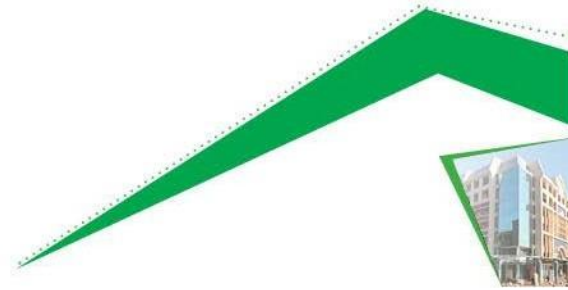
The contractor shall with respect to the site and the construction work that are contemplated:

1. cause a preliminary hazard identification to be performed by a competent person before commencing any physical construction activity;
2. evaluate the risks associated with the identified hazard to the health and safety of such employees and the steps that need to be taken to comply with the Act; and
3. 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.
4. **Adhere to the consolidated COVID – 19 directions on health and safety in the workplace issued by the Minister in terms of the Regulation 4(10) of the National Disaster Regulations as well as the COIDA act. Ensure that you provide the Department with proof that the requirements stipulated on these Regulations as the Employer have been met.**

The contractor shall ensure that:

- all reasonably practicable steps are taken to prevent the uncontrolled collapse of any new or existing structure or any part thereof, which may become unstable or is in a temporary state of weakness or instability due to the carrying out of construction work; no structure or part of a structure is loaded in a manner which would render it unsafe; and
- account of information, if any, provided by the designer of the structure is taken into account in the risk assessment;
- Adhere to the consolidated COVID – 19 directions on health and safety in the workplace issued by the Minister in terms of the Regulation 4(10) of the National Disaster Regulations as well as the COIDA act. Ensure that you provide the Department with proof that the requirements stipulated on these Regulations as the Employer have been met.

Note: The information provided by the designer should outline known or anticipated dangers or hazards relating to the work and make available all information required for the safe execution of the work. It should provide as relevant, geotechnical information (or make reference to reports provided in the site information), the loading the structure is designed to withstand, the methods and sequence of construction.



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

4. DEFINITIONS

The most important definitions in the Act and Regulations pertaining to this specification document are hereby extracted.

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

Accident – means unplanned occurrence that happens due to the unsafe condition and may cause injury to a person, damage to the property, material, plant, equipment and the environment.

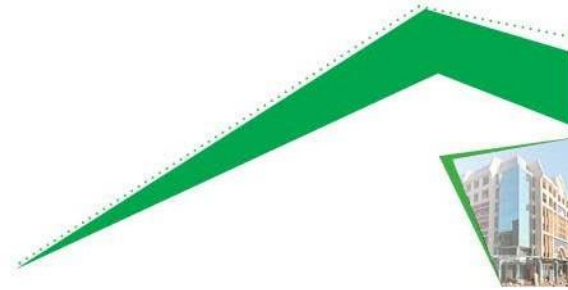
Agent – means any person who acts as a representative for a client. The word agent, in some instances, may be used interchangeable with the Construction Health and Safety Agent, the distinguishing factor will be on the role expected to be played by the agent mentioned. For example, all H&S related issues (audits, inspections, and/or reports) are done by the Construction Health and Safety Agent, whilst the accountability of overall project success or portions of the work is done by the Agent i.e. Principal Agent or Project Manager or Engineer.

Client means Department of Public Works and Infrastructure.

Competent person means a person who-

- (a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific for that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and
- (b) Is familiar with the OHS Act, Act 85 of 1993 and with the applicable regulations made under the Act;

Construction Health & Safety Agent (SACPCMP) – The person or entity appointed by the client through the Agent and who has a full authority and obligation to act on the client's behalf in terms of the construction regulations. *Pr.CHSA* means a competent person who acts as a representative for a Client in terms of regulation (5)5.



Contract Amount” Financial value of the contract at the time of the award of the contract, exclusive of all allowance and any value added tax or sales tax which the law requires the employer to pay to the contractor.

contractor: person or organization that contracts to provide the work covered by the contract

contract manager: person appointed by the employer to administer the contract on his behalf

competent person: any person who:

- a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications specific to that work or task; and
- b) is familiar with the Act and applicable regulations made in terms of the Act

Note: The Regulations stipulate that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act of 2000, those qualifications and training must be regarded as the required qualifications and training.

danger: anything which may cause injury or damage to persons or property

employer: person or organization that enters into a contract with the contractor for the provision of the work covered by the contract

employer’s health and safety agent: the person appointed as agent by the employer in terms of Regulation 4(5) of the Construction regulations and named in the contract data as the being the employer’s agent responsible for health and safety matters. **This is a Construction Health & Safety Agent (SACPCMP)**” – The person or entity appointed by the client through the Agent and who has a full authority and obligation to act on the client’s behalf in terms of the construction regulations;

"Construction Manager (Site Agent)" means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;

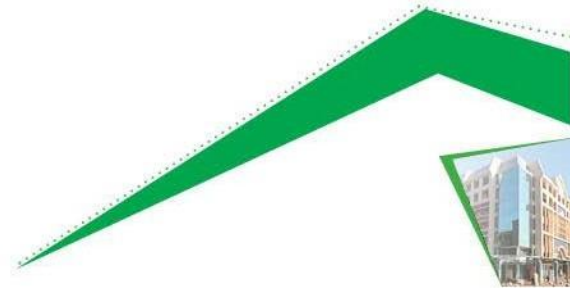
Construction Site means a work place where construction work is being performed;

Construction Supervisor means a competent person responsible for supervising construction activities on a construction site;

Construction Vehicle means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work;

Construction work means any work in connection with –

- a) The construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or
- b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving



of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work.

Construction Work Permit means a document issued in terms of regulation 3 of the Construction Regulations 2014.

CR refers to the Construction Regulations 2014.

Demolition Work means a method to dismantle, wreck, break, pull down or knock down of a structure or part thereof by way of manual labour, machinery, or the use of explosives.

ergonomics: the application of scientific information concerning humans to the design of objects, systems and the environment for human use in order to optimize human well-being and overall system performance.

Fall Protection Plan means a documented plan, which includes and provides for-

- All risks relating to working from a fall risk position, considering the nature of work undertaken;
- The procedures and methods to be applied in order to eliminate the risk of falling; and
- A rescue plan and procedures.

H&S – health and safety.

hazard: a source of or exposure to danger.

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

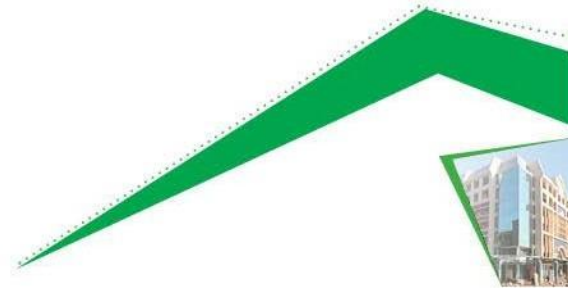
Health and Safety File – means a file, or other record in permanent form, containing the information required a contemplated in the regulations.

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

health and safety specification: a site, activity or project specific document pertaining to all health and safety requirements related to construction work which is included in the contractor's contract with the employer or an order issued in terms of framework agreement.

healthy: free from illness or injury attributable to occupational causes.

incident: an event or occurrence occurring at work or arising out of or in connection with the activities of persons at work, or in connection with the use of plant or machinery, in which, or in consequence of which:



- a) any person dies, becomes unconscious, suffers the loss of a limb or part of a limb or is otherwise injured or becomes ill to such a degree that he 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 to continue with the activity for which he was employed or is usually employed;
- b) a major incident occurred; or
- c) the health or safety of any person was endangered and where:
 - i) a dangerous substance was spilled;
 - ii) the uncontrolled release of any substance under pressure took place;
 - iii) machinery or any part thereof fractured or failed resulting in flying, falling or uncontrolled moving objects; or machinery ran out of control.

inspector: a person designated as such under section 28 the Act.

major incident: an occurrence of catastrophic proportions, resulting from the use of plant or machinery, or from activities at a workplace.

Medical Certificate of Fitness means a certificate contemplated in regulation 7(8) of Construction Regulations 2014.

Method Statement means a document detailing the key activity to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment.

Practical Completion Certificates- A certificates issued in terms of a contract by the employer, signifying that the whole of the construction works have reached a state of readiness for occupation or use for the purposes intended, although some minor work may be outstanding.

"Professional Engineer or Professional Certificated Engineer" means a person holding registration as either a Professional Engineer or Professional Certificated Engineer in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000).

reasonably practicable: practicable having regard to:

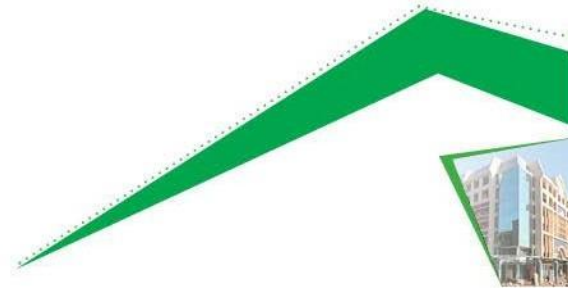
- a) the severity and scope of the hazard or risk concerned;
- b) the state of knowledge reasonably available concerning that hazard or risk and of any means of removing or mitigating that hazard or risk;
- c) the availability and suitability of means to remove or mitigate that hazard or risk; and
- d) the cost of removing or mitigating that hazard or risk in relation to the benefits deriving therefrom.

risk – means the likelihood that harm will occur and the subsequent consequences.

“Risk assessment” – means a process to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to mitigate, reduce or control such hazards.

safe: free from any hazard.

Safety Officer – a person deemed competent by SACPCMP under the relevant category of registration.



scaffold: any temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both.

structure:

- a) any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;
- b) any false work, scaffold or other structure designed or used to provide support or means of access during construction work; or
- c) any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling.

substance: any solid, liquid, vapor, gas or aerosol, or combination thereof.

suitable: capable of fulfilling or having fulfilled the intended function or fit for its intended purpose.

temporary works: any false work, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction.

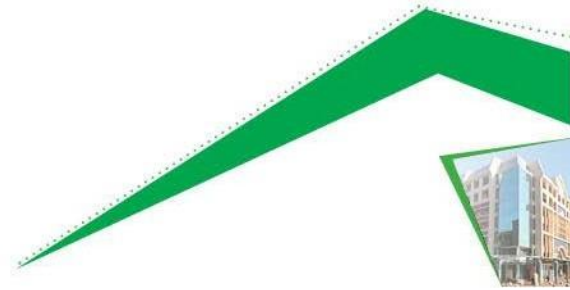
workplace: any premises or place where a person performs work in the course of his employment.

5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

5.1 Structure and Organization of OH&S Responsibilities

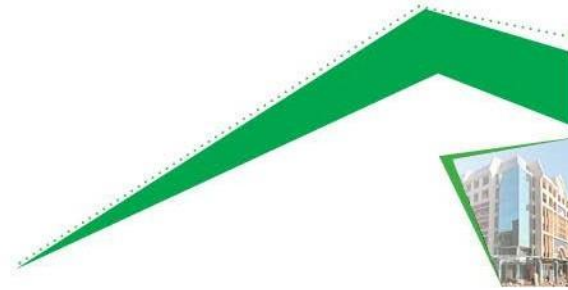
5.1.1. Overall Supervision and Responsibility for OH&S

- a) The Client and/or its Agent on its behalf to ensure that the Principal Contractor, appointed in terms of Construction Regulation 5(1)(k), implements and maintains the agreed and approved H&S Plan. Failure on the part of the Client or Agent to



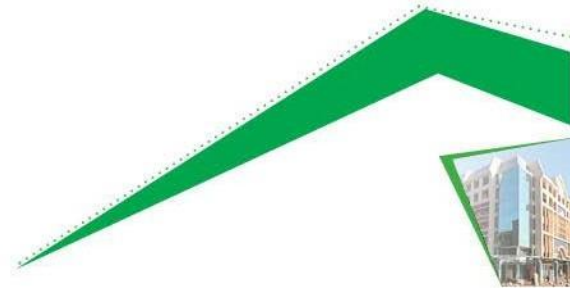
comply with this requirement will not relieve the Principal Contractor from any one or more of his/her duties under the Act and Regulations.

