



**prasa**

PASSENGER RAIL AGENCY  
OF SOUTH AFRICA

## REQUEST FOR QUOTATION (RFQ)

**RFQ NUMBER: [RUBBLE-NGR/10/24]**

**REQUEST FOR QUOTATION (RFQ) FOR THE AS AND WHEN RUBBLE CLEARING, REMOVAL AND DISPOSAL SERVICES AT VARIOUS PRASA STATIONS, DEPOTS AND VACANT LANDS IN THE NORTHERN GAUTENG REGION FOR A PERIOD OF 24 MONTHS.**

**SECTION 1: SBD1****PART A INVITATION TO BID****YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)**

BID NUMBER:	RUBBLE-NGR/10/24	CLOSING DATE:	11 October 2024	CLOSING TIME:	12:00 PM
DESCRIPTION	AS AND WHEN RUBBLE CLEARING, REMOVAL AND DISPOSAL SERVICES AT VARIOUS PRASA STATIONS, DEPOTS AND VACANT LANDS IN THE NORTHERN GAUTENG REGION FOR A PERIOD OF 24 MONTHS.				

**BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):

**546 PAUL KRUGER c/o SCHEIDING STREET**

**PRASA CRES BUILDING**

**PRETORIA STATION PRECINCT**

**PRETORIA**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON	Thobeka Shabangu
TELEPHONE NUMBER	012 748 7571
E-MAIL ADDRESS	<a href="mailto:CresNGR.Quotation@prasa.com">CresNGR.Quotation@prasa.com</a>

**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.....

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

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**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

### **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 PRASA 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](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

DATE: .....

NB:

- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
- *PRASA General Conditions of Purchase shall apply.*

## **SECTION 2**

### **NOTICE TO BIDDERS**

#### **1. RESPONSES TO RFQ**

Responses to this RFQ [Quotations] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

#### **2 COMMUNICATION**

Bidder/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

#### **3 BIDDERS COMPLAINTS PROCESS**

3.1 Bidders are advised utilize this email address ([Complaints@prasa.com](mailto:Complaints@prasa.com)) for lodging of complaints to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

3.1.1 Bid/Tender Description;

3.1.2 Bid/Tender Reference Number;

3.1.3 Closing date of Bid/Tender;

3.1.4 Supplier Name;

3.1.5 Supplier Contact details; and

3.1.6 The detailed complaint.

#### **4     LEGAL COMPLIANCE**

The successful Bidder shall be in full and complete compliance with any and all applicable national and local laws and regulations.

#### **5     CHANGES TO QUOTATIONS**

Changes by the Bidder to its submission will not be considered after the closing date and time.

#### **6     PRICING**

All prices must be quoted in South African Rand on a fixed price basis, including all applicable taxes.

#### **7     BINDING OFFER**

Any Quotation furnished pursuant to this RFQ shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

#### **8     DISCLAIMERS**

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s)/works and request Bidders to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein; and
- Reject Quotations submitted after the stated submission deadline or at the incorrect venue.

Should a contract be awarded on the strength of information furnished by the bidder, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract.

PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another bidder.

Should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked bidder provided that he/she/it is still prepared to provide the required goods at the quoted price.

## 9 LEGAL REVIEW

Proposed contractual terms and conditions submitted by a bidder will be subjected to review and acceptance or rejection by PRASA's Legal Counsel, prior to consideration for an award of business.

## 10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a bidder who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

## 11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Bidders. PRASA agrees that it shall only process the information disclosed by Bidders in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Bidders or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Bidders. Similarly, PRASA requires Bidders to process any personal information disclosed by PRASA in the bidding process in the same manner.

## 12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria in choosing a Supplier/Service Provider:

EVALUATION CRITERIA	WEIGHTING
Stage 1 – Compliance	
Stage 1A	Mandatory Requirements
Stage 1B	Other Mandatory Requirements
Stage 2	
Technical/Functional Requirements	Threshold of 60%
Stage 3	
Price	80
Specific Goals	20
<b>TOTAL</b>	<b>100</b>

### **13 ADMINISTRATIVE RESPONSIVENESS**

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

### **14 VALIDITY PERIOD**

14.1 PRASA requires a validity period of 60 **Working Days** from the closing date.

14.2 Bidders are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period. However, once the delegated authority has approved the process the validity of the successful bidder(s)' bid will be deemed to remain valid until finalization of the award.).

