

Turbine Hall 60 Niemi Pillars Newtown P O Box 63542 Marshalltown 2107 Tel : (011) 688 5400 Fax : (011) 688 5354		 Johannesburg Water		PAGE NO.				
				CLOSING DATE AND TIME				
				3-Dec-24 16:00:00 PM				
				Date of Issue		26 November 2024		
INITIATING DEPARTMENT		INITIATOR		QUOTATION DATE		VALIDITY		
Scientific Services - Facilities N Kippie Ncube				60 DAYS		7 DAYS		
QUOTATION REFERENCE		COLLECTIVE NO.						
REQJW165N24		QUOTATION REQUESTED FROM						
Scientific Services - Facilities Management		QUOTATIONS WILL BE EVALUATED ON THE 8020 POINT SCORING SYSTEM. 80 POINTS WILL BE ALLOCATED TO PRICE AND THE REMAINING 20 POINTS WILL BE ALLOCATED FOR SPECIFIC GOALS AS PER PPPFA 2022 ALL SUPPLIERS RESPONDING TO QUOTATIONS SHOULD BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD) JW Contact Person : Nandipha Sikambule- Email Address : nandipha.sikambule@jwater.co.za Telephone Number : 011 688 1421						
ITEM NO.	DESCRIPTION	DESCRIPTION OF ITEM OFFERED	Volume	UOM	QTY REQUIRED	PRICE QUOTED EXCL. OF	DISCOUNT	PRICE QUOTED INCL. OF V.A.T.
*** SUPPLY AND DELIVERY ***								
1	Supply,deliver and install signages as per the list below							
2	Please see specifications for the 35 different types of signages required on LABORATORY SAFETY SIGNS DOCUMENT							
Safety File is a mandatory requirement @ Once Off Service.(TENDERERS ARE REQUESTED TO INCLUDE A SAFETY FILE ON THEIR QUOTE REGARDLESS OF WHETHER THEY CHARGE FOR IT OR NOT OTHERWISE THEY WILL BE DISQUALIFIED - IT SHOULD BE INDICATED AS A LINE ITEM WITH R0,00 AMOUNT IF NOT CHARGING FOR IT)								
Specifications								
1	No Running	A4 - PP (Polypropylene)			24			
2	Flammable Gas	A4 - PP (Polypropylene)			6			
3	Restricted Entry	A4 - PP (Polypropylene)			23			
4	Minimum PPE to be worn for Lab Entry	A3 - PP (Polypropylene)			21			
5	First Aid kit designation	200mm x 200mm (Polypropylene)			8			
6	Presence of Substances causing health hazards	200mm x 200mm (Polypropylene)			18			
7	Presence of Biohazardous Waste	A4(Landscape) (Polypropylene)			16			
8	Eye Wash Bay Designation	A4 - PP (Polypropylene)			8			
9	Hand Wash Station Designation	200mm x 200mm (Polypropylene)			9			
10	UV Radiation Exposure Hazard	200mm x 200mm (Polypropylene)			1			
11	High Pressure Hazard	A4 - PP (Polypropylene)			1			
12	Broken Glassware Hazard	200mm x 200mm (Polypropylene)			4			
13	Hot Surface Hazard	200mm x 200mm (Polypropylene)			8			
14	No Food, or drinks, cellphone and headsets	A4(Landscape) (Polypropylene)			21			
15	Nitric Acid	A4(Landscape) (Polypropylene)			6			
16	Solvents	A4 - PP (Polypropylene)			6			
17	Hot Surface Hazard	A4 - PP (Polypropylene)			10			
18	Speed limit signage (Each signage must come with a pole/post to mount it.The tenderer will be expected to provide ALL material to concrete the structure to the ground)	290mm x 290mm Brushed Steel			4			