- b) The Chief Executive Officer of the Principal Contractor in terms of Section 16 (1) of the Act to ensure that the Employer (as defined in the Act) complies with the Act. The pro forma Legal Compliance Audit may be used for this purpose by the Principal Contractor or his/her appointed contractor.
- c) All OH&S Act (85 /1993), Section 16 (2) appointee/s as detailed in his/her/their respective appointment forms to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).
- d) The Construction Supervisor and Assistant Construction Supervisor/s appointed in terms of Construction Regulation 8 to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).
- e) All Health and Safety Representatives (SHE-Reps) shall act and report as per Section 18 of the Act.



5.1.2 Required appointments as per the Construction Regulations: -

Item	CR Regulation	Appointment	Responsible Person
1.	3.	Application Construction work permit	Client
2.	5(1)(k)	Principal contractor for each phase or project	Client
3.	5(6)	Construction Health & Safety Agent	Client
4.	7(1)(c)	Contractor	Principal Contractor
5.	7(3)	Contractor	Contractor
6.	8(1)	Construction manager	Contractor
7.	8(2)	Assistance Construction manager	Contractor
8.	8(5)	Construction Safety Officer	Contractor
9.	8(7)	Construction supervisor	Contractor
10.	8(8)	Assistance Construction Supervisor	Contractor
11.	9(1)	Person to carry out risk assessment	Contractor
12.	10(1)	Fall protection planner	Contractor
13.	12(1)	Temporal work designer	Contractor
14.	12(2)	Supervisor of temporal work operation	Contractor
15.	13(1)(a)	Excavation supervisor	Contractor
16.	13(2)(k)	Competent person in the use of explosive	Contractor
17.	14(11)	Explosives expert	Contractor
18.	14(1&2)	Supervisor demolition work (Structural Engineer)	Contractor
19.	16(1)	Scaffold supervisor	Contractor
20.	17(1)	Suspended platform supervisor	Contractor
21.	18(1)a	Rope access	Contractor
22.	19(8)(a)	Material hoist inspector	Contractor
23.	20(1)	Bulk mixing plant supervisor	Contractor
24.	21(2)(b)	Explosive actuated fastening device inspector	Contractor
25.	21(2)(g)(i)	Explosive actuated fastening device cartridge, nails and studs: issuer & collector	Contractor
26.	23(1)(d)(i)	Operator : construction vehicle and mobile plant	Contractor
27.	28 (a)	Stacking and storage supervisor	Contractor
28.	29 (h)	Fire equipment inspector	Contractor

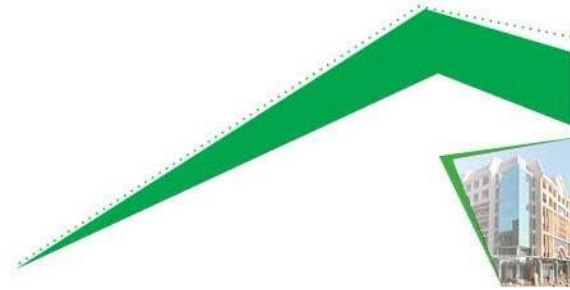


5.2 Communication, Participation & Consultation

- 5.2.1 Occupational Health & Safety matters/issues shall be communicated between the Employer, the Principal Contractor, the other Contractors, the Designer and other concerned parties shall be through the H&S Committee or other means determined by the client.
- 5.2.2 In addition to the above, communication may be directly to the Client or his appointed Agent, verbally or in writing, as and when the need arises.
- 5.2.3 Consultation with the workforce on OH&S matters will be through their Supervisors and H&S Representatives ('SHE – Reps')
- 5.2.4 The Principal Contractor will be responsible for the dissemination of all relevant OH&S information to the other Contractors e.g. design changes agreed with the Client and/or its Agent on its behalf and the Designer, instructions by the Client and/or his/her agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.
- 5.2.5 Adhere to the consolidated COVID – 19 directions on health and safety in the workplace issued by the Minister in terms of the Regulation 4(10) of the National Disaster Regulations as well as the COID act.

6. INTERPRETATION

- a) The Act and its associated regulations shall have precedence in the interpretation of any ambiguity or inconsistency between it and this specification.
- b) Compliance with the requirements of this specification does not necessarily result in compliance with the provisions of the Act.
- c) The Occupational Health and Safety Act and all its Regulations, with the exception of the Construction Regulations, distinguish between the roles, responsibilities and



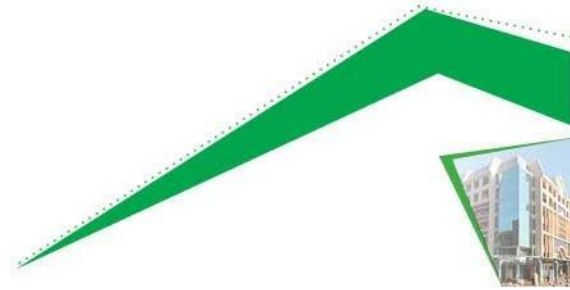
functions of employers and employees respectively. It views consultants and contractors as employees of the “owner” of a construction or operational project, the “owner” being regarded as the employer.

- d) The position taken by the Construction Regulations is that the “owner”, in terms of its instructions, operates (has to operate) in the role of client as per relevant definition. The contractors working for the “client” are seen to be in two categories, i.e. the Principal Contractor and Contractors.
- e) The Principal Contractor has to take full responsibility for the health and safety on the site of the relevant project / contract. This includes monitoring health and safety conditions and overseeing administrative measures required by the Construction Regulations from all contractors on the project site.
- f) The words **Principal Contractor** and **Contractor** in this document are used interchangeable, unless clearly expressed otherwise to mean something else e.g. when used to describe roles, responsibilities, functions, acts or omissions of the sub-contractor(s).
- g) Adhere to the consolidated COVID – 19 directions on health and safety in the workplace issued by the Minister in terms of the Regulation 4(10) of the National Disaster Regulations as well as the COID act. Ensure that you provide the Department with proof that the requirements stipulated on these Regulations as the Employer have been met.

7. RESPONSIBILITIES

7.1 Client

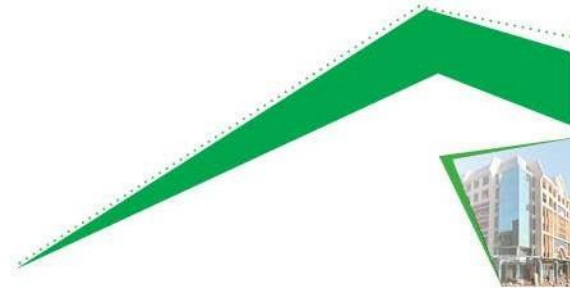
- a) The Client or his appointed Agent on his behalf will appoint each Principal Contractor for this project or phase/section of the project in writing for assuming the role of Principal Contractor as intended by the Construction Regulations.



- b) The Client or his appointed Agent on his behalf shall discuss and negotiate with the Principal Contractor the contents of the health and safety plan of the both Principal Contractor and Contractor for approval.
- c) The Client or his appointed Agent on his behalf will take reasonable steps to ensure that the health and safety plan of both the Principal Contractor and Contractor is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.
- d) The Client or his appointed Agent on his behalf, will prevent the Principal Contractor and/or the Contractor from commencing or continuing with construction work should the Principal Contractor and/or the Contractor at any stage in the execution of the works be found to:
 - have failed to have complied with any of the administrative measures required by the Construction Regulations in preparation for the construction project or any physical preparations necessary in terms of the Act;
 - have failed to implement or maintain their health and safety plan;
 - have executed construction work which is not in accordance with their health and safety plan; or
 - act in any way which may pose a threat to the health and safety of any person(s) present on the site of the works or in its vicinity, irrespective of him/them being employed or legitimately on the site of the works or in its vicinity.

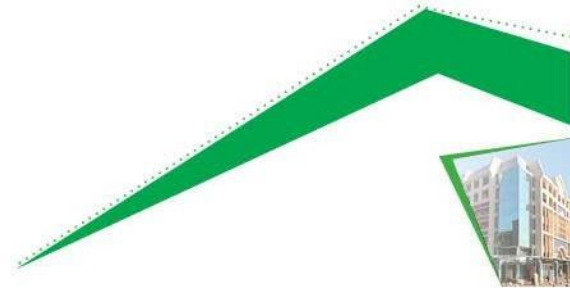
7.2 Principal Contractor

- a) The Principal Contractor shall accept the appointment under the terms and Conditions of Contract. The Principal Contractor shall sign and agree to those terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction. Annexure 2 of this construction regulation contains a

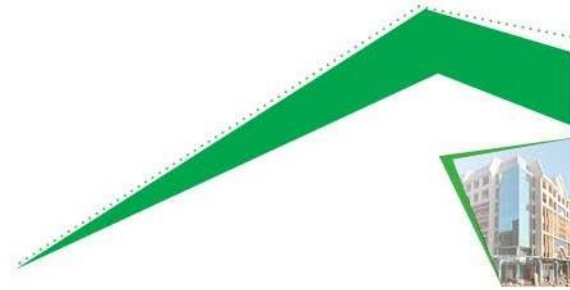


“Notification of Construction Work” form. The Principal Contractor shall submit the notification in writing prior to commencement of work and inform the Client or his Agent accordingly.

- b) The Principal Contractor shall ensure that he is fully conversant with the requirements of this Specification and all relevant health and safety legislation.
- c) The Principal Contractor will in no manner or means be absolved from the responsibility to comply with all applicable sections of the Act, the Construction Regulations or any Regulations proclaimed under the Act or which may perceivable be applicable to this contract.
- d) The Principal Contractor shall provide and demonstrate to the Client a suitable and sufficiently documented health and safety plan based on this Specification, the Act and the Construction Regulations, which shall be applied from the date of commencement of and for the duration of execution of the works. This plan shall, as appendices, include the health and safety plans of all Sub-contractors for which he has to take responsibility in terms of this contract.
- e) The Principal Contractor shall provide proof of his registration and good standing with the Compensation Fund or with a licensed compensation insurer prior to commencement with the works.
- f) The Potential Principal Contractor shall, in submitting his tender, demonstrate that he has made provision for the cost of compliance with the specified health and safety requirements, the Act and Construction Regulations. (Note: This shall have to be contained in the conditions of tender upon which a tenderer’s offer is based.)
- g) The Principal Contractor shall consistently demonstrate his competence and the adequacy of his resources to perform the duties imposed on the Principal Contractor in terms of this Specification, the Act and the Construction Regulations.



- h) The Principal Contractor shall ensure that a copy of his health and safety plan is available on site and is presented upon request to the Client, an Inspector, Employee or Sub-contractor.
- i) The Principal Contractor shall ensure that a health and safety file, which shall include all documentation required in terms of the provisions of this Specification, the Act and the Construction Regulations, is opened and kept on site and made available to the Client or Inspector upon request. Upon completion of the works, the Principal Contractor shall hand over a consolidated health and safety file to the Client.
- j) The Principal Contractor shall, throughout execution of the contract, ensure that all conditions imposed on his Sub-contractors in terms of the Act and the Construction Regulations are complied with as if they were the Principal Contractor.
- k) The Principal Contractor shall from time to time evaluate the relevance of the Health and Safety Plan and revise the same as required, following which revised plan shall be submitted to the Client and/or his/her Agent for approval.
- l) The Principal Contractor shall adhere to the consolidated COVID – 19 directions on health and safety in the workplace issued by the Minister in terms of the Regulation 4(10) of the National Disaster Regulations as well as the COID act. Ensure that you provide the Department with proof that the requirements stipulated on these Regulations as the Employer have been met. Ensure that training is conducted on the requirements on health and safety in relation to COVID-19 in the work place.**



7.3 Contractor / sub-contractor

The contractor must demonstrate to the Principal Contractor that he has the necessary competencies and resources to perform the construction work safely.