### **15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL**

Bidders are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Bidders *inter alia* on the National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://www.etenders.gov.za)), on CIDB website for construction related RFQ's. (*Where applicable*).

### **16 RETURNABLE DOCUMENTS**

**Returnable Documents** means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Bidders are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

#### **16.1. Mandatory Returnable Documents**

Failure to provide Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Bidder's disqualification. Bidders are therefore urged to ensure that all documents are returned with their Quotations.

## SECTION 3

### 1 EVALUATION CRITERIA:

#### Stage 1A – Mandatory Requirements

If you do not submit the following mandatory documents/requirements, your bid will be automatically disqualified.

Only bidders who comply with stage 1A will be evaluated further:

No.	Description of requirement	
a)	Price Schedule and Pricing form (Section 4) To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule/BOQ and not utilize a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.	
b)	If Applicable: Joint Venture, Consortium Agreement or Partnering Agreement signed by all parties. The agreement should indicate the leading partner	
c)	Bidders to fill and sign the Closing/ Submission register on submission of bid documents.	

#### Stage 1B –Other Mandatory Requirements

If you do not submit the following other-mandatory documents/requirements, PRASA may request the bidder to submit the information within three (3) working days. Should this information not be provided, your bid proposal will be disqualified.

Only bidders who comply with stage 1B will be evaluated further.

No.	Description of requirement	
a)	Completion of ALL RFP documentation (includes ALL declarations)	
b)	Valid Letter of Good Standing (COIDA) issued by Department of labour / (RMA) / (FEM).	
c)	Supply of valid SARS Pin	
d)	CSD supplier registration number	



## 2.1 Stage 2

### Technical / Functionality Requirements

#### Scoring of Functionality:

The minimum threshold for the Technical/functionality criteria is **(60%)** and bidders who score below this minimum will not be considered for further evaluation in terms of price and Specific Goals.

ITEM	CRITERIA	WEIGHT
1.	COMPANY'S TRACK RECORD & EXPERIENCE	35
2.	RELEVANT MUNICIPALITY FOOTPRINT	25
3.	FINANCIAL CAPABILITY	20
4.	SAFETY REQUIREMENTS	20
	<b>TOTAL</b>	<b>100</b>

CRITERIA	SUB-CRITERIA	SCORES	WEIGHT
<b>1. PREVIOUS EXPERIENCE AND COMPANY TRACK RECORD (35%)</b>	<p>Bidders should indicate the experience of previous work done within the Waste Management or Rubble Removal and Transportation for the past <b>15 years (i.e. 2008 – 2023)</b>.</p> <p>Evidence required:</p> <p>The bidders are to submit the following documents:</p> <ul style="list-style-type: none"> <li>• Provide Appointment Letter/Contract/Purchase Order for each project.</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Provide a Reference Letter or Testimonial or Completion certificate relating to the above appointment Letter/Contract/Purchase Order provided. The Reference Letter to indicate the following: company</li> </ul>	<p>Bidder(s) will score:</p> <p>5 points = if Bidder submitted Five (5) sets of signed Appointment Letters/Contracts/Purchase Orders accompanied by Five (5) signed Reference Letters or Five (5) signed Testimonials or Five (5) signed Completion Certificates for the required services (i.e. Horticultural (Tree felling or Grass cutting)/Gardening services) - Works completed with the combined value of ≥ R 1 000 000.00</p> <p>4 points = if Bidder submitted Four (4) sets of signed</p>	<b>35</b>