19	Smoking Area (Each signage must come with the structure to mount it.The tenderer will be expected to provide ALL material to concrete the structure to the ground)	920mm x 450mm Brushed Steel			2			
20	General Direction Sign (Each signage must come with a pole/post to mount it.The tenderer will be expected to provide ALL material to concrete the structure to the ground)	610mm x 46mm Brushed Steel			2			
21	Fire Extinguisher Safety Sign	290mm x 290mm Brushed Standard White			10			
22	SABS Location of fire fighting equipment (red arrow) safety sign	290mm x 290mm Brushed Standard White			3			
23	General Direction Sign	15.3cm x 46cm Chromadek Steel Photoluminescent			1			
24	General Direction Sign with Johannesburg Water Logo (To be suitable for outside weather conditions)	2500m x 450mm Chromadek Steel Photoluminescent			1			
25	General Information Sign with Johannesburg Water Logo (Branding will be different to what is on the photo)	500mm x 500mm Vintage Folding Wooden Sign			2			
26	Respiratory Mask	A4 - PP (Polypropylene)			35			
27	Safety shower and Eye Wash	A4 - PP (Polypropylene)			35			
28	Men's Toilet Sign	290 x 290mm Chromadek Steel Photoluminescent			1			
29	Lady's Toilet Sign	290 x 290mm Chromadek Steel Photoluminescent			1			
30	All Gender Toilet Sign	292 x 290mm Chromadek Steel Photoluminescent			4			
31	Toilet Signage	450 x 300mm Chromadek Steel Photoluminescent			1			
32	Keep Toilets Clean Sign	290 x 290mm Chromadek Steel Photoluminescent			20			
33	Wet floor sign cone ("CAUTION, WET FLOOR" and a red triangle with man slipping)	Size (L x W x H): 32.5cm x 32.5cm x 91cm			14			
34	Safety File is a mandatory requirement as a Once Off Service. (TENDERERS ARE REQUESTED TO INCLUDE A SAFETY FILE ON THEIR QUOTE REGARDLESS OF WHETHER THEY CHARGE FOR IT OR NOT - FAILING OF WHICH THEY WILL BE DISQUALIFIED - SAFETY FILE SHOULD BE INDICATED AS A LINE ITEM e.g WITH R0,00 AMOUNT IF NOT CHARGING FOR IT). TENDERERS ARE ALSO REQUESTED NOT TO SUBMIT THE ACTUAL SAFETY FILE DOCUMENT DURING THE TENDERING ONLY THE SUCCESSFUL BIDDER WILL BE REQUIRED TO SUBMIT THE SAFETY FILE DOCUMENTATION.				1			
35	Proof of artwork for all the signages would be required from the successful tenderer once the order has been issued Locality - Businesses operating in the City of Johannesburg business and or in the region of Gauteng							
OFFICIAL STAMP		AUTHORISED BY:		1. QUOTATIONS RECEIVED AFTER CLOSE OF BUSINESS ON THE CLOSING DATE WILL NOT BE ACCEPTED.				
		SIGNATURE:		2. QUOTATIONS WITHOUT BRAND NAMES WHERE REQUIRED WILL NOT BE ACCEPTED				
		DATE:		3. PRICES QUOTED MUST BE AS PER THE UNIT INDICATED AND BE EXCLUDED OF VAT				
				4. QUOTATIONS WITHOUT THE SUPPLIER'S AUTHORISED SIGNATURE WILL NOT BE ACCEPTED. (ONLY IF QUOTED ON THE JW RFO				
				5. ACCEPTANCE OF A QUOTATION WILL BE SUBJECT TO JOHANNESBURG WATER'S SUPPLY CHAIN POLICY				
				6. TOTAL QUOTATION VALUE TO INCLUDE V.A.T WHERE APPLICABLE				