Acceptance by the Principal Contractor of the contract with Public Works and Infrastructure shall constitute acknowledgement that the Principal Contractor has familiarized him/herself with the contents of the OHSE Spec and that he/she will comply with all its obligations in respect thereof. Due to fact that this document is based on legislative requirements, the Client requires that all Contractors comply with the requirements of this document and all other relevant legislative requirements not covered by this document.

The Client or its duly appointed Construction H&S Agent reserves the right to stop any Principal Contractor or Sub-Contractors from working whenever Safety, Health or Environmental requirements are being violated as required by regulation 5(1)(q). Any resultant costs of such work stoppages will be for the relevant Contractor's account.

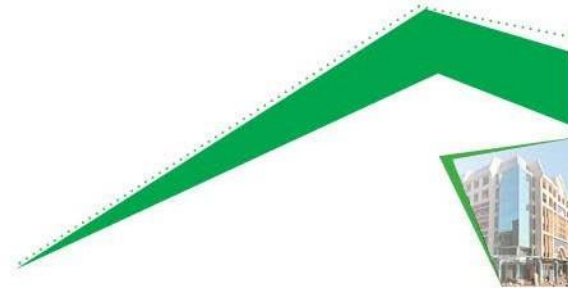
The requirements as specified by the Client in this document must not be deemed to be exhaustive and the Client reserves the right to make changes as and when the Client deems fit to address issue of OHSE Compliance.

The Client will not entertain any claim of any nature whatsoever which arises as a result of costs incurred or delays being experienced due to the Contractor not complying with the requirements of this document and/or any other applicable legislative requirements imposed on the Contractor.

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 contract. Such a subcontract shall require that the subcontractor:

co-operate with the contractor as far as is necessary to enable both the contractor and subcontractor to comply with the provisions of the Act; and

- as far as is reasonably practicable, promptly provide the contractor with any information which might affect the health and safety of any person at work carrying out work or any person who might be affected by the work of such a person at work or which might justify a review of the health and safety plan.



The contractor shall provide any sub-contractor who is submitting a tender or appointed to perform a sub-contract falling within the scope of the contract, with the relevant sections of this specification and the health and safety specification.

The contractor shall discuss and negotiate with each subcontractor performing construction work the subcontractor's health and safety plan and approve that plan for implementation.

The contractor shall take reasonable steps as are necessary to ensure that:

- potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;
- each subcontractor is registered and in good standing with the compensation fund or with a licensed compensation insurer prior to their performance of work on site;
- all the subcontractor's employees have a valid medical certificate of fitness specific to the construction work which are to be performed which is issued by an occupational health and safety practitioner;
- all sub-contractors co-operate with each other to enable each of those sub-contractors to comply with the requirements of the Act and associated regulations;
- each subcontractor performing construction work has and maintains a health and safety file containing the relevant information described in 4.2.5; and
- each sub-contractor's health and safety plan is implemented and maintained.

The contractor shall conduct periodic document verifications and audits for compliance with the approved health and safety plan of each and every sub-contractor working on the site at intervals agreed upon with such subcontractors, but at least once per month.

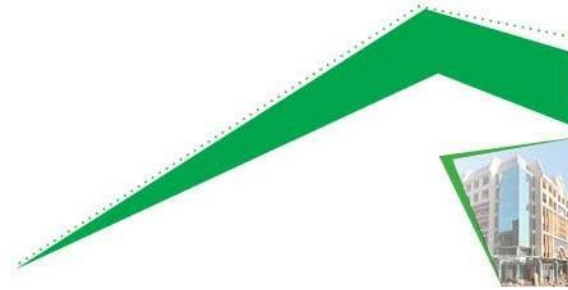
The contractor shall stop any subcontractor from executing construction work which is not in accordance with the contractor's or subcontractor's health and safety plan for the site or which poses a threat to the health and safety of persons.

The contractor shall ensure that where changes to the works occur including design changes, sufficient health and safety information and appropriate resources are made available to subcontractor to execute the work safely.

The contractor shall ensure that:

- every subcontractor is registered and in good standing with the compensation fund or with a licensed compensation insurer prior to work commencing on site;
- potential subcontractors submitting tenders have made provision for the cost of health and safety measures during the construction process; and
- every subcontractor has in place a documented health and safety plan prior to commencing any work on site which falls within the scope of the contract.

The contractor shall receive, discuss and approve health and safety plans submitted by subcontractors.



The contractor shall ensure that all subcontractors are informed regarding any hazard as stipulated in the risk assessment before any work commences, and thereafter at such times as may be determined in the risk assessment.

The contractor shall reasonably satisfy himself that all employees of subcontractors are informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the risk assessment.

The contractor shall satisfy himself and ensure that all subcontractor employees deployed in the site are:

- informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the risk assessment; and
- issued with proof of health and safety induction training issued by a competent person and carry proof such induction when working on site.

The contractor shall undertake a risk assessment together with subcontractors whenever subcontractors are working in close proximity to other subcontractors particularly activities involve excavations, the moving of earth, the movement of heavy machinery and working at heights

7.4 Construction supervisors

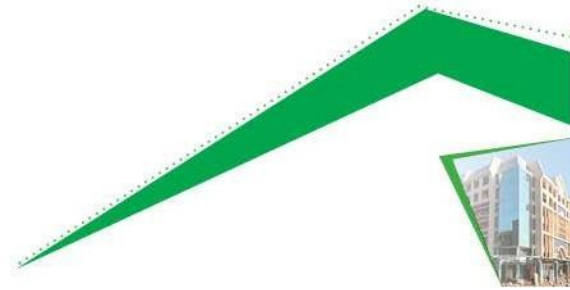
The construction manager shall in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.

A contractor shall after considering the size of the project and if considered necessary, appoint in writing one or more competent employees for different sections of the work to assist the construction supervisor.

7.5 Competent persons

The contractor shall appoint in writing competent persons to supervise or inspect, as relevant, any of the following:

- formwork and support work operations;
- excavation work;
- demolition work;
- scaffolding work operations;
- suspended platform work operations;
- material hoists;
- bulk mixing plants;
- temporary electrical installations;



- the stacking and storage of articles on the site; and
- fire equipment.

The contractor shall appoint in writing competent persons to:

- induct employees in health and safety; and
- prepare and update as necessary a fall protection plan and to provide the construction manager with a copy of the latest version of such plan.

7.6 Appointment of a Fulltime/ Part time Safety Officer

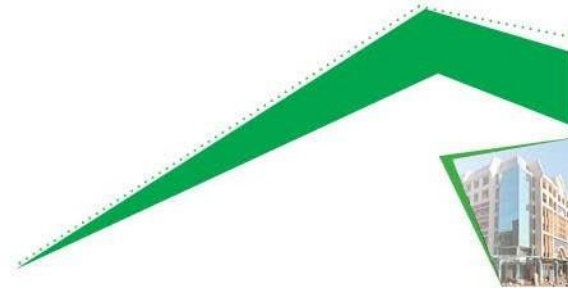
The Principal Contractors will have to appoint a competent Construction H&S Officer as per the following criteria;

- 7.6.1 Number of employees onsite between 30 but below 50 – Part Time Safety Officers shall be appointed and will be onsite at least 2 days a week. This will mostly depend on the risk that the scope of work entails.*
- 7.6.2 Number of employees above 50 – Fulltime Safety Officer should be appointed.*
- 7.6.3 Should the project require a Construction Work Permit – a Fulltime Safety Officers should be appointed irrespective of the number of employees on site.*
- 7.6.4 Or work to be conducted is height work a full time safety officer should be appointed irrespective of number of employees on site.*

Further to the above criteria, should the Client or its Representative having considered the risks present and lack of compliance to the Occupational Health and Safety Act, Act 85 of 1993 and its applicable Regulations the Client or its Representative may issue an instruction that a Part/ Full Time Construction Health and Safety Officer must be appointed, such a requirement will have to be met. Taking the Risk associated with this project into consideration it is deemed that a full time Safety Officer needs to be appointed and be present on site at all times.

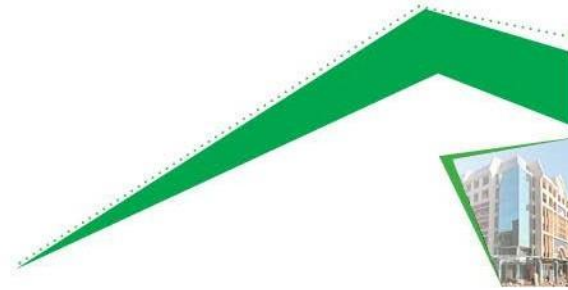
7.7 Construction Health & Safety Agent (SACPCMP)

The construction Health & Safety Agent act as a link between the client, Principal Contractor and the project team members with respect to health & Safety, they are Required to ensure that the client carry out its H&S responsibilities in terms of Legislation as well as to co-ordinate and ensure good H&S practices are maintained Throughout the duration of the project. In many cases this role starts from project Initiation to project close-out.



- a) H&S competence: In the event that the client is unable to satisfy the requirements of the Construction Regulations for whatever reasons, the construction H&S agent may be appointed to perform these functions on behalf of the client. Given the need to appoint a registered construction H&S agent that is competent and adequately resourced with respect to H&S matters.
- b) H&S goals: It is important that the construction H&S agents demonstrate clearly to clients how they are going to contribute to the achievement of any client H&S goals and objectives. They should also set their own H&S goals.
- c) H&S responsibilities: Prior to accepting the H&S agent appointment from clients, H&S agents need to ensure that they brief clients fully on the client's particular responsibilities in terms of the OH&SA of 1993 and Construction Regulations as amended from time to time. In the absence of acceptance by clients of these responsibilities, H&S agents will not be able to adequately meet their own H&S responsibilities and duties.
- e) H&S information: H&S agents must provide the designer or design team with all H&S information to enable them to conduct a design HIRA to identify the significant hazards that need to be included in the H&S specification. This information may be gathered from multiple sources such as, for example, discussion with the client, previous historical use of the site or facility, previous surveys and investigations and past H&S files.
- f) The employer's health and safety agent shall:
 - a. audit the contractor's compliance with the requirements of this specification prior to the commencement of any physical construction activities on the site;
 - b. accept or reject the contractor's health and 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 this specification;
 - e. visit the site at regular intervals to conduct site inspections, and based upon such visits issue, wherever necessary, Improvement Notices, Contravention Notices and Prohibition Notices, to the contractor or any of the contractor's subcontractors with a copy to the contract manager and, where relevant, to the contractor.
- g) The contractor shall invite the employer's health and safety agent to audit compliance with the requirements of this specification before commencing with any physical construction activity on the site.
- h) Other duties of a H&S is to ensure that, where applicable, the following is attended to:

1. **Application for a Construction Work Permit Number (as per DoL Chief Inspector, July 2018).**



A client who intends to have construction work carried out, must at least 30 days before that work is to be carried out **apply to the provincial director in writing for a construction work permit to perform construction work** if the intended construction work starts on or after the 7th of August 2018 and exceeds 365 days; will involve more than 3600 person days of construction work; or the works contract in of a value exceeding thirteen million rand or Construction Industry Development Board (CIDB) grading level 7.

The application for the Construction Work Permit Number as contemplated above shall be the responsibility of the client depending on the submission of all relevant documentation from the successful tenderer.