	<p>name, contact person and confirmation that work was completed.</p> <p>NB – One of the provided documents must indicate value of the contract. Points will be awarded only if <b>both</b> documents are submitted.</p>	<p>Appointment letters/Contracts/Purchase Orders accompanied by a Four (4) signed Reference Letters or Four (4) signed Testimonials or Four (4) signed Completion Certificates for the required services (i.e. Horticultural (Tree felling or Grass cutting)/Gardening services) - Works completed with the combined value of <math>\geq</math> R 750 000.00</p> <p>3 points = if Bidder submitted Three (3) sets of signed Appointment letters/Contracts/Purchase Orders accompanied by a Three (3) signed Reference Letters or Three (3) signed Testimonials or Three (3) signed Completion Certificates for the required services (i.e. Horticultural (Tree felling or Grass cutting)/Gardening services) - Works completed with the combined value of <math>\geq</math> R 500 000.00</p> <p>2 points = if Bidder submitted Two (2) sets of signed Appointment letters/Contracts/Purchase Orders accompanied by a Two (2) signed Reference Letters or Two (2) signed Testimonials or Two (2) signed Completion</p>	
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		<p>Certificates for the required services (i.e. Horticultural (Tree felling or Grass cutting)/Gardening services) - Works completed with the combined value of <math>\geq</math> R 250 000.00</p> <p>1 point = if Bidder submitted One (1) set of signed Appointment letter/Contract/Purchase Order accompanied by a signed Reference Letter or signed Testimonial or signed Completion Certificate for the required services (i.e. Horticulture/Gardening services) - Works completed with the combined value of <math>\geq</math> R 50 000.00</p> <p>0 point = Any project <math>\leq</math> R 50 000.00 and No submission or generic submission not applicable to the project or the required services (i.e. Horticultural (Tree felling or Grass cutting)/Gardening Services)</p>	
<b>2. RELEVANT MUNICIPALITY FOOTPRINT (25%)</b>	<p>Demonstration of company existence to Gauteng province with evidence of relevant footprint in Tshwane Municipality. The contractor shall submit <b>Copies of the Rates and Taxes/ Lease agreement</b> (Not older than 3 months) to determine the footprint.</p>	<p>Bidder(s) will score:</p> <p>5 points = if the bidding Company's Footprint is in the City of Tshwane Municipality</p> <p>4 points = if the bidding Company's Footprint is either in the City of Johannesburg or City of Ekurhuleni Municipality</p> <p>3 points = if the bidding Company's Footprint is in the</p>	<b>25</b>

		<p>West Rand District Municipality</p> <p>2 points = if the bidding Company's Footprint is in the Sedibeng District Municipality</p> <p>1 point = if the bidding Company's Footprint is outside Gauteng Province</p> <p>0 point = No submission or irrelevant submission or lease agreement/rates and taxes older than three months</p>	
<p><b>3. FINANCIAL CAPABILITY (20%)</b></p> <p>The operating cash flow ratio measures a company's short-term liquidity.</p> <p>Use the formula below:</p> <p>Operating cash flow ratio = Net Cash flow from Operations/Current liabilities.</p> <p>Bidders should submit a complete set of recent financial statements for the company.</p> <p>JVs must submit financial statements for all members of the JV.</p>	<p><b>Recent year's set of financial statements: current and preceding financial year.</b></p> <p><b>Financials prepared and signed by an Independent Registered Accounting Professional and signed by the Company Director.</b></p> <p><b>Incomplete Financial Statements will not be considered.</b></p> <p><b>JVs must submit financial statements for all members of the JV.</b></p>	<p>5 points = Operating Cash Flow Ratio <math>X &gt; 1.5</math></p> <p>4 points = Operating Cash Flows Ratio <math>1.0 &gt; X \leq 1.5</math></p> <p>3 points = Operating Cash Flow Ratio <math>0.5 &gt; X \leq 1.0</math></p> <p>2 points = Operating Cash Flow Ratio <math>0 &gt; X \leq 0.5</math></p> <p>1 point = Operating Cash Flow Ratio <math>X \leq 0</math></p> <p>0 point = No Submission/ Statement is not signed by Registered Professional Accountant and Director/ Incomplete Financial Statements</p>	20

<b>4. SAFETY REQUIREMENTS (20%)</b>	<p>Bidder will submit the following safety requirements:</p> <ul style="list-style-type: none"> <li>• Health and Safety plan that is aligned with Project Scope of work on handling and transportation of waste and rubble.</li> <li>• Project Safety structure(Safety officer, First aider, Supervisor).</li> <li>• PPE to be used by Waste management Personnel.</li> <li>• Qualified First Aider in possession of Certified First Aid Certificate with CV outlining relevant experience and Copy of ID (certified copies not older than 6 months).</li> <li>• Qualified Safety Officer in possession of Certified SHE Representative Certificate with CV outlining relevant experience and Copy of ID (certified copies not older than 6 months).</li> </ul> <p>N.B – Not submitting either of the above requirements (Certified Certificate, CV, Certified ID Copy) will be equivalent to incomplete submission, bidder will be awarded zero (0) points.</p>	<p>Bidder(s) will score:</p> <p>5 points = if the Bidder submits ALL five of the safety requirements.</p> <p>4 points = if the Bidder submits four of the safety requirements.</p> <p>3 points = if the Bidder submits three of the safety requirements.</p> <p>2 points = if the Bidder submits two of the safety requirements.</p> <p>1 point = if the Bidder submits one of the safety requirements.</p> <p>0 points = No Submission or irrelevant information provided</p>	<p><b>20</b></p>
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## 2.2 Stage 3- Price and Specific Goals