 Johannesburg Water	Document title :	Minimum SHE Requirements for Construction Related RFQ projects		
	Revision	00	Author:	OHS: Projects
	Effective Date	January 2017	Pages:	01

1.SCOPE OF WORK

Installation of Signages

2.PURPOSE

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

3.APPLICABILITY

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

4. APPOINTMENTS

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

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

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

5.INSURANCE

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

6.COSTING FOR SHE REQUIREMENTS

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

7. INDUCTION

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

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

8. SUBMISSION OF SAFETY FILE

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

9. RISK ASSESSMENT

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

10. SAFE WORKING PROCEDURES / METHOD STATEMENTS

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

- Incident investigation, emergency plan, waste management plan, PPE procedure, hand tool procedure, hazardous chemical substance procedure and pressure equipment procedure.
- Method statement for the entire works

11.MEDICAL SCREENING REQUIREMENTS

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

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- Glucose tests
- Vaccinations (Hepatitis A & Typhoid)

12.TOOLBOX TALKS

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

13. PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

14. WORKPLACE SIGNAGE

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

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15. INCIDENT REPORTING AND INVESTIGATION

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

16. NOTIFICATION OF CONSTRUCTION WORK

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

17. COMPLIANCE MONITORING

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

18. PROJECT COMPLETION

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



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Project details				
Project Scope: Installation of Signages				
Depot / Site / Department: Cydna Laboratory				
Estimated duration: TBC				
Documents required				
Letter of Good Standing	Yes	☒	No	☐ N/A ☐
SHE plan	Yes	☒	No	☐ N/A ☐
Risk Assessment	Yes	☒	No	☐ N/A ☐
Safe working Procedures	Yes	☒	No	☐ N/A ☐
Notification of Construction work	Yes	☒	No	☐ N/A ☐
Inspection registers	Yes	☒	No	☐ N/A ☐
Items required before starting				
Medicals	Yes	☒	No	☐ N/A ☐
Vaccinations	Yes	☐	No	☒ N/A ☐
PPE (boots, hard hats, overall)	Yes	☒	No	☐ N/A ☐
Induction	Yes	☐	No	☒ N/A ☐
Approval from OHS	Yes	☒	No	☐ N/A ☐
APPOINTMENTS AND COMPETENCIES				
<u>Construction Supervisor</u>				
Appointment	Yes	☒	No	☐ N/A ☐
CV (and/ certificates)	Yes	☒	No	☐ N/A ☐
<u>Safety Officer</u>				
Appointment	Yes	☐	No	☒ N/A ☐
CV (and/ certificates)	Yes	☐	No	☒ N/A ☐
NB* Other appointments will be based on the number of employees on site as required by law.				

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RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES

CONTRACTOR:

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

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

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

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



OCCUPATIONAL HEALTH & SAFETY (OHS) SPECIFICATION: BASELINE RISK ASSESSMENT

PROJECT NUMBER:	Johannesburg Water
PROJECT LOCATION:	Cydna Laboratories
PROJECT DESCR:	Installation of Signages

POSSIBLE RISKS FOR THIS PROJECT

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

	Intoxicated pedestrian employee or visitor entering security gate Employees, visitors or contractors entering with firearm Unauthorized entry	Personal fight due to arrogant intoxicated people. Theft due to unauthorized entry.	Work stoppages resulting in delay to production Theft due to unauthorized entry.		walkways in and around site/client premises.
Gate access to site / client premises – by motorists	Speeding Intoxicated drivers. Unlicensed drivers Inexperienced drivers Vehicles not roadworthy	Vehicle accidents.	Fatalities and Injuries Death	E	✓ Security guards at the gate to explain the access control procedure to all motorists entering site /client premises. ✓ All motorists to adhere to all access control procedures explained to them at the gate. ✓ Only roadworthy and licensed vehicles are allowed to drive into site/client premises. ✓ All motorists to be sober ✓ All vehicles must be searched when entering and leaving the premises.
Driving from home to work	Vehicle not roadworthy. Vehicle not maintained. Driver not licensed for operating the vehicle.	Vehicle accident Vehicle colliding with other vehicles or driver losing control of vehicle. Breakdown due to unroadworthy vehicle	Fatalities and Injuries Death	E	✓ Terminate - Stop any distractions such as cell phone usage while driving. Stop anyone that has consumed alcohol or taken non-prescription drugs from driving and working on site. ✓ Transfer - Ensure that drivers have the required competence and the required skills for driving
Obtain necessary JW documentation and JW approvals	Working without authorization from JW	JW removing Contractor from site	Delay in production	H	✓ No work is allowed to start without the necessary documentation and approvals in place. ✓ Occupational notices must be available on site kept on site in the Health and Safety File
Site woks - Installing signages	Lack of experienced and qualified workers	Substandard performances Decrease in time management.	Injuries Delay in production Difficulties in fault findings	H	✓ Appoint qualified and certified employees for the job ✓ Supervision