After the Provincial Director of Labour has issued a Construction Work Permit, the Client's or its duly appointed Construction H&S Agent will issue a letter advising the Project Leader and the Principal Agent to arrange the site handover meeting as all legislative requirements would have been complied with including as a copy of the construction permit to work.

2. Tenderer's responsibility:

The tenderer (meeting the above criteria) must ensure that they attach a certified copy of the **SACPCMP** Certificate for a Registered Construction Manager together with their OHSE Plans.

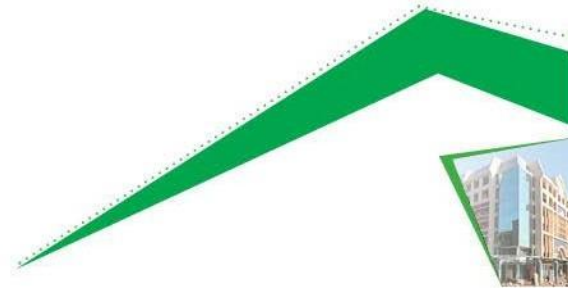
7.8 Responsibilities towards employees and visitors

7.8.1 The contractor shall as far as reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work which he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery which he is required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards or safe work procedures.

7.8.2 The contractor shall ensure that all employees under his or her control and the employees of his subcontractors who are performing construction work are:

- informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the risk assessment; and
- issued with proof of health and safety induction training issued by a competent person and carry proof of such induction when working on site.

7.8.3 The contractor shall cause a record of training to be kept which indicates the training dates, the names, identity numbers and job description of all those who



attended such training and the name, identity number and competence of the person who provided the training.

7.8.4 The contractor shall not allow or permit any employee to enter the site, unless such person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.

7.8.5 The contractor shall ensure that each visitor to a construction site, save where such visitor only visits the site office and is not in direct contact with the construction work activities:

7.8.5.1 undergoes health and safety instruction pertaining to the hazards prevalent on the site; and

7.8.5.2 is provided with the necessary personal protective equipment.

7.8.6 The contractor shall provide suitable on-site signage to alert workers and visitors to health and safety requirements. Such signage shall include but not be limited to:

7.8.6.1 unauthorized entrance prohibited;

7.8.6.2 signage to indicate what personal protective equipment is to be worn; and

7.8.6.3 activity related signs.

7.8.7 The contractor shall not permit any person who is or who appears to be under the influence of intoxicating liquor or drugs, to enter or remain at a workplace.

7.9 Design of temporary work

The contractor shall:

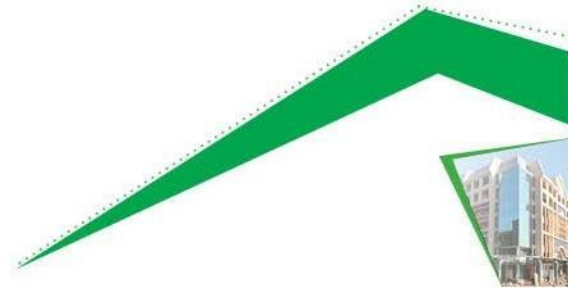
7.9.1 provide the health and safety agent with the names and contract particulars of the designers involved in the design of temporary works;

7.9.2 issue the designers with a copy of the health and safety specification as well as any pertinent information contained in the contract; and

7.9.3 provide the health and safety agent with certificates issued by the designer of the temporary works that such works are fit for purpose before such works are used in support construction activities

3. Notification of intention to commence construction work

- i. The contractor shall on sites where no construction work permit has been issued by the Provincial Director of the Department of Labour notify such director in writing using a form similar to that contained in Annexure 2 of the Construction Regulations issued in terms of the Act before construction work commences and retain proof of such notification in the health and safety file where the work



includes:

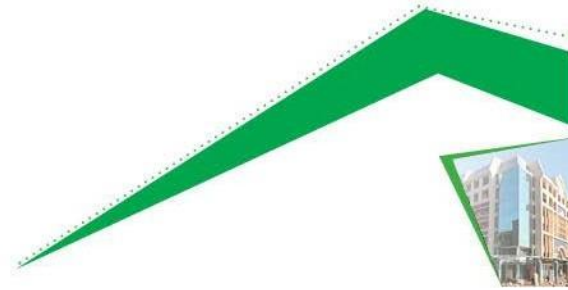
- a. excavation work;
 - b. working at height where there is a risk of falling;
 - c. the demolition of a structure;
 - d. the use of explosives; or
 - e. a single storey dwelling for a client who is going to reside in such dwelling upon completion
- ii. The contractor shall ensure that no work commences 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.
 - iii. The contractor shall ensure that no asbestos.

8. SCOPE OF WORK

See attached building specification.

9. PREPARING A HEALTH & SAFETY PLAN

- (a) The level of detail required for a H&S plan will depend on how complex the workplace is (in particular, the number of contractors at the workplace at any one time) and the risks involved in the work. The plan must be easily accessible in a construction site and it must be clearly understood by management, supervisors & workers on construction site.
- (b) The plan must be implemented, maintained and kept up to date during the construction of the project.
- (c) The principal contractor should prepare a H&S plan that includes
 - project information;
 - client requirements for H&S management on the project;
 - Environmental restrictions and existing on-site risks arrangements, imposed by others or developed by the principal contractor, to control significant site H&S risks; H&S file & project H&S review.
- (d) The H&S plan should include the following information:
 - details of the client, that is the person commissioning the construction work, for example their name, representative and contact details;
 - details of the principal contractor;
 - details of the construction project, for example address of the workplace, anticipated start and end date and a brief description of the type of construction



work that the H&S plan will cover;

- details on how subcontractors will be managed and monitored, including how the principal contractor intends to implement and ensure compliance with the

H&S plan such as checking on the performance of subcontractors and how non-compliance will be handled; and

- details on how the risks associated with falls, falling objects, moving plant, electrical work and all high risk construction work that will take place on a construction project will be managed.

(e) The H&S plan should also include information on:

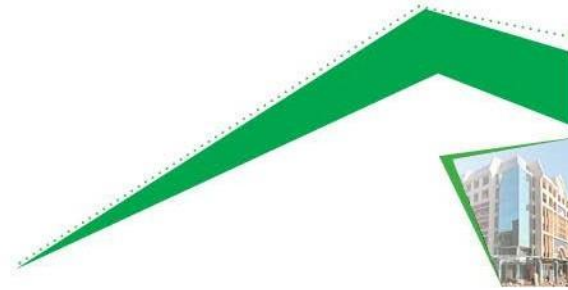
- the provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage;
- the safe use and storage of plant;
- the development of a construction project traffic management plan;
- obtaining and providing essential services information – electrical, gas, telecom, water and similar services;
- workplace security and public safety; and
- ensuring workers have appropriate licences and training to undertake the construction work.

(f) The H&S plan must contain:

- a general description of the type of work activities involved in the project and not just a description of the facility to be constructed;
- the project program or schedule details, including start and finish dates, showing principal activities;
- details of client, design team, principal contractor, subcontractors, and major suppliers; and
- extent and location of relevant existing records, surveys, site investigation and geotechnical reports, 'as-built' plans, H&S files.

10. HEALTH AND SAFETY FILE

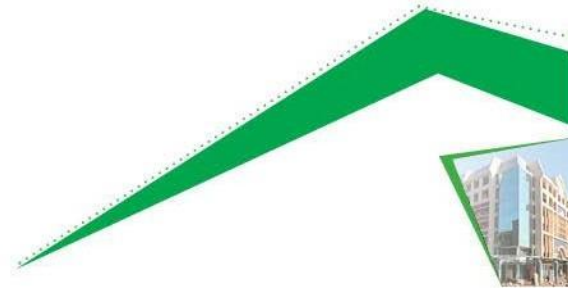
- a) The H&S file is a document prepared by the principal contractor containing important project H&S information for use by the owner of the completed structure after construction has been completed.
- b) The principal contractor is responsible for producing an H&S file. It contains important project H&S information for use by the owner of the completed structure after construction has been completed. It is essential that the process of compiling the file commences as early as possible to ensure sufficient time to gather the required information.



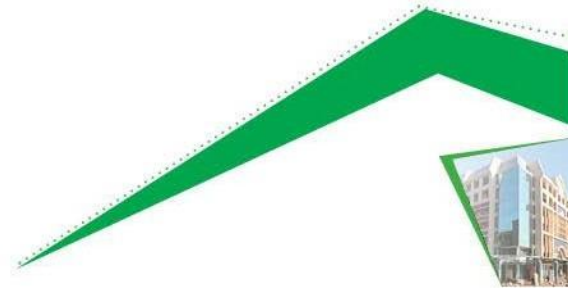
- c) The Principal Contractor must, in terms of Construction Regulation 7(7), keep a Health & Safety File on site at all times that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor and the agreements between the parties and details of work being done. A more detailed list of documents and other legal requirements that must be kept in the Health & Safety File.
- d) The contractor must ensure that the client's format and layout of the H&S file is adhered to. The contractor must identify the responsible person that will prepare the H&S file and who will be responsible for the drafting of as-built drawings. The contractor must establish procedures:
- e) The Health and Safety File will remain the property of the Client and/or its Agent on its behalf throughout the period of the project and shall be consolidated and handed over to the Client and/or its Agent on its behalf at the time of completion of the project.
- f) The contractor shall establish and maintain on site a health and safety file which contains copies, as relevant of:

the following documents which shall be placed in the file prior to commencing with physical construction activities:

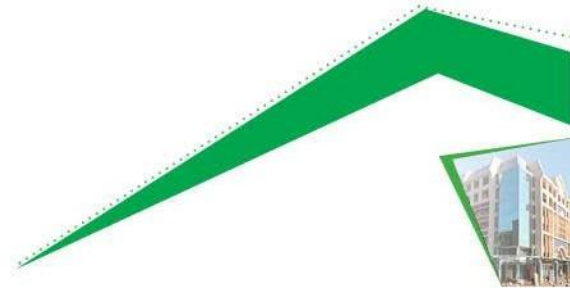
- copy of the contraction work permit issued in terms of the Construction Regulations 2014;
- the contractor's health and safety policy, signed by the chief executive officer, which outlines the contractor's objectives and how they will be achieved and implemented by the contractor;
- copies of all risk assessments that were conducted.
- the notification made to the Provincial Director of Labour, and if relevant, the notification of the person who supplies or contracts or agrees to supply electricity to that electrical installation;
- the letters of appointment, as relevant, together with a brief curriculum vita (CV) of:
 - the construction manager and any assistant construction managers;
 - the construction health and safety manager
 - the construction health and safety officer
- the risk assessor who is tasked to perform the risk assessments; and
- the registered person responsible for the electrical installation covered by the Electrical Installations Regulations;
- the authorized persons responsible for gas appliances, gas system gas reticulation system covered by the Pressure Equipment Regulations;



- a copy of the certificate of registration of the registered person responsible for the electrical installation covered by the Electrical Installations Regulations;
- the approval of the design of the part of an electrical installation which has a voltage in excess of 1 kV by a person deemed competent in terms of the Electrical Installations Regulations;
- proof of registration of the electrical contractor who undertakes the electrical installation in terms of the Electrical Installations Regulations;
- the preliminary hazard identification undertaken by a competent person;
- the organogram which outlines the roles of the construction supervisor's assistants and safety officers; and
- the contractor's health and safety plan;
- the emergency procedures;
- the procedure for the issuing and replacement of lost, stolen, worn or damaged personal protective clothing and equipment; and
- proof that the contractor and all the subcontractors are registered and in good standing with the compensation fund or with a licensed compensation insurer relevant to the type of work performed;
- the following documents, as relevant, which shall be placed in the file after construction activities have commenced;
- the letters of appointments, if relevant, together with a brief curricula vita (CV) of:
 - persons who are required to assist the construction supervisor;
 - construction supervisor for the site in respect of construction work covered by the Construction Regulations;
 - competent persons;
 - assistants of construction supervisor; and
 - designers of temporary works.
- any revisions to the organogram which outlines the roles of the construction supervisor's assistants and safety officers;
- each and every subcontract agreement and each and every subcontractor's approved health and safety plan;
- proof that every subcontractor is registered and in good standing with the compensation fund or with a licensed compensation insurer relevant to the type of work performed;
- proof of all subcontractor's induction training whenever it is conducted;
- copies of the minutes of the contractor's subcontractor's health and safety meetings;
- copies of each of the contractor's subcontractors' health and safety policy, signed by the chief executive officer, which outlines the contractor's objectives and how they will be achieved and implemented by the contractor;
- the health and safety plans of all the contractor's subcontractors who are required to provide such plans;
- copies of the fall protection plan and each revision thereof;
- a comprehensive and updated list of all the subcontractors employed on site by the contractor, indicating the type of work being performed by such sub-contractors;