The following formula, shall be used to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

DETAILS	POINTS
PRICE	80
SPECIFIC GOALS	20

<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>
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## FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### POINTS AWARDED FOR PRICE

#### THE 80/20 PREFERENCE POINT SYSTEMS

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

#### 80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Ownership Level	Scoring	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence required for specific goals
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<b>Black Youth owned</b>	10	100% black youth owned	10		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners  <b>For JVs/Trust Deed/Consortiums:</b>  Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
		80% – 99% black youth owned	8		
		70% – 79% black youth owned	6		
		60% – 69% black youth owned	4		
		51 – 59% black youth owned	2		
		0 – 50% black youth owned or irrelevant submission/No submission	0		
<b>Black Owned</b>	10	100% black owned	10		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners  <b>For JVs/Trust Deed/Consortiums:</b>  Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
		80% – 99% black owned	8		
		70% – 79% black owned	6		
		60% – 69% black owned	4		
		51 – 59% black owned	2		
		0 – 50% black owned or irrelevant submission/No submission	0		
<b>TOTAL</b>	<b>20</b>				

## SPLITTING OF AWARDS

- 1.1 PRASA reserves the right to split the award of this bid to more than one service provider, provided that the nature of the services or goods or works to be provided are capable of being split to more than one service provider.

## **APPOINTMENTS OTHER THAN THE SUCCESSFUL BIDDER**

- 1.2** PRASA may appoint a bidder other than the successful bidder under the following instances:
- (i) When a successful bidder, after having been informed of the acceptance of its Bid, fails to sign a contract within a prescribe period of time e.g. 14 (fourteen) days after being called upon to do so;
  - (ii) When a successful bidder has failed to provide the necessary security, bonds or guarantees within the time required to do so by PRASA;
  - (iii) When a successful bidder fails to meet a condition precedent for the award of business (e.g. to obtain the necessary funding); and
  - (iv) When final contract negotiations with a preferred bidder fails and a contract is not agreed upon.
- 1.3** PRASA will only award a bid to a bidder other than the highest scoring bidder provided that such bid is still within the bid validity period.
- 1.4** Only if the second ranked bidder is also unable/unwilling, PRASA may proceed to the third ranked bidder.

## **SECTION 5**

### **PRICING AND DELIVERY SCHEDULE**

Bidders are required to complete the attached Pricing Schedule **Annexure:** .....

- 1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable (delete if not applicable).
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Bidders are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Bidder. PRASA may:
  - 9 Negotiate a market-related price with the Bidder scoring the highest points;
  - 10 If that Bidder does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the second highest points;
  - 11 If the Bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the third highest points;
  - 12 If a market-related price is not agreed with the Bidder scoring the third highest points, PRASA must cancel the RFQ.



I / We \_\_\_\_\_ (Insert Name of Bidding Entity) of

\_\_\_\_\_ code \_\_\_\_\_ (Full address) conducting

business under the style or title of: \_\_\_\_\_ represented by:

\_\_\_\_\_ in my capacity as:

\_\_\_\_\_ being duly  
authorised, hereby offer to undertake and complete the above-mentioned work/services at the prices  
quoted in the bills of quantities / schedule of quantities or, where these do not form part of the contract,  
at \_\_\_\_\_ a \_\_\_\_\_ lumpsum, \_\_\_\_\_ of  
R \_\_\_\_\_ (amount in  
numbers); \_\_\_\_\_  
\_\_\_\_\_

(amount in words) Incl. VAT.

**DELIVERY PERIOD:** Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within ..... working days from date of order. (To be completed by Service provider)

## SECTION 5

### PRASA GENERAL CONDITIONS OF PURCHASE

#### General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

#### Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

**Price and payment**

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

**Delivery and documents**

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:

Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

**Containers / packing material**

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

**Title and risk**

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

**Rejection**

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

### **Warranty**

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

### **Indemnity**

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.