	Unauthorised persons entering work area.	Unauthorised person entering work area	Injuries resulting in Liability for medical expenses	L	✓ Allow only authorised persons to enter site ✓ Place warning signs where work is taking place ✓ Full time supervision
	Uneven surfaces	Trip and falling	Body injuries	L	✓ Focus on the task at hand. ✓ Wear PPE
	Slippery surfaces	Slip and falling	Body injuries	M	✓ Focus on the task at hand. ✓ Wear PPE ✓ Ensure floors are dry from water
	Working on the ladders	Fall from ladder	Body injuries	M	✓ Pre use Inspection ✓ Do not use any defective ladders
	Floors openings	Falling in the opening	Body Injuries	M	✓ Always barricade or cover openings when work is in progress. ✓ Warning signs must be placed
Employees use of hand tools	Defective Hand tools	Unserviceable tools, damaged tools. The use of wrong tool for the job Hand tools not identified or pre-used inspected.	Hand injuries	M	✓ Hand tools shall be assessed before the project/construction commences and at frequent intervals thereafter. ✓ All hand tools must be identified and entered on a register/checklist. ✓ All hand tools must be inspected. Records of such inspections must be kept on site in the Health & Safety File.
Emergency planning	No procedure for emergency response. No trained persons on emergencies responses. No emergency numbers available.	Employees, contractors, suppliers and visitors will not know how to react to any emergency situation which could result in further injuries. Being trapped inside the building during an emergency	Respiratory injuries (Oxygen depleted air due to fire in the building) Burn injuries (First ,second, third and forth degree burns) Fatalities	E	✓ Emergency preparedness and response procedure must be developed and communicated to all employees and visitors. ✓ An emergency response team must be established and be introduced to anyone in the project.

	Not conducting DSTI	Site hazards not identified	Personal injury	H	✓ Task planning is done prior commencement of work. ✓ Conduct DSTI daily
	Poor lighting and visibility	Strip and fall	Personal Injuries	H	✓ Task planning is done prior commencement of work. ✓ Conduct DSTI daily
	Site risk assessment not conducted prior commencement of work	Task specific risks and hazards not identified, and control measures not known	Personal Injuries	H	✓ Full time supervision ✓ Toolbox talks

RISK ASSESSMENT MATRIX

Likelihood	Consequences				
	Insignificant (minor problem easily handled by normal day to day processes)	Minor (Some disruption possible e.g., damage equal to R150k)	Moderate (significant time / resources required. E.g., damage equal to R500k)	Major (Operations severely damaged. E.g., damages equal to R1m)	Catastrophic (business survival is at risk. Damage equal to R5m – 10m)
Almost certain (90% chance)	High	High	Extreme	Extreme	Extreme
Likely (between 50-90%)	Moderate	High	High	Extreme	Extreme
Moderate (between 10-50%)	Low	Moderate	High	Extreme	Extreme
Unlikely (between 3-10%)	Low	Low	Moderate	High	Extreme
Rare (<3%)	Low	Low	Moderate	High	High

LEGENDS							
LOW	L	MODERATE	M	HIGH	H	EXTREME	E