- the outcomes of the monthly audits for compliance with the approved health and safety plan of each and every sub-contractor working on the site;
- any report made to an inspector by the health and safety committee;
- the minutes of all health and safety meetings and any recommendations made to the contractor by the health and safety committee;
- the findings of all audit reports made regarding the implementation of the contractor's or a subcontractor's health and safety plan;
- the inputs of the safety officer, if any, into the health and safety plan;
- details of induction training conducted whenever it is conducted including the list of attendees;
- proof of the following where suspended platforms are used:
 - a certificate of system design issued by a professional engineer, professional certificated engineer or a professional engineering technologist;
 - proof of competency of erectors, operators and inspectors;
 - proof of compliance of operational design calculations with requirements of the system design certificate;
 - proof of performance test results;
 - sketches indicating the completed system with the operational loading capacity of the platform;
 - procedures for and records of inspections having been carried out;
 - procedures for and records of maintenance work having been carried out;
 - proof that the prescribed documentation has been forwarded to the provincial director;
- letters of appointments for competent persons to supervise the activities which law requires to be so supervised;
- a copy of risk assessments made by competent persons;
- records of the register of inspections made by a competent person immediately before and during the placement of concrete or any other load on formwork;
- the names of the first aiders on site and copies of the first aid certificates of competency;
- the names of the persons who are in possession of valid certificate of competency in first aid and copies of such certificates;
- medical certificates of fitness for the contractor's and subcontractors' employees specific to the construction work to be performed and issued by an occupational health and safety practitioner:
 - details of all incidents together with the Contractor's investigative report on such incident;
 - the record of inspections carried out by the designers of structures to ensure compliance with designs; and
- any other documentation required in terms of regulations issued in terms of the Act including a record of all drawings, designs, materials used and other similar information concerning the completed structure;



- The health and safety file shall be made available for inspection by any inspector, subcontractor, the contract manager, the employer's health and safety agent or employee of the contractor upon the request of such persons.
- The health and safety file shall be updated to ensure that its contents always reflect the latest available information.
- The contractor shall hand over a copy of the health and safety file to the employer's health and safety agent upon completion of the contract and if relevant, a certificate of compliance accompanied by a test report for the electrical installation in accordance with the provisions of the Electrical Installation Regulations.

11. OH&S GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OH&S PERFORMANCE

The Principal Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report on this to the Client and/or its Agent on its behalf on a monthly basis.

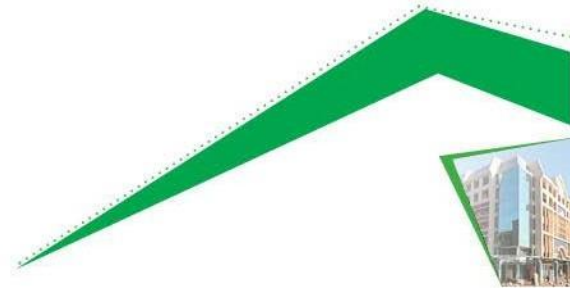
11.1 IDENTIFICATION OF HAZARDS AND DEVELOPMENT OF RISK ASSESSMENTS, STANDARD WORKING PROCEDURES (SWP) AND METHOD STATEMENTS

The Principal Contractor is required to develop Risk Assessments, Standard Working Procedures (SWP) and Method Statements for each activity executed in the contract or project.

The identification of hazards is over and above the hazards identification programme and those hazards identified during the drafting of the Health and Safety Plan.

11.1.1 Monthly Audit by Client and/or its H&S Agent.

The Client and/or its H&S Agent on its behalf will be conducting Periodic Audits at times agreed with the Principal Contractor Audit to comply with Construction Regulation 4(1)(d) to ensure that the principal Contractor has implemented, is adhering to and is maintaining the agreed and approved OH&S Plan.



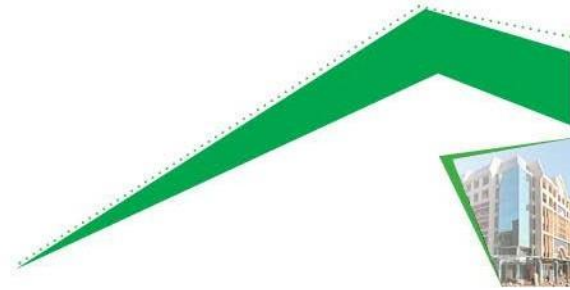
- a) A representative of the Principal Contractor and the relevant Health and Safety Representative(s) (SHE-Reps) must accompany the Client and/or its Agent on its behalf on all Audits and Inspections and may conduct their own audit/inspection at the same time. Each party will, however, take responsibility for the results of his/her own audit/inspection results. The Client and/or its Agent on its behalf may require to be handed a copy of the minutes of the previous Health and Safety Committee meeting reflecting possible recommendations made by that committee to the Employer for reference purposes.

11.1.2 Health & Safety incident/accident reporting & investigations

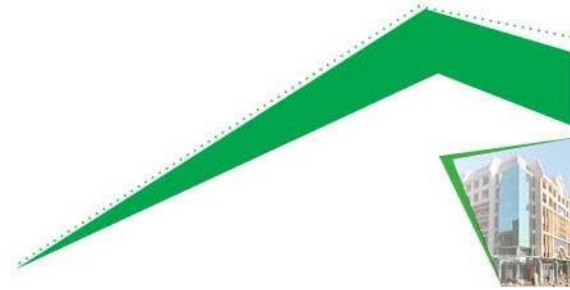
- a) The Principal Contractor shall report all incidents where an employee is injured on duty to the extent that he/she:
- i. dies
 - ii. becomes unconscious
 - iii. loses a limb or part of a limb
 - iv. is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed

OR where:

- i. a major incident occurred
- ii. the health or safety of any person was endangered
- iii. where a dangerous substance was spilled
- iv. the uncontrolled release of any substance under pressure took place



- v. machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects
 - vi. Machinery ran out of control, to the Provincial Director of the Department of Labour within seven days and at the same time to the Client and/or its Agent on its behalf.
- b) The Principal Contractor is required to provide the Client and/or its Agent on its behalf with copies of all statutory reports required in terms of the Act and the Regulations.
- c) The Principal Contractor is required to provide the Client and/or its Agent on its behalf with a monthly “SHE Risk Management Report”.
- d) The Principal Contractor is required to provide a.s.a.p. the Client and/or its Agent on its behalf with copies of all internal and external accident/incident investigation reports.
- The Principal Contractor is responsible to oversee the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she/they had to receive first aid or be referred for medical treatment by a doctor, hospital or clinic. (General Administrative Regulation 9)
- (a) The results of the investigation to be entered into the Accident/Incident Register listed above. (General Administrative Regulation 9)
- (b) The Principal Contractor is responsible for the investigation of all non-injury incidents as described in Section 24 (1) (b) & (c) of the Act and keeping a record of the results of such investigations including the steps taken to prevent similar incidents in future.



- (c) The Principal Contractor is responsible for the investigation of all accidents relating to the construction site and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.
- (d) Notwithstanding the requirements of Section 24 of the Act, ALL incidents shall be investigated and reported on in writing, irrespective of whether such incident gave rise to injury or damage.
- Determine the underlying H&S deficiencies and other contributory factors
 - Identification of corrective/preventative actions and continual improvement
 - Communicating the outcome/results and documenting the events of the investigation.

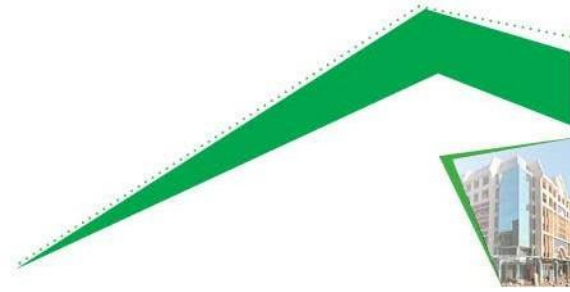
(e) Reporting of Near-Misses

- Department of Public Works and Infrastructure views the reporting of near misses as a critical component in creating a positive health and safety awareness culture on site.
- Department of Public Works and Infrastructure retains the right to enforce the reporting of nearmisses within 24 hours of occurrence.

12. Review

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

The Principal Contractor must provide the Client and/or its Agent on its behalf, other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.



12.1 Site Rules and other Restrictions

a) Site OH&S Rules

The Principal Contractor must develop a set of site-specific OH&S rules that will be applied to regulate the Health and Safety Plan and associated aspects of the construction. When required for a site by law, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary.

b) Security Arrangements

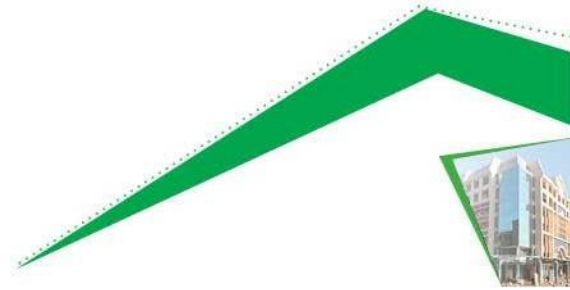
The Principal Contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must include the rule that non-employees shall at all times be provided with fulltime supervision while on site. The Principal Contractor must develop a set of Security rules and procedures and maintain these throughout the construction period.

If not already tasked to the H&S Officer appointed in terms of Construction Regulation, the Principal Contractor must appoint a competent person who must develop contingency plans for any emergency that may arise on site as indicated by the risk assessments.

12.1.1 Appointment of Health & Safety Representatives

a) H&S Representatives ('SHE – Reps')

Where the Principal Contractor employs more than 20 persons (including the employees of other Contractors (sub-contractors) he has to appoint one H&S Representatives for every 50 employees or part thereof. (Section 17 of the Act and General Administrative Regulation 6. & 7.)



H&S Representatives must be appointed in writing and the designation shall be in accordance with the Collective Agreement as concluded between the parties as is required in terms of General Administration Regulation 6.

12.1.2 Duties and Functions of the H&S Representatives

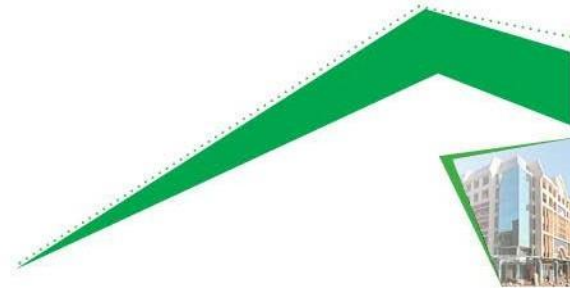
The contractor shall appoint in writing one health and safety representative for every 20 employees working on the site to:

- conduct at least a weekly inspection of their respective areas of responsibility using a checklist developed by a Principal Contractor.
- review the effectiveness of health and safety measures;
- identify potential hazards and potential major incidents;
- in collaboration with his employer, examine the causes of incidents;
- investigate complaints by any employee of the contractor relating to that employee's health or safety on the site;
- make representations to the contractor on matters arising from a), b), c) or d) or on general matters affecting the health or safety of the employees at the workplace;
- inspect the site with a view to, the health and safety of employees, at regular intervals;
- participate in consultations with inspectors at the workplace and accompany inspectors on inspections of the workplace; and
- participate in any internal health or safety audit.