The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

### **Assignment and sub-contracting**

The successful Bidder awarded the contract may only enter into a subcontracting arrangement with PRASA's prior approval. The contract will be concluded between the successful Bidder and PRASA, therefore, the successful Bidder and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

### **Governing law**

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

## **SECTION 6**

**SBD4**

### **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 interest<sup>1</sup> 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 or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

## 3 Bidder's declaration regarding PEPs/PIPs

---

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

PRASA requires bidders to disclose if they have Politically Exposed Persons (“PEP”)<sup>2</sup> or Prominent Influential Persons (“PIP”)<sup>3</sup> and related individuals in their organisation and/or beneficial owners / shareholders who are PEP/PIP.

PRASA reserves the right not to enter into a business relationship with such person, official or entity, provided there are objective factors that justify the conclusion of such business relationship, and the decision is based on achieving the best interest of PRASA.<sup>4</sup>

3.1 Is the bidder a PEP/PIP? **YES/NO**

3.2 Does the bidder have an existing relationship with a PEP/PIP? **YES/NO**

3.3 Where a relationship with a PEP/PIP exists, the bidder is required to furnish particulars of the nature of the exposure, term of the office and description of activities relating to exposure, in table below.

Name of PEP/PIP & Nature of the Exposure/Influence	Term of the office	Description of activities relating to Exposure/Influence

#### 3.4 Declaration:

I/We the undersigned \_\_\_\_\_ (Name) hereby certify that the PEP/PIP information furnished in this bid document is true and correct. We further certify that we understand that where it is found that we have made a false declaration or statement in this bid, PRASA may disqualify our bid or terminate a contract we may have with PRASA where we are successful in this tender.

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<sup>2</sup> Both foreign and domestic politically exposed person as specified in Schedule 3A and 3B of the Financial Intelligence Centre Act No. 38 of 2001 as amended. (refer to Annexure 2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

<sup>3</sup> As reflected in Schedule 3C of the Financial Intelligence Centre Act No.38 of 2001 (refer to Annexure 2.1.2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

<sup>4</sup> Clause 4.5 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of bidder

#### 4 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;
- 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 consortium<sup>5</sup> 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.
- 3.4 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.
- 3.5 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.
- 3.6 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, 3 and 4 ABOVE IS

\_\_\_\_\_  
<sup>5</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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.

**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**

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### **1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 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) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.2. POINTS AWARDED FOR PRICE

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

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

**80/20**

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

Where

$P_s$  = Points scored for price of tender under consideration



Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

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

#### 3.3.1. POINTS AWARDED FOR PRICE

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Ownership Level	Scoring	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence required for specific goals
<b>Black Youth owned</b>	10	100% black youth owned	10		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners  <b>For JVs/Trust Deed/Consortiums:</b>  Certified Valid Consolidated BBB-EE Certificate for JVs/Consortiums.
		80% – 99% black youth owned	8		
		70% – 79% black youth owned	6		
		60% – 69% black youth owned	4		
		51 – 59% black youth owned	2		
		0 – 50% black youth owned or irrelevant submission/No submission	0		
<b>Black Owned</b>	10	100% black owned	10		Certified Valid BBB-EE Certificate / Original Sworn-Affidavit for EME & QSE/ Certified copies of ID Documents of the Owners  <b>For JVs/Trust Deed/Consortiums:</b>  Certified Valid Consolidated BBB-EE
		80% – 99% black owned	8		
		70% – 79% black owned	6		
		60% – 69% black owned	4		
		51 – 59% black owned	2		

		0 – 50% black owned or irrelevant submission/No submission	0		Certificate for JVs/Consortiums.
<b>TOTAL</b>	<b>20</b>				

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors,

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

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

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

## **SECTION 11**

### **SPECIFICATION/SCOPE OF WORKS**

#### **1. INTRODUCTION**

Prasa Cres facilities requires an as and when Service provider to perform Waste management Services at Various Stations, Lands, and Depots in North Gauteng Region, preferably residing around Tshwane Municipality, **as this will enable quicker response times. The Waste management service includes the removal of illegally dumped waste around Stations and disposal of waste according to legislative requirements.**

#### **2. Primary Requirements**

**2.1. Supplier must be residing in Tshwane; therefore, proof of residence must be submitted with bidding documents and**