The report must be consolidated and submitted to the Health & Safety Committee.

H&S Representatives must form part of the incident/accident investigating team.

The contractor shall provide the health and safety representatives with the necessary assistance, facilities and training to carry out the functions established above.



12.1.3 Establishment of H&S Committee(s)

- The Principal Contractor must establish H&S Committees consisting of designated H&S Representatives together with a number of Employers Representatives appointed as per Section 19(3) that are not allowed to exceed the number of H&S Representatives on the committee.
- The persons nominated by the employer on a H&S Committee must be designated in writing for such period as may be determined by him. The H&S Committee shall co-opt advisory (temporary) members and determine the procedures of the meetings including the chairmanship.
- The H&S Committee must meet minimum monthly and consider, at least, an agreed Agenda for the first meeting. Thereafter the H&S Committee shall determine its own procedures.

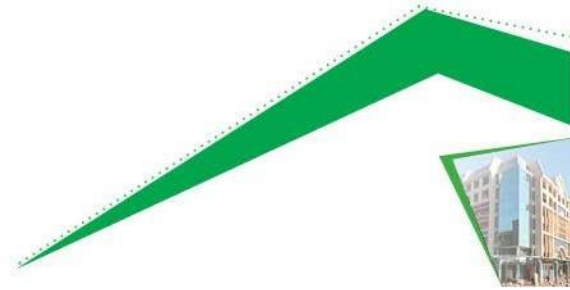
12.1.4 Training & Awareness

The contents and syllabi of all training required by the Act and Regulations including any other related or relevant training as required must be included in the Principal Contractor's Health and Safety Plan and Health and Safety File.

a) Training & Induction

All employees performing work or task on site that potentially impact on H&S must be competent & have the necessary appropriate education, training & experience.

All the training must be closely aligned with the risk profile of the project; procedures must be put in place to ensure that all workers are aware of the consequences of their work activities & benefits of improved H&S performance.



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

b) Site Specific Induction Training

All employees of the Principal and other Contractors must be in possession of Site Specific Occupational Health and Safety Induction or other qualifying training.

c) Other Training

All operators, drivers and users of construction vehicles, mobile plant and other equipment must be in possession of valid proof of training.

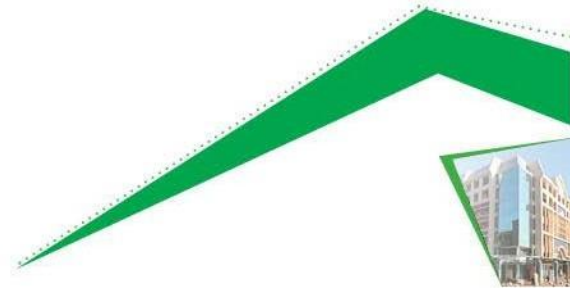
d) Copy of the Act

The contractor shall ensure that a copy of the Act and relevant regulations is available on site for inspection by any person engaged in any activity on the site.

13. PROJECT/SITE SPECIFIC REQUIREMENTS

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

- a) Clearing & grubbing the area/site
- b) Site establishment
- c) Dealing with existing structures
- d) Location of existing services
- e) Boundary & Access control/Public liability exposures
- f) Protection against heat exhaustion, dehydration, wet & cold conditions
- g) Dealing with HIV & aids other related diseases



- h) Use of portable electrical & explosive tools
- i) Any Excavation work
- j) Any welding work
- k) Loading & offloading of trucks
- l) Driving & operations of Construction vehicles & mobile plant
- m) Temporal works and
- n) Construction work as defined in the construction regulation 2014

14. OUTLINED DATA, REFERENCES AND INFORMATION ON CERTAIN AND/OR SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE COMPLIANCE

Administrative & Legal Requirements

OHS Act Section/ Regulation	Subject	Requirements
Construction. Regulation	Notice of carrying out Construction work	- Department of Labour notified - Copy of Notice available on Site
General Admin. Regulation 4	Copy of OH&S Act (Act 85 of 1993)	- Updated copy of Act & Regulations on site. - Readily available for perusal by employees.
COID Act Section 80	Registration with Compensation Insurer.	Written proof of registration/Letter of good standing available on Site
Construction. Regulation 5(1)	H&S Specification & Programme	- H&S Spec received from Client and/or its Agent on its behalf - OH&S programme developed & updated regularly
Section 8(2)(d) Construction. Regulation 9	Hazard Identification & Risk Assessment	- Hazard Identification carried out/Recorded - Risk Assessment and – Plan drawn up/Updated - RA Plan available on Site - Employees/Sub-Contractors informed/trained
Section 16(2)	Assigned duties (Managers)	Responsibility of complying with the OH&S Act assigned to other person/s by CEO.
Construction. Regulation 8(1)	Designation of Person Responsible on Site	- Competent person appointed in writing as - Construction Supervisor with job description
Construction. Regulation 8(2)	Designation of Assistant for above	- Competent person appointed in writing as - Assistant Construction Supervisor with job description
Section 17 & 18 General Administrative Regulations 6 & 7	Designation of Health & Safety Representatives	- More than 20 employees - one H&S Representative, one additional H&S Rep. for each 50 employees or part thereof. - Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7 - Meaningful H&S Rep. reports. - Reports actioned by Management.
Section 19 & 20 General Administrative Regulations 5	Health & Safety Committee/s	- H&S Committee/s established. - All H&S Reps shall be members of H&S Committees - Additional members are appointed in writing. - Meetings held monthly, Minutes kept. - Actioned by Management.
Section 37(1) & (2)	Agreement with Mandatories/ (Sub-)Contractors	- Written agreement with (Sub-)Contractors - List of Subcontractors displayed. - Proof of Registration with Compensation Insurer/Letter of Good Standing - Construction Supervisor designated - Written arrangements re. - H&S Reps & H&S Committee - Written arrangements re. First Aid



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Section 24 & General Admin. Regulation 9 COIDA Act Sect.38, 39 & 41	Reporting of Incidents (Dept of Labour)	• Incident Reporting Procedure displayed. • All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1) (WCL 1 or 2) and to the Client and/or its Agent on its behalf • Cases of Occupational Disease Reported • Copies of Reports available on Site • Record of First Aid injuries kept
General Admin. Regulation 9	Investigation and Recording of Incidents	• All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. • Copies of Reports (Annexure 1) available on Site • Tabled at H&S Committee meeting • Action taken by Site Management.
Construction. Regulation 10	Fall Prevention & Protection	• Competent person appointed to draw up the Fall Protection Plan • Proof of appointee's competence available on Site • Risk Assessment carried out for work at heights • Fall Protection Plan drawn up/updated • Available on Site
General Safety Regulation 8(1)(a)	Designation of Stacking & Storage Supervisor.	• Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage • Written Proof of Competence of above appointee available on Site
Construction. Regulation 29 Environmental Regulation 9	Designation of a Person to Co-ordinate Emergency Planning And Fire Protection	• Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures • Emergency Evacuation Plan developed: • Drilled/Practiced • Plan & Records of Drills/Practices available on Site • Fire Risk Assessment carried out • All Fire Extinguishing Equipment identified and on register. • Inspected weekly. Inspection Register kept • Serviced annually



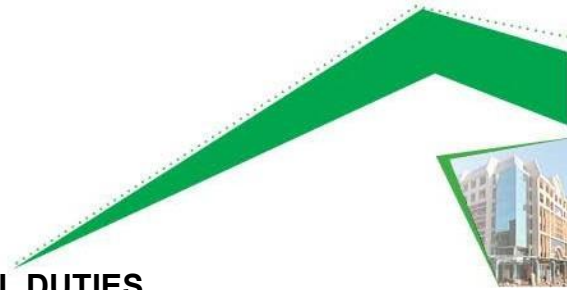
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General Safety Regulation 3

First Aid

PUBLIC WORKS & INFRASTRUCTURE

		• Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed) • First Aid freely available • Equipment as per the list in the OH&S Act. • One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed) • List of First Aid Officials and Certificates • Name of person/s in charge of First Aid box/es displayed. • Location of First Aid box/es clearly indicated. • Signs instructing employees to report all • Injuries/illness including first aid injuries
General Safety Regulation 2	Personal Safety Equipment (PSE)	• PSE Risk Assessment carried out • Items of PSE prescribed/use enforced • Records of Issue kept • Undertaking by Employee to use/wear PSE • PSE remain property of Employer, not to be removed from premises GSR 2(4)
General Safety Regulation 9	Inspection & Use of Welding/Flame Cutting Equipment	• Competent Person/s with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment • Written Proof of Competence of above appointee available on Site • All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately • Equipment identified/numbered and entered into a register • Equipment inspected weekly. Inspection Register kept • Separate, purpose made storage available for full and empty vessels
General Safety Regulation 13A	Inspection of Ladders	• Competent person appointed in writing to inspect Ladders • Ladders inspected at arrival on site and weekly thereafter. Inspections register kept • Application of the types of ladders (wooden, aluminium etc.) regulated by training and inspections and noted in register
General Safety regulation 13B	Ramps	• Competent person appointed in writing to supervise the erection & inspection of Ramps. Inspection register kept. • Daily inspected and noted in register



15. THE PRINCIPAL CONTRACTOR'S GENERAL DUTIES

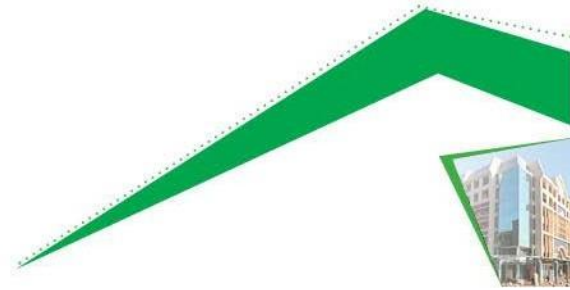
i. General

- The Principal Contractor shall at all times ensure his status of an “employer” as referred to in the Act, and will abide by his/her responsibilities, duties and functions as per the requirements of the Act and Regulations with specific reference to Section 8 of the Act.
- The Principal Contractor shall keep, and on demand make available, a copy of the Act on site at all times and in addition to that he/she will introduce and maintain a file titled “Health and Safety File”, or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations. He/she will make this file available to the client or his representative whenever necessary or on request to an interested party.
- The project under control of the Principal Contractor shall be subject to periodic health and safety audits that will be conducted by the client at intervals agreed upon between the Principal Contractor and the client, provided such intervals will not exceed periods of one month.
- The Principal Contractor is to ensure that he/she and all persons under his control on the construction site shall adhere to the above specifications.
- The Principal Contractor should note that he/she shall be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to the above Health and Safety Specifications and the Health and Safety Plan based on these specifications.

ii. Personal protective equipment and clothing

The contractor shall ensure that:

- all workers are issued with the necessary personal protective clothing;
- all workers are identifiable at all times by having the company for



- which they work for printed on the back or front of their overalls; and
- clear procedures are in place for the replacement of lost, stolen, worn or damaged personal protective clothing.

iii. Competent persons

The contractor shall appoint in writing competent persons to supervise or inspect, as relevant, any of the following:

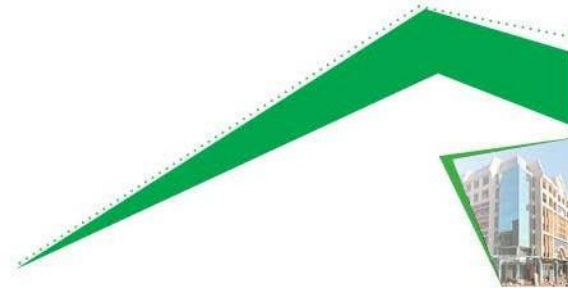
- formwork and support work operations;
- excavation work;
- demolition work;
- scaffolding work operations;
- suspended platform work operations;
- material hoists;
- bulk mixing plants;
- temporary electrical installations;
- the stacking and storage of articles on the site; and
- fire equipment.

The contractor shall appoint in writing competent persons to:

- induct employees in health and safety; and
- prepare and update as necessary a fall protection plan and to provide the construction manager with a copy of the latest version of such plan.

16. THE PRINCIPAL CONTRACTOR'S SPECIFIC DUTIES

The Principal Contractor's specific duties in terms of these specifications are detailed in the Construction Regulations as published under government notice 07 August 2014, stipulated in Section 7.



17. THE PRINCIPAL CONTRACTOR'S SPECIFIC RESPONSIBILITIES WITH REGARD TO HAZARDOUS ACTIVITIES

The following examples of activities are identifiable as hazardous in terms of the Construction Regulations. The contractor shall execute the activities in accordance with the following Construction Regulations and other applicable regulations of the Act:

- Fall protection
- Structures
- Excavation work
- Demolition work
- Scaffolding
- Construction vehicles & mobile plant.
- Water environments
- Housekeeping on construction sites
- Fire precautions on construction sites.

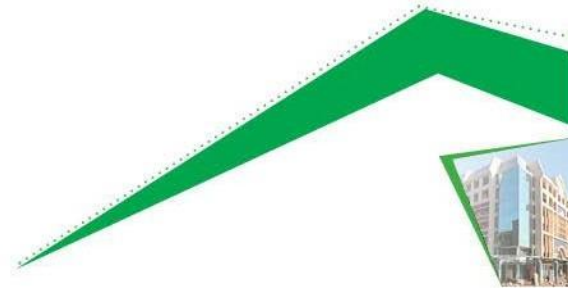
This list must not be taken to be exclusive or exhaustive! All of the above requirements will be read in conjunction with the relevant regulations and health and safety standards as required by the Act. All documents and records required by the Construction Regulations will be kept in the Health and Safety File and will be made available at any time when required by the client or his representative, or on request to an interested party.

18. GENERAL NOTES TO THE PRINCIPAL CONTRACTOR

i. Legal Framework

Part of legal obligations

The more important Acts and relevant subordinate/secondary legislation as well as other (inter alia Local Government) legislation that also apply to the State as well as to State owned buildings and premises: -



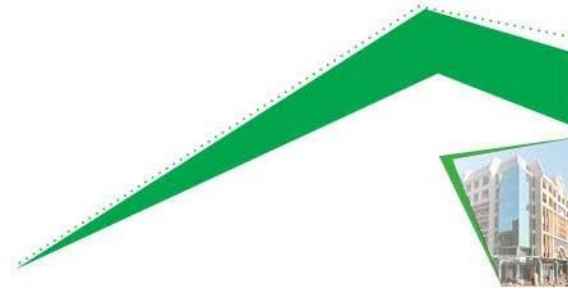
- a. The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises"
- b. The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority
- c. The Fire Brigade Services Act 1987, Act 99 of 1987 as amended
- d. The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SABS 0400)
- e. The Post Office Act 1958 (Act 44 of 1958) as amended
- f. The Electricity Act 1984, Act 41 of 1984
- g. The Regulations of Local Gas Board(s), including Publications of the SABS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4th October 1997
- h. Legislation pertaining to water usage and the environment
- i. Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.)
- j. Common Law

ii. General requirements

The contractor shall:

- a) create and maintain as reasonably practicable a safe and healthy work environment,
- b) execute the work in a manner that complies with all the requirements of the Act and all its associated regulations, and in so doing, minimize the risk of incidents occurring;
- c) conspicuously display any site specific number assigned to the construction site in terms of the Construction Regulations 2014 at the main entrance to the site; and
- d) respond to the notices issued by the employer's health and safety agent as follows:
 - 1) Improvement Notice: improve health and safety performance over time so that repeat notices are not issued;
 - 2) Contravention Notice: rectify contravention as soon as possible;

Prohibition Notice: terminate affected activities with immediate effect and only recommence activities when it is safe to do so



Note: Financial penalties can be applied should Contravention Notices be issued. This should be dealt under the sub heading "NON-CONFORMANCES" in the same document.

19. HOUSE KEEPING

Good housekeeping will be maintained at all times as per Construction Regulation No. 25. Poor housekeeping contributes to three major problems, namely, costly or increased accidents, fire or fire hazards and reduction in production. Good housekeeping will enhance production time.

In promotion of environmental control all waste, rubble, scrap etc, will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Principal Contractor will ensure that the matter is brought to record with the client or his representative, after which suitable, acceptable alternatives will be sought and applied.

Dross and refuse from metals, and waste matters or by-products whose nature is such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an inspector.

NOTE: No employer (Principal Contractor) shall require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of Health and Safety.

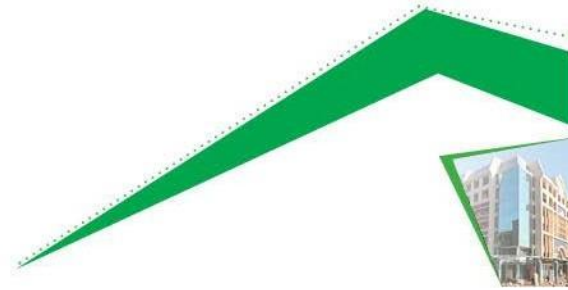
a) Facilities

The site establishment plan shall make provision for:

b) Dining room facilities

The contractor shall make provision for adequate dining room facilities for his employees on site.

c) Change rooms



The contractor shall make provision for adequate change rooms for his employees on site.

d) Ablution facilities

The contractor shall make provision for adequate ablution facilities for his employees on site.

These facilities shall be maintained by the contractor.

e) Smoking Areas

Designated smoking areas shall be established by Department of Public Works and Infrastructure .

f) Drinking Water Facilities

The provision of drinking water facilities shall be negotiated between the Contractor and Department of Public Works and Infrastructure.

a) Equipment Compliance Certificates

Before equipment is brought on site valid certificates of compliance issued by a competent person shall be presented. The equipment includes but shall not be limited to:

- i. lifting equipment and lifting tackle
- ii. power driven machinery
- iii. electrical equipment
- iv. testing and monitoring equipment

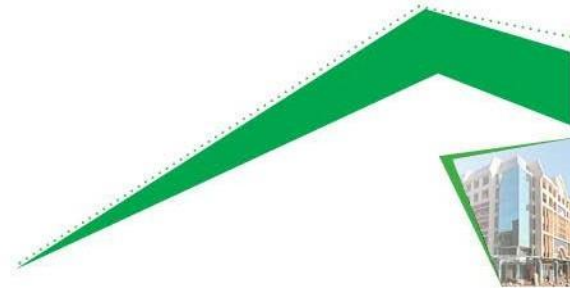
b) Barricading

All barricading shall be of the rigid type unless the use of non-rigid barricading has been approved in writing by the Department of Public Works and Infrastructure Project Manager. The contractors' barricading standard shall be included in the Health and Safety Plan.

Where more than one contractor is working on a site, the fixed barricading shall be clearly marked with the company's name, site contact person as well as the contact number/s.

c) Erection of Structures for Logistic Support

Prior to site establishment Department of Public Works and Infrastructure shall approve the contractor's site plan.



Department of Public Works and Infrastructure shall approve all structures erected for logistical support by the contractor. These structures include fences, workshops, tool sheds, offices, ablution facilities, etc.

d) Salvage Yard Management

Depending on the site specific arrangements and procedures, Department of Public Works and Infrastructure may provide the salvage yard and the resources to manage it.

The salvage yard management shall conform to safety, health and environmental requirements. The contractors are required to move the equipment from the place of work to the salvage yard.

e) Fall Arrest and Prevention Equipment

Approved fall prevention equipment shall be used at heights of less than 2.0 metres. Above heights of 2.0 metres fall prevention equipment shall include fall arrest Equipment. Users of fall arrest equipment shall, amongst other things be trained in what an appropriate load bearing point is for connecting fall prevention equipment.

Any deviation from this requirement shall be negotiated and agreed with Department of Public Works and Infrastructure in writing.

f) Hazardous Chemical Substances Waste Removal

Department of Public Works and Infrastructure shall provide a facility to collect all hazardous chemical waste material.

The contractor shall provide adequately marked and sealable containers to transport The hazardous chemical waste from the source to the approved Department of Public Works and Infrastructure disposal point.

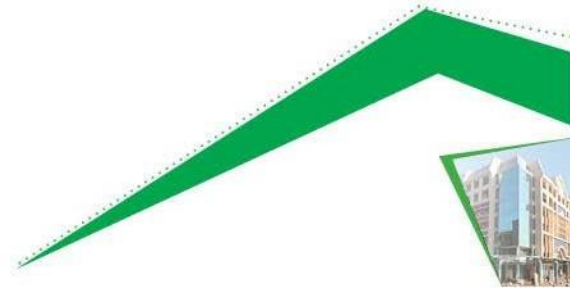
g) Personal Protective Equipment (PPE)

Personal protective equipment issued shall be specific to the risks associated with the work to be performed and specific to conditions on site and shall comply with South African National Standards (SANS) or similar.

20. LOCKOUT SYSTEMS

A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable.

Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before



commencing with any work or repairs.

21. IMPORTANT LISTS AND RECORDS TO BE KEPT

The following are lists of several records that are to be kept in terms of the Construction Regulations. The lists are:

- i. List of appointments
- ii. List of record keeping responsibilities
- iii. Inspection checklist

a) Contractor Risk Assessment Process

The risk assessment process shall include:

- 1) an evaluation of the method of the work to be conducted
- 2) the method statement on the procedure to be followed in performing the task shall be developed
- 3) the risk assessment will also include activities like:
 - i. Transportation of passengers and goods to and from site
 - ii. Site establishment
 - iii. Physical and mental capabilities of employees
 - iv. Others as may be specified.
- 4) the hazards as listed in the paragraph – Site Specific Health and Safety Hazards
- 5) a review plan for risk assessments shall provide for:
 - i. the quarterly review of all applicable risk assessments
 - ii. the review of an assessment if there is reason to believe that the previous assessment is no longer valid, or there has been a change in a process, work methods, equipment or procedures and working conditions
 - iii. Risk assessment/s to be reviewed if the outcome of incident investigations and audits etc. requires such action.

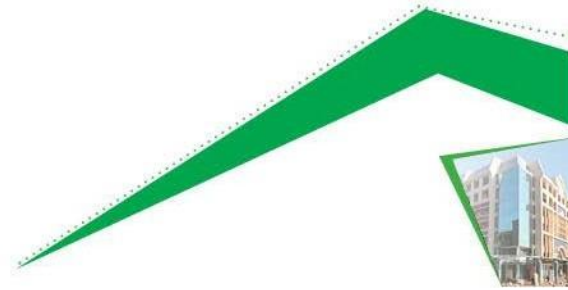
A pre - task risk assessment shall be conducted in writing on every task and be facilitated by the team leader. All risk assessments and pre-task risk assessments shall be filed and be available on site.

b) Risk Profile

All contractors shall submit a risk profile of the work to be conducted with their Health and Safety Plan.

c) Risk Based Inspection Program

The inspection programme shall be risk based. The inspection plan shall form part of the Health and Safety Plan.