**2.2. Supplier shall submit proof of ownership and or rental capabilities of a vehicle and or equipment that will be utilised to facilitate the transportation of waste from site(s) of works to a licensed/ registered dumping area.**

#### **3. Specific and Statutory Requirements**

**3.1. All waste collected shall be disposed of at a landfill site or other licensed facility permitted by the relevant government authority,**

- 3.2. The waste collection and removal company shall conform to all the applicable national and local legislation, namely:
- 3.3. The National Environmental Management: Waste Act (Act 59 of 2008),
- 3.4. City of Tshwane Metropolitan Municipality Waste Management By-Laws and relevant industry codes of good practice.
- 3.5. The contractor shall keep records of the volume (tonnage) and type of waste removed, dates removed; identify of landfill site or waste disposal facilities.

#### **4. Detailed Scope of Services**

Prasa Cres requires services of a competent WASTE MANAGEMENT supplier, with fully equipped personnel and supervision to perform an as and when removal waste management service. The Supplier shall be responsible to provide competent supervision, labour, equipment, transport with every item of expense necessary for the timeous, safe removal and disposal of waste, in accordance with Municipality relevant legislation and protocols. Contract duration will be for 24 months.

#### **5. The Contractors' Staff and Labourers to be used on site must:**

- 5.1. Be inducted by the Prasa SHE Department prior to working on site.
- 5.2. Have and use all safety and personal protective equipment (PPE) necessary for the task to be performed on various sites and stations.
- 5.3. Compliant with Prasa SHE Requirements as per Checklist before commencement of work.
- 5.4. Conform to the acceptable standards of behavioural and dress codes.
- 5.5. Number of staff required per deployment and roles or responsibilities:
  - 5.5.1. Maximum of Ten (10) staff members required per deployment
    - 5.5.1.1. At least 7 X Labourers
    - 5.5.1.2. At least 1 X Driver
    - 5.5.1.3. At least 1 X Supervisor
    - 5.5.1.4. At least 1 X Operator

Waste can be categorised into two forms:

- Hazardous and
- Non-Hazardous

Waste is also classified and disposed of according to the:

- Waste Classification and Management Regulations (GN. R634 of 2013) and
- National Norms and Standards for the Assessment of Waste to Landfill Disposal (GN.R.635 of 2013).

#### **6. Contract Performance**

The contractor will sign a service level agreement with PRASA CRES. The performance of the Contractor will be discussed on the monthly basis at meetings scheduled to sit at PRASA CRES offices. Performance Items to be discussed will include:

- the number of work orders for specific period
- the turnaround time to attend to callouts
- planned vs. actual progress
- submission of reports, invoices, and other administration duties
- payment of invoices

## **7. Services Measure And Expectations**

Response Times for:

- Emergencies – response time must be within 24 Hours or one (1) working day
- Normal call-outs – response time must be within 48 hours or two (2) working days

## **8. NON-CONFORMANCES**

All non-conformances to the Specification or any failures to render services to the designated site(s) within 24 Hours or one (1) working day for emergency call outs and 48 Hours or two (2) working days for normal call outs, after such a formal request has been made by Soft-Services Manager/Supervisor, will be penalised as per the below:

- All contractor non-compliances shall result in penalties.
- All non-compliances amount shall be deducted in the invoice of the non-compliances period.
- Penalties will be charged at R 1 000.00 per calendar day/event.

## **9. CONTRACTOR SAFETY FILE CONTENTS LIST**

The purpose of this checklist is to guide the contractors and their sub-contractors as to what documents are required for them to prepare a safety file that must be issues to PRASA Cres Regional Departments or Head Office for evaluation before a site access is issued.

**Name of the Contractor** :

**Project** :

**Safety File Assessor and Date** :

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
1	Scope of works and Project Duration		
2	Notification to DOL (If applicable and as defined in the 2014 Construction Regulations)		
3	Registration of the project with DOL for the construction permit (If applicable and as defined in the 2014 Construction Regulations)		
4	Valid Letter of Good Standing		
5	Employee List and Certified Copies of their Identity Documents (RSA Citizens) or Passports and Work Permits for foreign Nationals. Employee register to include home address; Contact Numbers; Residential Address; Name of Next of kin with Contacts		
6	Approved Organizational Structure		
7	Approved S/HE Policy		
8	Approved S/HE Plan		
9	Risk Assessments for the projects as per project scope, approved by the Risk Assessor. These should cover any prevalent communicable diseases at the time.		
10	Proof of medical fitness of employees who will be working on the project, from an Occupational Health Practitioner not a General Practitioner (Provide completed Annexure 3 of the Construction Regulations).		
11	All applicable Statutory Appointments e.g. First Aider, SHE Officer, etc.		