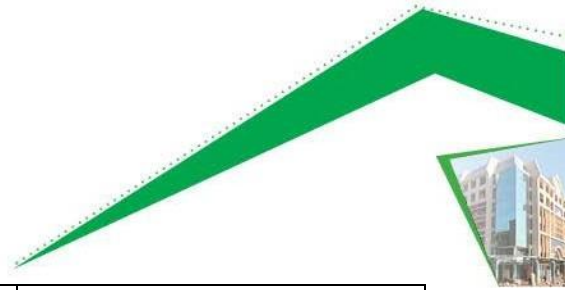
i. MEASUREMENT AND PAYMENT

The payment items for Occupational Health & Safety are contained in the Bill of Quantities. The same rules are applicable in respect of the pricing of these items as for every other payment item. Attention is drawn to the Pricing Instructions in this document.

ii. NON-CONFORMANCES

Should, at any time, the works, or part of the works, be stopped due to unsafe acts or non-compliance with the Clients or PCs H&S Plan; neither the PC nor any other Contractor shall have a claim for extension of time or any other compensation.

Minor: Penalty: R50/count	Medium: Penalty: R500/count and a non-conformance	Severe Penalty: R5000/count, a non-conformance and/or activity stoppage
Non-use of PPE supplied	Toilets not supplied or regularly serviced; lack of drinking water	Contractors working without Health and Safety Plan approval
Non completion of registers for plant and equipment on site	Contractors not audited	Workers transported in contravention of the OHS plan or legal requirements
Lack of H&S signage at work areas	Working without training or the appropriate, approved H&S method statements	Invalid Letters of Good Standing
Tools and equipment identified in poor condition during inspections	Legal non-conformances identified during the previous audit and not	Non-compliance with traffic accommodation requirements: layout or physical conditions



Minor: Penalty: R50/count	Medium: Penalty: R500/count and a non-conformance	Severe Penalty: R5000/count, a non-conformance and/or activity stoppage
	addressed within the agreed time frame	
	No monthly OHS report at site meeting to report on	Any serious breach of legal requirements
	No certificates of fitness for workers as required	
	Working without approved method statements	

4.8 Failure to Comply with Provisions

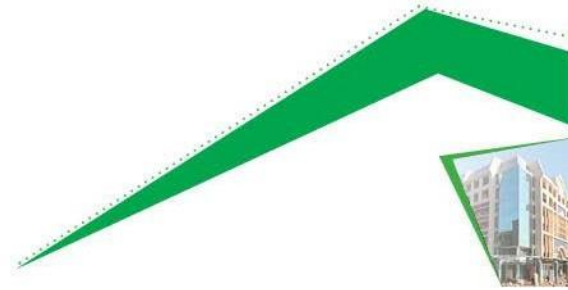
Failure or refusal on the part of the PC or their Contractors to take the necessary steps to ensure the safety of workers and the general public in accordance with these specifications or as required by statutory authorities or ordered by the engineer, shall be sufficient cause for the engineer to apply penalties as follows:

- (i) A penalty as shown in the Table above shall be deducted for each and every occurrence of non-compliance with any of the requirements of the H&S Specification.
- (ii) In addition a time-related penalty of R500,00 per hour over and above the fixed penalty may be deducted for non-compliance to rectify any non-conformance within the allowable time after a site instruction to this effect has been given by the Client's representative. The site instruction shall state the agreed time, which shall be the time in hours for reinstatement of the defects. Should the Contractor fail to adhere to this instruction, the time-related penalty shall be applied from the time the instruction was given.

The payment items for Occupational Health & Safety are contained in the Bill of Quantities. The same rules are applicable in respect of the pricing of these items as for every other payment item. Attention is drawn to the Pricing Instructions in this document.

iii. INSPECTIONS, FORMAL ENQUIRES AND INCIDENTS

1. The contractor shall inform the relevant safety representative:
 - 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 on the site.
2. The contractor shall record all incidents and notify the employer's health and safety



agent 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 incidence to an inspector of the department of labour and notify the Provincial Director of the Department of Labour of such incident within 7 days on the prescribed form.

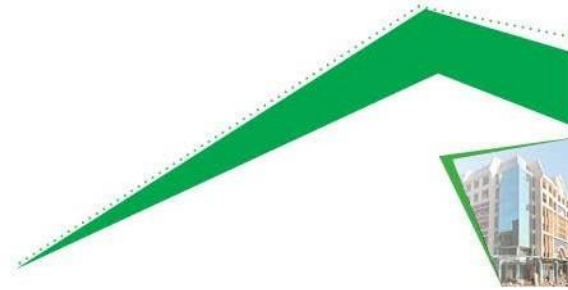
3. The contractor shall investigate all incidents and issue the employer's health and safety agent with copies of such investigations.
4. The contractor shall in the event of an incident in which a person dies, or is injured to such an extent that he is likely to die, or suffered the loss of a limb or part of a limb:
 - i. notify the Provincial Director of the Department of Labour of such incident by telephone, facsimile or similar means of communication;
 - ii. ensure that no person disturbs the site at which the incident occurred or remove any article or substance involved in the incident therefrom, without the consent of an inspector, unless an action is necessary to prevent a further incident, to remove the injured or dead, or to rescue persons from danger;
 - iii. and provide the Provincial Director of the Department of Labour with a report which includes the measures that the contractor or his subcontractor intend to implement to ensure a safe site as reasonably practicable.
5. The contractor shall notify the Provincial Director of the Department of Labour of the death of any person which results from injuries sustained in an incident.

iv. EMERGENCY PROCEDURES

The contractor shall submit for acceptance to the employer's health and safety agent an emergency procedure which include but are not limited to fire, spills, accidents to employees, exposure to hazardous substances, which:

- identifies the key personnel who are to be notified of any emergency;
- sets out details including contact particulars of available emergency services; and
- 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 employer's health and safety agent in writing of the emergency and briefly outline what happened and how it was dealt with.



IMPORTANT CONTACT DETIALS

(FOR HEALTH & SAFETY ASPECTS ONLY)

The contractor is to add all the important contact information about essentials services, support and assistance.



SERVICE	NUMBER	CONTACT PERSON
Hospital		



Ambulance		



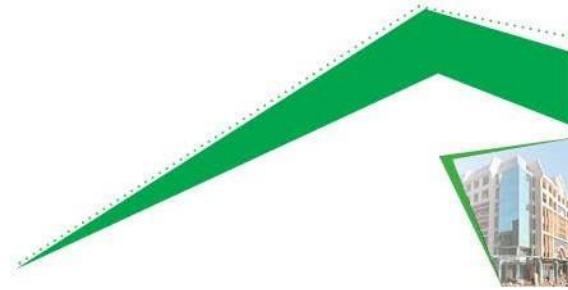
Water		
Electricity		



Police		



Fire Brigade		



Engineer		

ADD OTHER IMPORTANT HEALTH & SAFETY CONTACT DETAILS AS MAY BE FOUND NECESSARY.

**SECTION 37(2) AGREEMENTS
CONCLUDED BETWEEN
DEPARTMENT OF PUBLIC WORKS
AND INFRASTRUCTURE**

(Hereinafter referred to as Department of Public Works and Infrastructure)

AND

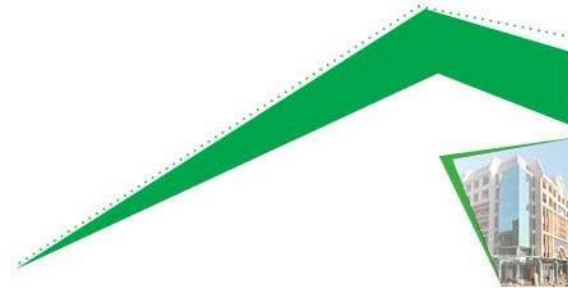
.....

(Name of contractor/supplier/Agent/)

I, [
(name)representing [*Insert name of contractor/supplier*], do hereby acknowledge that
[*insert name of contractor/supplier*] is an employer in his/her own right, with duties as prescribed in the Occupational Health and Safety Act No. 85 of 1993 ("the Act"), as amended, and agree to ensure that all work will be performed and/or machinery or plant used in accordance with the provisions of the Act.

I undertake that [*insert name of contractor/supplier*] shall strictly adhere to, and ensure that his/her employees adhere to, the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

I have been provided with SHE specifications for project/service[*insert brief details of project/service, for example, name, contract/project number*]and will comply with the requirements set out in these.



I accept and agree that the SHE specifications constitute arrangements and procedures between [Insert name of contractor/supplier/Agent
Safety Manager/Safety Officer] and **Department of Public Works and Infrastructure**, which will ensure compliance by [Insert name of contractor/supplier] with the provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification, or waiver of any of the provisions of this agreement or consent to any departure from these shall, in any manner, be of any force or effect, unless confirmed in writing and signed by both parties, and such variation, modification, waiver, or consent shall be effective only in the specific instance and for the specific purpose and to the extent for which it was made or given.

This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has the requisite authority to do so.

Signed this day of 20..... at

..... (Place)

(Full name)..... (Signature)..... on

behalf of (Supplier/contractor/Agent)

Contractor Responsible Manager (responsible for signing the Department of Public Works and Infrastructure' contract on behalf of the contractor)

Witnesses

1.

2.

Signed this day of 20.....

at (Place)

(Full name)..... (Signature)..... on

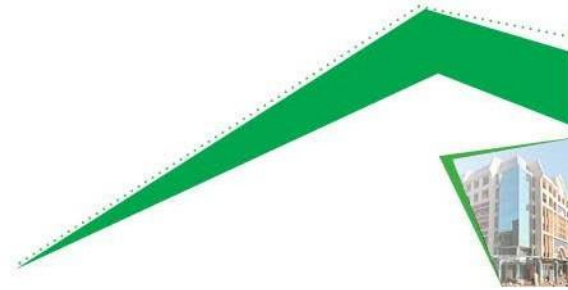
Behalf of Department of Public Works and Infrastructure.

(Contracts and/or Project Manager or Department of Public Works and Infrastructure representative)

Witnesses

1.

2.



PROJECT:

(full name AND site address of project) (and full or proper description of project)

SCMU NO:

SUPERVISION BY THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:

Mr /Ms/Me - **CONSTRUCTION PROJECT MANAGER**
(add full details of the project manager)

.....
.....

Mr /Ms/Me - **CONSTRUCTION MANAGER**
(add full details)

.....
.....

Mr /Ms/Me **PRINCIPAL AGENT:**
(full particulars of agent)

.....
.....

SUPERVISION BY THE PRINCIPAL CONTRACTOR:

PRINCIPAL CONTRACTOR: (full particulars of principle contractor / contractor)
Mr /Ms/Me - **CONSTRUCTION HEALTH & SAFETY OFFICER**
(add full details and contact of this officer)

.....
.....

Mr /Ms/Me - **CONSTRUCTION HEALTH & SAFETY MANAGER**
(add full details of this officer)

.....
.....

Mr /Ms/Me - **CONSTRUCTION HEALTH & SAFETY AGENT**
(add full details of this officer)

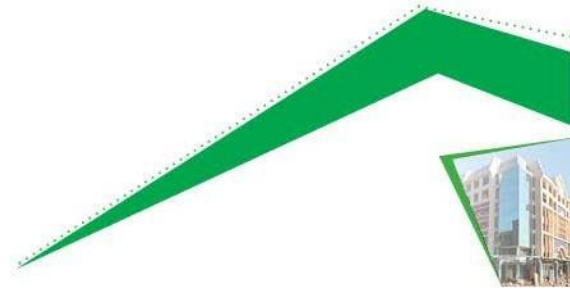
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Mr /Ms/Me - **CONSTRUCTION MANAGER**
(add full details of the head of the project)

.....
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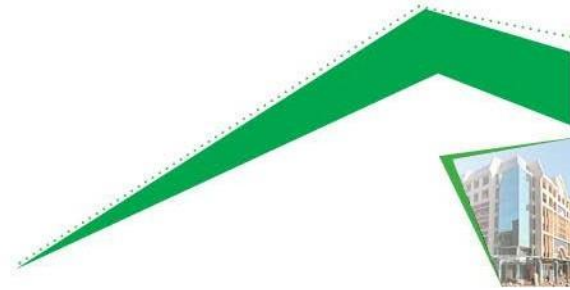


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