#	Requirement(s)	Compliance Status (Yes / No)	Comment(s)
	(Signed by the appointer and accepted by appointee's, include CV's and competency certificates)		
12	Tool inspections Checklists and Register		
13	PPE Matrix and Issue Records		
14	Safe Working Procedures or Method Statements for the scope of work and the following: <ul style="list-style-type: none"> <li>- Waste management protocols</li> <li>- Incident reporting procedures</li> <li>- Emergency procedures</li> <li>- Protocols for reporting any prevalent communicable diseases</li> </ul>		
15	Toolbox Talks Templates and contractor's induction material		
16	Equipment Maintenance (Calibrations, Safe Working load certificates, etc). if applicable		
17	Chemicals substances list and Safety Data Sheets (SDSs) for chemicals to be used (14-point format). Include Proof of training on SDSs if applicable.		
18	Excavation plan (when applicable)		
19	Fall Protection plan, including scaffolding plan (when applicable)		
20	Declaration of Sub-contractors (when applicable)		
21	Proof of Third-Party Liability Cover (Not older than 1 year)		
22	<b>Conclusion / Statement of Compliance</b>		



**Note:**

- Contents of the file to be overseen by the SHE Coordinator of the Department
- This document should be used as the standard guideline and all contractors should comply with this guideline
- It is the responsibility of the SHE Coordinator to ensure that all required documents are on file prior to approval
- It is the responsibility of the Department that is overseeing the whole contract process to ensure that
  - A Safety File is implemented at the site where the contractor works,
  - **No contractor's duties are to commence without this file being approved.**
  - The scope of work is discussed with the risk department. This is to ensure that all special details and requirements are addressed when compiling this file.
- The approved file will be kept at the appointed Prasa Cres supervisor over the contractor for the duration of the project.
- For record keeping after the end of project. The file must be filed with the IRM of the department.
- This file should always be readily available.

**The contractor must implement a SHE file where all records generated during the project will be filed. This file must always be available on site. The file will include, SHE Related records, Records of communication with the Client (Prasa Cres), toolbox talks, Inspections, Risk Assessments, etc.**

- The Risk Department, Prasa Management and/or Representatives has the right to:
  - Request for the file at any given time
  - Inspect the contractor documents at any given time
  - Stop the work if he or she finds it necessary or is convinced that Safety, Health, and Environment is compromised.

## 10. Bill of Quantity

Item	Description	Size	Quantity	Rate (Exclusive Vat) for Year 1	Rate (Inclusive Vat) for Year 1	Rate (Exclusive Vat) for Year 2	Rate (Inclusive Vat) for Year 2
1	Remove, overflowing waste, Disposal of waste at the registered dumping site	10 Cubic meter(m³) /10 000 litres – Tipper Load	1	R	R	R	R
2	Remove, overflowing waste Bins, Disposal of waste at the registered dumping site	8 Cubic meter(m³) /8000 litre	1	R	R	R	R
3	Remove, Construction related rubble, Disposal of waste at the registered dumping site	1-Ton Bakkie /Load	1	R	R	R	R
4	Remove, Construction related steel and recycled material to be delivered at Rebecca Perway Depot. (Monday to Friday)	1-Ton Bakkie /Load	1	R	R	R	R
5	Rate for Hiring Tractor Loader Backer hoe (TLB) with Operator for specified use per day (6 Hours)	N/A	1	R	R	R	R
6	Provisioned Safety File amount for Year 1 and Medical Certificates for Year 2	Once off	1	R 5, 500.00	R 6, 325.00	R 5, 000.00	R 5, 750.00

### NB:

- It is a responsibility of a contractor to supply labour, equipment, 1 Ton Bakkies/Trucks, Tractor Loader Backer hoe(TLB) and tools etc.
- The contractor may also use other alternatives ways to remove and dispose waste at registered dumping area.
- The Contractor shall submit before and after pictures of Waste, Disposal Invoice(s) and or Certificate(s) of the registered or licensed dumping Site, Job card(s) with the Invoices.